

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 108
2. AMENDMENT/MODIFICATION NO. 101	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA JSC White Sands Test Facility Attn: Jennifer Brown/BH5 P.O. Box 20 Las Cruces, New Mexico 88004	CODE JAP	7. ADMINISTERED BY (If other than Item 6) NASA JSC White Sands Test Facility Attn: Jennifer Brown/BH5 P.O. Box 20 Las Cruces, New Mexico 88004	CODE JAP

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)
**Jacobs Technology Inc.
 Attn: Mike Anderson, General Manager
 12600 NASA Road
 Las Cruces, NM 88012**

CODE	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO. N/A	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNJ11HA02C	10B. DATED (SEE ITEM 13) 3/01/2011

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

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

12. ACCOUNTING AND APPROPRIATION DATA (If required) **Net Decrease: \$588,065.00**

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

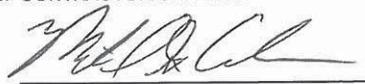
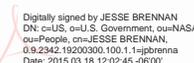
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) Bilateral Modification IAW Procurement Information Circular (PIC) 11-01, Johnson Space Center - Procurement Instruction (JPI) 00-79, NFS 1852.232-81, and mutual agreement of the parties.

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is:

1. Update sections, B.4, B.5, B.6, F.2, F.6, G.3.1, H.8, H.9, H.10, H.19, I.3, I.11, I.13, J-2 and J-17.

See Page 2 for more details. See SPICE for updated sections.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or print) Michael G. Anderson, General Manager	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Irene M. Garcia, Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 3-17-2015
16B. UNITED STATES OF AMERICA BY  FOR  (Signature of Contracting Officer)	16C. DATE SIGNED 3/18/2015

Section B.4 Changes:

1. Section B.4, Firm-Fixed-Price, has been modified to reflect the updated firm-fixed-price value.
2. Section B.4 of the contract is hereby replaced in its entirety with the revision included as Attachement 1 to this modification.

Section B.5 Changes:

3. Section B.5, Estimated Cost and Fee, has been modified to reflect the current contract value as of the date specified in block 16C.
4. Section B.5 of the contract is hereby replaced in its entirety with the revision included as Attachement 2 to this modification.

Section B.6 Changes:

1. Section B.6, Contract Funding, has been modified to reflect the current contract funding as of the date specified in block 16C.
2. Section B.6 of the contract is hereby replaced in its entirety with the revision included as Attachement 3 to this modification.

Section F.2 Changes:

1. Section F.2, Bills of Lading (NFS 1852.247-73) (JUN 2002), has been modified to reflect the contract number under paragraph (a).
2. Section F.2 of the contract is hereby replaced in its entirety with the revision included as Attachement 4 to this modification.

Section F.6 Changes:

1. Section F.6, Shipping Instructions, has been modified to reflect the contract number under paragraph (a).
2. Section F.6 of the contract is hereby replaced in its entirety with the revision included as Attachement 5 to this modification.

Section G.3.1 Changes:

1. Section G.3.1, Supplemental Voucher/Invoice Instructions, has been modified to reflect the additional information required by Defense Contract Audit Agency (DCAA) to process invoices in Wide Area Work Flow (WAWF).
2. Section G.3.1 of the contract is hereby replaced in its entirety with the revision included as Attachement 6 to this modification.

Section H.8 Changes:

1. Section H.8, Key Personnel and Facilities (NFS 1852.235-71 (MAR 1989), has been modified to correct paragraph (c).
2. Section H.8 of the contract is hereby replaced in its entirety with the revision included as Attachement 7 to this modification.

Section H.9 Changes:

3. Section H.9, Observance of Legal Holidays (NFS 1852.242-72) (AUG 1992)(Alternate II)(OCT 2000), has been modified to correct paragraph (d).
4. Section H.9 of the contract is hereby replaced in its entirety with the revision included as Attachment 8 to this modification.

Section H.10 Changes:

1. Section H.10, Small Business Subcontracting Goals (JSC 52.219-90) (OCT 2006), has been modified to include all reporting requirements outlined in PIC 11-01: Class Deviation To Suspend The Use Of Subpart 19.12 Small Disadvantaged Business (SDB) Participation Evaluation Factor And Subfactor Consideration For The Designated Naics And SDB Subcontracting Incentives, Removal Of The Small Disadvantaged Business Participation – Contract Targets (Offeror Fill In) Clause, And Revision Of Small Business (SB) Utilization RFP Language.
2. Section H.10 of the contract is hereby replaced in its entirety with the revision included as Attachment 9 to this modification.

Section H.19 Changes:

1. Section H.19, Contractor On-Site Representative, has been modified to correct the Name of the Contractor On-Site Representative.
2. Section H.19 of the contract is hereby replaced in its entirety with the revision included as Attachment 10 to this modification.

Section I.3 Changes:

1. Section I.3, Personal Identity Verification of Contractor Personnel (FAR 52.204-9) (SEP 2007), has been modified to update the clause language per the January 2011 revisions.
2. Section I.3 of the contract is hereby replaced in its entirety with the revision included as Attachment 11 to this modification.

Section I.11 Changes:

1. Section I.11, Availability of Funds for the Next Fiscal Year (FAR 52.232-19) (APR 1984), has been modified to update the date of funds available.
2. Section I.11 of the contract is hereby replaced in its entirety with the revision included as Attachment 12 to this modification.

Section I.13 Changes:

1. Section I.13, Clauses Incorporated By Reference (FAR 52.252-2) (FEB 1998), has been modified to update the FAR website.
2. Section I.13 of the contract is hereby replaced in its entirety with the revision included as Attachment 13 to this modification.

Section J-2 Changes:

1. Section J-2, Data Requirements List and Data Requirements Description, has been modified to change submission dates for reports due in the month of January.
2. Section J-2 of the contract is hereby replaced in its entirety with the revision included as Attachment 14 to this modification.

Section J-17 Changes:

1. Section J-17, Small Business and Subcontracting Plan, has been replaced in its entirety to include all reporting requirements outlined in PIC 11-01: Class Deviation To Suspend The Use Of Subpart 19.12 Small Disadvantaged Business (SDB) Participation Evaluation Factor And Subfactor Consideration For The Designated Naics And SDB Subcontracting Incentives, Removal Of The Small Disadvantaged Business Participation – Contract Targets (Offeror Fill In) Clause, And Revision Of Small Business (SB) Utilization RFP Language.
2. Section J-17 of the contract is hereby replaced in its entirety with the revision included as Attachment 15 to this modification.

Attachment:

1. Section B.4, 1 page
2. Section B.5, 1 page
3. Section B.6, 1 page
4. Section F.2, 2 pages
5. Section F.6, 1 page
6. Section G.3.1, 1 page
7. Section H.8, 1 page
8. Section H.9, 1 page
9. Section H.10, 1 page
10. Section H.19, 1 page
11. Section I.3, 1 page
12. Section I.11, 1 page
13. Section I.13, 1 page
14. Section J-2, 79 pages
15. Section J-17, 11 pages

B.4 FIRM FIXED-PRICE (NFS 1852.216-78) (DEC 1988) (Applicable only to fixed-price)

The total firm fixed price of this contract is \$ (b) (4) 11,017,896.

(End of clause)

B.5 ESTIMATED COST AND FEE

(a) The estimated cost of this contract is \$ (b) (4) 215,760,992. The maximum available fee, excluding base fee, if any, is (b) (4) 10,993,005. The base fee is \$0. Total estimated cost and maximum fee is \$ (b) (4) 226,753,997.

Contract Year 1			
	COST / PRICE	MAX AWARD FEE	TOTAL COST / PRICE AND FEE
PHASE-IN FP	\$ (b) (4)	(b) (4)	(b) (4)
CR TO'S (T1-X)	\$.	.
FFP TO'S (T1-X)	\$.	.
TOTAL ISSUED IDIQ (NTE \$100M/YR)	\$.	.
TOTAL CONTRACT VALUE YEAR 1	\$.	.

Contract Year 2			
	COST / PRICE	MAX AWARD FEE	TOTAL COST / PRICE AND FEE
CR TO'S (T1-X)	(b) (4)	(b) (4)	(b) (4)
FFP TO'S (T1-X)			.
TOTAL ISSUED IDIQ (NTE \$100M/YR)			.
TOTAL CONTRACT VALUE YEAR 2			.
TOTAL YEAR 1 VALUE			.
FP CONTRACT VALUE YEAR 1 - 2			.
CR CONTRACT VALUE YEAR 1 - 2			.
TOTAL CONTRACT VALUE YEAR 1 - 2			.

	Contract Year 3		
	COST / PRICE	MAX AWARD FEE	TOTAL COST / PRICE AND FEE
CR TO'S (T1-X)	(b) (4)	(b) (4)	(b) (4)
FFP TO'S (T1-X)			
TOTAL ISSUED IDIQ (NTE \$100M/YR)			
TOTAL CONTRACT VALUE YEAR 3			
TOTAL CONTRACT VALUE YEAR 1			
TOTAL CONTRACT VALUE YEAR 2			
FP CONTRACT VALUE YEAR 1-3			
CR CONTRACT VALUE YEAR 1-3			
TOTAL CONTRACT VALUE YEAR 1-3			

	Option Year 1 (Contract Year 4)		
	COST / PRICE	MAX AWARD FEE	TOTAL COST / PRICE AND FEE
CR TO'S (T1-X)	\$ (b) (4)	\$ (b) (4)	(b) (4)
FFP TO'S (T1-X)	\$		
TOTAL ISSUED IDIQ (NTE \$100M/YR)	\$	\$	
TOTAL CONTRACT VALUE YEAR 4	\$	\$	
TOTAL CONTRACT VALUE YEAR 1	\$	\$	
TOTAL CONTRACT VALUE YEAR 2	\$	\$	
TOTAL CONTRACT VALUE YEAR 3	\$	\$	
FP CONTRACT VALUE YEAR 1-4	\$		
CR CONTRACT VALUE YEAR 1-4	\$	\$	
TOTAL CONTRACT VALUE YEAR 1-4	\$	\$	\$ 226,753,997

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

For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is **\$223,597,410.**

- (a) This allotment is for all Test and Evaluation Support Team (TEST) efforts at NASA/JSC/WSTF and covers the following estimated period of performance: March 1, 2011 through **October 23, 2015.**
- (b)

	COST / PRICE	MAX AWARD FEE	TOTAL COST / PRICE AND FEE
PHASE-IN FP	(b) (4)	(b) (4)	(b) (4)
CR TO'S (T1-X)		(b) (4)	
FFP TO'S (T1-X)			
TOTAL ISSUED IDIQ (NTE \$100M/YR)			
TOTAL CONTRACT Funding to Date			\$222,597,410

(End of clause)

F.2 BILLS OF LADING (NFS 1852.247-73) (JUN 2002)

The purpose of this clause is to define when a commercial bill of lading or a government bill of lading is to be used when shipments of deliverable items under this contract are Free On Board (F.O.B.) origin. Unless otherwise specified in the delivery/task order and authorized in advance by the Contracting Officer, deliveries under this contract shall be made F.O.B. Destination.

- (a) Commercial Bills of Lading. All domestic shipments shall be made via commercial bills of lading (CBLs). The Contractor shall prepay domestic transportation charges. The Government shall reimburse the Contractor for these charges if they are added to the invoice as a separate line item supported by the paid freight receipts. If paid receipts in support of the invoice are not obtainable, a statement as described below must be completed, signed by an authorized company representative, and attached to the invoice.

“I certify that the shipments identified below have been made, transportation charges have been paid by (company name), and paid freight or comparable receipts are not obtainable.

Contract Number: **TBDNNJ11HA02C**

Destination: WSTF

- (b) Government Bills of Lading.

- (1) International (export) and domestic overseas shipments of items deliverable under this contract shall be made by Government Bills of Lading (GBLs). As used in this clause, “domestic overseas” means non-continental United States, i.e. Hawaii, Commonwealth of Puerto Rico, and possessions of the United States.

- (2) At least 15 days before shipment, the Contractor shall request in writing GBLs from:

WSTF Transportation Officer
NASA/JSC/White Sands Test Facility
12600 NASA Road
Building 120
Las Cruces, NM 88012

If time is limited, requests may be by telephone: 575-524-5140.

Requests for GBLs shall include the following information:

- (i) Item identification/ description
(ii) Origin and destination

- (iii) Individual and total weights
- (iv) Dimensional Weight
- (v) Dimensions and total cubic footage
- (vi) Total number of pieces
- (vii) Total dollar value
- (viii) Other pertinent data

(End of clause)

F.6 SHIPPING INSTRUCTIONS

- (a) All documentation and hardware to be shipped to WSTF shall be shipped as identified below:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer,
NASA/JSC/White Sands Test Facility
12600 NASA Rd.
Building 120
Las Cruces, NM 88012

Mark for: Accountable Property Officer
Mark With: Contract Number: **NNJ11HA02CTBD**
For reissue to: _____
(Name)(Mail Code)(Bldg.)(Rm.)

- (b) Unless otherwise authorized in advance by the Contracting Officer, deliveries under this contract shall be made between the hours of **7:30 a.m. and 3:30 p.m.**, Monday through Friday, excluding off-Fridays and Federal holidays.

Hardware may be required to be shipped to locations other than those identified above in the performance of this contract; the “ship to; mark for; for reissue to” information shall be modified as necessary to annotate the appropriate information for each shipment.

(End of clause)

G.3.1 SUPPLEMENTAL VOUCHER/INVOICE INSTRUCTIONS

(a) All vouchers/invoices submitted to the Contracting Officer shall clearly delineate the following (unless otherwise directed by the Contracting Officer):

- (1) The period of performance the invoice/voucher covers.
- (2) As part of the voucher/invoice submittal to the Contracting Officer, the Contractor shall provide a recapitulation of invoices submitted.
- (3) Any other information as required by the Contracting Officer to clearly and effectively track each invoice/voucher.

(b) The following table shall be completed and submitted for all Wide Area Work Flow invoices:

<u>Labor</u>	<u>Invoice Detail</u>
<u>Jacobs Labor (base)</u>	
<u>Jacobs Transferred-in Labor</u>	
<u>SRE (indirects) (payroll fringe)</u>	
<u>G&A (indirects)</u>	
<u>Total Labor</u>	
<u>SRE Provisional Billing Rate</u>	
<u>G&A Provisional Billing Rate</u>	
<u>Non-Labor</u>	
<u>Travel</u>	
<u>Materials</u>	
<u>ODC</u>	
<u>ODC-Major Subcontractor (Teammates) Labor</u>	
<u>ODC-JEG Inter-company costs</u>	
<u>NMGRT</u>	
<u>ODC-Service Center Mark-up</u>	
<u>G&A (indirects) (without S/C M-up)</u>	
<u>Total Non-Labor</u>	
<u>G&A Provisional Billing Rate</u>	
<u>Total Invoice</u>	

(End of clause)

H.8 KEY PERSONNEL AND FACILITIES (NFS 1852.235-71) (MAR 1989)

- (a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.
- (c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

Key Personnel:

(b) (4)

Key Facilities: N/A

(End of clause)

H.9 OBSERVANCE OF LEGAL HOLIDAYS (NFS 1852.242-72) (AUG 1992)
(ALTERNATE II) (OCT 2000)

(a) The on-site Government personnel observe the following holidays:

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

- (b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.
- (c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.
- (d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

(End of clause)

H.10 SMALL BUSINESS SUBCONTRACTING GOALS (JSC 52.219-90) (OCT 2006)

(b) (4)

.....

(End of Clause)

H.19 CONTRACTOR ON-SITE REPRESENTATIVE

The Contractor shall at all times for the duration of the contract have a designated representative permanently located at WSTF with complete authority to decide (in a timely fashion) all matters related to this contract, including the ability to receive and execute, on behalf of the Contractor, such contract modifications, notices, policy directives, etc., as may be issued pursuant to the terms of and associated with the performance of this contract. The Contractor shall identify this designated on-site representative by name and official title below.

Keith Beck <u>Michael Anderson</u>	<u>General Manager</u>
Name of Contractor On-Site Representative	Official Title of Representative

(End of clause)

I.3 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (SEP 2007 JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

~~(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.~~

(End of clause)

I.11 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (FAR 52.232-19)
(APR 1984)

Funds are not presently available for performance under this contract beyond **September 30, 2015**. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond **September 30, 2015** until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

I.13 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

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

<http://www.acquisition.gov/far/>

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

1. DRD Title NF533 Cost and Data Reporting	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-BP-04	RFP/Contract No. NNJ11HA02C Test Evaluation & Support Team
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide a basis for reporting and evaluating cost and expenditure in support of this contract. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.			5. Category (Check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) NPR 9501.2D, "Financial Management Reporting" NPR 9060.1, "Cost Accruals"		7. Interrelationships (e.g., with other DRDs) Management Review Report, DRD-TEST-CM-06	
8. Preparation Information (Include complete instructions for document preparation).			

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

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

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

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. **Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.**

The due dates for the NF533M reports are outlined in Chapter 3 of NPR 9501.2D, but have slightly changed for this DRD. The following is a summary of the NF533 due date requirements.

NF533 Report
NF533M

Due Date

Due Date is the 10th of the Month unless it falls on the weekend, then due date is the following Monday. For NF533M delivered in the months of December, March, June, and September, the NF533M must reflect an estimate through the end of the calendar month, not the contractor month end. For NF533M delivered in January, the due date is the 15th. If this date falls on the weekend, then the due date is the following Monday.

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

Distribution:

1. LF6/Cost Accounting (1 electronic copy with original signature)
2. BH/WSTF Contracting Officer (1 electronic copy with original signature)
3. LI/WSTF Budget/Program Analyst (1 electronic copy)
4. RA/COTR (1 electronic copy)

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. This contract shall reflect different methodologies for reporting costs on the NF533 document. This is due to the distinctly different types of work authorized/contract fee type earned. All costs shall be reported through the NF533, whether fixed price or cost reimbursable in nature. If required, subcontractor cost should be reported based on the same methodologies as the prime.

Cost Reporting

The accrual methodology for the Contract Work Breakdown Structures (WBS) shall be based on the actual costs incurred to date as the month reported, along with an estimate for the listed future periods (as shown in the Exhibits under Section 8). The sub-level requirement for reporting purposes will be to the 2nd, 3rd and 4th level tiers. Examples of the various Exhibits are found under the "Supplemental" reference, further down in the DRD.

Costs for the NASA Programs (current and future) and External Customers shall be tracked and reported separately, by the NASA Accounting Code Structure. This reporting requirement is in order for NASA to comply with requirements of accurately and timely reporting of Program costs. These costs are to be reported in accordance with the requirements of NFS 1852.242-73, *NASA Contractor Financial Management Reporting* must be in suitable format and adequate detail to fulfill obligations placed on NASA.

An additional requirement for organizational reporting is necessary to support internal and external inquiries about functional performance.

Fixed Price IDIQ

Unless otherwise noted in any FP IDIQ TO, the accrual methodology for FP TO's shall be a simple straight-line accrual according to the total fixed price of the FP TO, divided equitably by the months over the period of performance. For example, a FP TO would report cost by dividing the total fixed price by fifty-two weeks and reporting cost for the first month based on a four-week reporting period, the second month on a four-week reporting period and the third month on a five-week reporting period for each quarter in the contractor's accounting year showing equitable costs in each month reported. In addition, reporting of equivalent persons (EPs) and hours will be required.

Cost Reimbursable IDIQ

The accrual methodology shall be based on actual cumulative costs incurred to date as of the month reported, along with an estimate for the listed future periods. This is more traditional "cost reimbursable" reporting. Additional direction may be found on the task order itself.

The information below, extracted from the NPR 9501.2D indicated the appropriate accrual methodologies for specific elements of cost.

Workload Reporting

The contractor shall provide a monthly report with workload performance metrics by WBS. The monthly report shall be due on the same date as the NF533, and shall reflect the same period of

performance. Workload metrics shall be provided for each WBS, and shall be subtotaled at a level that is consistent with the cost reporting at the sub-WBS level. A sample format is attached for reference.

Cost Elements

Examples of accrual accounting for common cost elements reported on the NF533 follow:

<u>Cost Elements</u>	<u>Definitions</u>
<i>Labor</i>	Reported to NASA as hours are incurred.
<i>Equipment & Materials (commercial off the shelf)</i>	Generally reported to NASA when received and accepted by the contractor.
<i>Manufactured Equipment</i>	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease.
<i>Travel</i>	Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub- contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee,

Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.

New Mexico Gross Receipts Tax

The Offeror is advised that the goods and/or services to be acquired through this solicitation may be subject to various taxes, including but not limited to, New Mexico Gross Receipts Tax (NMGRT). The NMGRT is unique to New Mexico and, unlike a sales tax, it is an excise tax imposed on the seller of certain goods and services in exchange for the privilege of doing business in New Mexico. It is the Offeror's responsibility to determine whether the State of New Mexico requires registration and whether the NMGRT is applicable to all or part of the task order/delivery order process. Additional NMGRT information can be found on the State of New Mexico website at http://www.tax.state.nm.us/trd_ques.htm#grt

Baseline 533

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract (the NF533Q can be found in the **NASA Contractor Financial Management Reporting, NASA Procedural Requirements (NPR 9501.2D or latest revision)**). The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost. The NF533Q will only be required to identify the baseline, and not required in subsequent months.

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

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M report, shall be based on the most current and reliable information available. Data entered will not be simply a restatement of negotiated baseline values. Since the requirement for the NF533Q is waived, there must be an estimate for the consecutive three months. Prior period cost adjustments should be reported in column 7a and 7c of NF533M as soon as identified with a footnote discussing the reasons for and amounts of the adjustments and time period the adjustment relates to, delineated by government fiscal year, if affecting more than one fiscal year.

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

If uncompensated overtime hours are worked these should be reported on NF533 reports as a footnotes.

Supplemental

The reporting requirements outlined in this DRD shall include the following deliverables/Exhibits:

1. NF533M Roll up summary for the entire contract

2. Supplemental report showing summary breakout by CWBS
3. Supplemental report showing a detailed breakout by lower level CWBS
4. Supplemental report showing cost by task/deliver order
5. Supplemental report showing NASA accounting code structure within each task/delivery order
6. Supplemental report showing task/delivery orders within each NASA accounting code structures
7. Supplemental report showing summary roll up cost by CWBS for each contractor organization
8. Supplemental report showing workload metrics by WBS
9. Supplemental Contractor Cost Reporting (CCR) input format



533 and
Supplemental Report:

The sample 533 is a sample of the proposed structure and format of the NF533M for this contract, and is intended to closely represent the final version.

Variance

The requirement on explanations for the 10% variance between estimate and actual can be found in NPR 9060.1, Cost Accruals, Section 1.2.10.1.1.e(1). Below is an excerpt:

Timeliness of receipt of the NF 533 reports and the accuracy of accruals shall be monitored each month. The Contractor Cost Reporting (CCR) Extension provides Analysis of Accrued Cost, CCR Timeliness, and CCR Adjustment Explanation Reports to assess the timeliness and accuracy of Center accruals and contractor estimates. CCR Administrators shall review Analysis of Accrued Cost Reports each month for those contracts which account for the majority (at least 85%) of the Center's total monthly cost accrued on contracts with contractor cost reports. **Where consistently excessive variances of +/- 10% occur, CCR Administrators shall request and review explanations of causes and corrective actions taken to improve the accuracy of contractors' accruals.**

Electronic NF533 Requirement

The contractor shall submit the NF533 electronically by the due date. The data shall be submitted via email using Microsoft Excel (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information.

<u>Data Element</u>	<u>Description</u>
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the NF533 report
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalent (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative	Date the NF533 is approved and signed by the authorized Contractor Representative
Date Signed	

Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete (column 8c on the NF533)
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract (column 9a on the NF533)
Grand Total Contract Value (9b)	Contractor distribution of contract value by the reporting categories (column 9b on the NF533)
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period (column 10 on the NF533)

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

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)

Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

Category

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

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

MACFPS001_NAS00-0001_YYYY_MM_DD

SAP 2 Charter Center Abbreviations

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

Format

(Continuing Segment)

Field Name	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
Record	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Number	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
Value				MOD_NUMBER	13	18	6	CHAR
(197)								
was	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
as								
e								
d	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	REP_END_DATE	27	34	8	DATE
	Header field—submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
d	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
ly	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR

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	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Format
	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
ear- nit of	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
ve – ficer				AUTH_SIGNATURE	54	78	25	CHAR
ve – hed e(CR)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
total r nn tual prior	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)
total r n 7a I HR	Submitted with CONTRACTOR data	Required if detailed line item data is submitted	Required if detailed line item data is submitted	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)

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	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Format
e		in monthly batch file.	in monthly batch file.					
Total Contractor Planned Month s for th.				GT_COST_PLANNED_MONTH	110	122	13	CURRENCY (2)
Total Contractor Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
Total Contractor (7)				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)
Total Contractor Current Date	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Total Contractor Current Date	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)

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	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
Total cost month n cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
he R				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
he to re tract				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
ue (CR				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
rs at ng (197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

Format
(Segment)

Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
Monthly column 7a or ITD Column	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CAT	3	26	24	CHAR
Incurred costs for given	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement-data from Column 7a, 7c or 8a	COST_INCUR_MONTH	27	39	13	CURRENCY (2)
Incurred hours [materials] for given	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)
Planned Cost for Month (Planned costs for the Month) (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
Planned Cost Dollars which Contract Cost Date (CR 8197)				CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)
Planned Cost for Month (Planned Contract Cost to Date) (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)
Planned Cost for first month for given	Line item field—submitted with	Required.	Determined by contract requirement-	CUR_MONTH_EC	89	101	13	CURRENCY (2)

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Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
	CONTRACTOR data		data from Column 7a, 7c or 8a					
Hours for first month for given month. All only be for hours are submitted per contract.	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Hours for second month for given month.	Line item field—submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)
Contract for the estimate to (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
Contract estimate for the estimate to complete of contract (9a)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
Contract value based upon modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
Contractors Outstanding Orders Reporting period				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
Contractor P to determine Category Level (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
Contractor if record is a Category. Leave blank for Reporting Category and Element of records. This is by SAP to the record is a Category. (CR 8197)				REPORTING_CAT_INDICATOR	207	207	1	CHAR

Format

Category Line Items – Repeating Segment

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

mat

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

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

Format

number of header & detail records sent from the contractor/vendor/center in order to verify the receipt
(per transmission)

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

1. DRD Title Information Technology (IT) Management Plan and Reports	2. Date of current version 7/14/10		3. DRL Line Item No. DRD-TEST-IT-01	RFP/Contract No. (Procurement completes) NNJ11HA02C
	4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Defines IT plans and reports that document the contractor's compliance with Federal and NASA IT regulations and requirements.			5. DRD Category (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
	6. References (<i>Optional</i>) Specified below			7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) SOW Section 5.14; 6.2.8.2; DRD-TEST-CM-02; DRD-TEST-CM-04 J-18, IT Plan

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

a) References

1. For IT Security planning requirements, refer to:

1.1. Federal Documents:

- 1.1.1. OMB circular A-130, App. III, Security of Federal Automated Information Resources
- 1.1.2. FAR 52.204-2
- 1.1.3. Export Administration Regulations (EAR)
- 1.1.4. Arms Export Control Act (AECA)
- 1.1.5. Federal Information Security Management Act (FISMA)
- 1.1.6. Health Insurance Portability Act (HIPA)
- 1.1.7. NIST Special Publication 800-18 "Guide for Developing Security Plans
- 1.1.8. FIPS 200, Minimum Security Requirements for Federal Information and Information Systems
- 1.1.9. FIPS 199, Standards for Security Categorization of Federal Information and Information Systems
- 1.1.10. NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources (May 2007) (as modified by NASA Procurement Information Circular 08-09, dated May 1, 2008)
- 1.1.11. NPR 2810.1, Security of Information Technology
- 1.1.12. NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems
- 1.1.13. NIST SP 800-30, Risk Management Guide for Information Technology Systems
- 1.1.14. NIST SP 800-34, Contingency Planning Guide for Information Technology Systems
- 1.1.15. NIST SP 800-61, Computer Security Incident Handling Guide
- 1.1.16. NIST SP 800-37, Guide for the Security Certification and Accreditation of Federal Information Systems
- 1.1.17. NIST SP 800-53, Recommended Security Controls for Federal Information Systems
- 1.1.18. NIST SP 800-53A, Draft Guide for accessing the Security Controls in Federal Information Systems

1.2. NASA Agency and JSC Center documents

- 1.2.1. NPR 2810.1 Security of Information Technology
- 1.2.2. JSC JPG 2810.1B JSC IT Security Handbook

2. For current IT Capital Planning and Investment Control (CPIC) planning requirements, the contractor must refer to the Information Resources Directorate (IRD) (JSC CIO) and CFO web sites. These

requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements.

2.1. Federal documents:

- 2.1.1. OMB Circulars A-130 and A-11
- 2.1.2. Executive Order 12845, Energy-efficient Microcomputers
- 2.1.3. IT Management Reform Act of 1996 (the "Clinger-Cohen Bill")

2.2. NASA Agency and JSC Center documents:

- 2.2.1. JSC memorandum IA-03-032, subject: "JSC's Capital Planning and Investment Control Process"
- 2.2.2. NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility"

b) Data Type: Plan/Reports - 2

c) Scope

1. The IT Management plan will ensure contractor awareness and compliance with NASA regulations.
2. The contractor shall be responsible for Information Technology (IT) Security and CPIC planning for all systems connected to a NASA network or operated by a NASA contractor.
3. The IT security plans shall address specific systems or a group of systems, and includes the system Risk Assessment, the system Self-Assessment, and the system Contingency plan. This DRD applies to all internal and external IT systems that are managed under this contract and that contain or process NASA data or information.

Upon approval, the contractor's response to this DRD will become a part of the contract as Attachment J-18, Information Technology Plan.

d) Contents

1. IT Management Plan:

- 1.1. The IT Management Plan shall be an umbrella document, which encompasses and integrates all IT management activities. As a minimum, the IT Management Plan shall cover:
 - 1.1.1. The significant policies and plans of all aspects of reportable IT.
 - 1.1.2. Identification of the Line Manager who is responsible for the contractor systems in accordance with the definitions set forth in NPR 2810.1A
 - 1.1.3. Levels of approvals.
 - 1.1.4. Flow of authority.
 - 1.1.5. External interfaces with the Government, other Contractors, and institutional IT providers.
 - 1.1.6. The relationship between and integration of IT DRDs to the overall management of the IT content.

2. IT Security Plan:

- 2.1. The IT Security Plan shall be kept up to date as changes to the baseline configuration of the system occur and shall be documented in the IT Security Plan.
 - 2.1.1. The IT System Security Plan shall be written in accordance with NASA FAR 1852.204-76 (as modified by NASA Procurement Information Circular 08-09, dated May 1, 2008) and NIST SP 800-18, and following the process defined in NIST SP 800-37. It shall address all the required security controls defined in the latest revision of the NIST SP 800-53 based upon the security categorization (per FIPS 199).
 - 2.1.2. Risk Assessment: The IT Risk Assessment report shall be written in accordance with NASA FAR 1852.204-76 (as modified by NASA Procurement Information Circular 08-09, dated May 1, 2008) and following the guidelines of NIST SP 800-30.
 - 2.1.3. Self-Assessment: The self-assessment shall be conducted as defined by NIST SP 800-53A

- 2.1.4. Contingency Plan: The IT Contingency Plan shall be written in accordance with NASA FAR 1852.204-76 and following the guidelines of NIST SP 800-34.
- 2.2. The Contractor shall update and maintain Certification and Accreditation (C&A) packages and related documentation for IT systems as per NPR 2810.1A, ITS-SOP-0030C and National Institute of Safety and Technology (NIST) 800-37. Major re-certifications of IT Systems requiring C&A occur every three years, and the Contractor must prepare for and support this activity to ensure successful system re-certification.
 - 2.2.1. The Contractor shall map types of information and IT systems to security categories as per NPR 2810.1A, ITS-SOP-0019B, FIPS-PUB-199 and NIST 800-60 (Volumes 1 and 2).
 - 2.2.2. Provide updated risk assessments for IT systems as per NPR 2810.1A and NIST 800-30.
 - 2.2.3. Provide updated and maintained Security Plans and a Plan of Actions and Milestones (POA&M) for IT systems as per NPR 2810.1A, ITS-SOP-0032 and NIST 800-18 Rev 1, assessing security controls as per NIST 800-53A.
 - 2.2.4. Provide a summary report on periodic performance of technical assessment, security testing and continuous monitoring of IT systems as per NPR 2810.1A and NITR 2810-12.
 - 2.2.5. Provide a summary report on disaster recover, contingency, and continuity of operations planning and testing performance for IT systems as per NPR 2810.1A and NITR 2810-15.
 - 2.2.6. The Contractor shall follow the instructions in ITS-SOP-0033 for any external systems that are managed under this contract.
3. CPIC planning:
 - 3.1. Shall address establishment and documentation of compliance with the IT CPIC requirements, as documented in JSC memo IA-03-032, NASA PIC 01-13, the IT PPBE, as well as all updates and/or replacements to those documents.
 - 3.2. Shall utilize the agency tool for Summary Investment Business Case (SIBC) IT investment PPBE input for data and budget formulation information. Tool will also address system descriptions, management methods, resource requirements, IT security, Enterprise Architecture and system priorities.
 - 3.3. Provide a summary of the contractor's evaluation and selection of JSC IT Standards that will meet their requirements. Requirements that cannot be met sufficiently by a JSC or organizational standard will require submitting a new IT Standard per the approved process (JSC memo IA-03-032). Current IT Standards are documented on the IRD (JSC CIO) web site.
 - 3.4. Shall address Section 508 requirements compliance in accordance with NASA PIC 01-13 entitled "Electronic and Information Technology Accessibility" prior to the procurement of Electronic and Information Technology (EIT). Specifically, enclosures are included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508. Includes assessment and market research template. According to Procurement Information Circular (PIC) 05-01, "ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY", March 3, 2005, the requirements office is responsible for determining if an acquisition is for electronic and information technology (EIT). The Center CIO Office may be consulted when it is not clear if a product or service is EIT. According to the PIC, "If an acquisition is not for EIT, [Federal Acquisition Circular] FAC 97-27 [, Electronic and Information Technology (EIT) Accessibility,] does not apply. In these cases, documentation is normally not required. However, because of the potential for litigation, centers should consider the need for some rationale when the characterization of the item as other than EIT is a borderline call."
4. General planning:
 - 4.1. Shall include the plans for coordination and execution of all IT tasks.
 - 4.1.1. Within 30 days after contract award or notification from the Contracting Officer that a plan is required, system administrators shall be identified and their names submitted to the Contracting Officer and the CIO Representative for Procurement.
 - 4.1.2. Within 30 days after contract award or notification from the Contracting Officer that a plan is required, IT Points of Contact (ITPOCs) shall be identified and their names submitted to the Contracting Officer and the CIO Representative for Procurement. ITPOCs are interfaces to

the NASA Information Resources Directorate to allow for the timely request of institutional provided resources utilizing the NASA provided service request system.

4.1.3. Approval flows for Service Request System?

5. Reports:

5.1. The contractor shall submit monthly reports detailing the overall status of the annual training program. The Annual training program is defined as the period from October 1st through Sept 30th.

e) Plan submittals:

1. Draft: Plan due at start of Phase-in plus 30 days.
2. Final: Plan due at contract start.
3. Approval: 30 days after contract start.

f) Submission frequency

1. Plans are submitted annually by September 30th.
2. Reports are submitted monthly by the 10th day of the month following the report, except in January where it shall be submitted by the 15th. If this date falls on the weekend, then the due date is the following Monday.

g) Distribution:

1. RA/Contracting Officers Technical Representative
2. IA/WSTF IT Manager

h) Format:

1. IT Management Plan documentation shall be delivered in native format and be compatible with JSC standard software loads and consistent with NPR 2810.1A.
2. Self-Assessment: The self-assessment shall be conducted and provided in the format defined by NIST SP 800-53A

i) Maintenance:

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

1. DRD Title Supply Reports	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-LS-01	RFP/Contract No. NNJ11HA02C
4. Use: Reports are required to determine the effectiveness of the Supply Management System and as indicators of the volume of supply activity. Reports will be submitted to NASA/JSC and NASA HQ by the NASA WSTF Property Administrator.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: NPD 4100, Supply and Materials Management Policy, NPR 4100, NASA Materials Inventory Management Manual			7. Interrelationships: SOW 5.10 TO 1TCSUPL

8. Preparation Information:

- a. Data Type: 2
- b. Scope: Contractor to provide the following reports to monitor and track Supply Management activity at WSTF. These reports are required when on site storage for program stock exceeds \$75,000 in a single location.
- c. Content:
The following two reports shall be provided on a MONTHLY basis:

- 1. RESERVED
- 2. Store Stock Inventory Adjustment Report: Provide a report of store stock inventory adjustments with rational for adjustments. Submitted on NASA Form 1256 and forwarded to the WSTF SEMO for approval. Due: 5th of each month, except in January where it is to be provided by the 9th of the month. If this date falls on the weekend, then the due date is the following Monday.

The following reports will be required on a QUARTERLY basis:

- 3. Shelf Life Inventory Report: Submit an inventory report of shelf life items maintained in the WSTF stock supply system. The report shall identify item counts and shelf life status. Due: January 9⁵, April 5, July 9⁵, and October 5. If any of these dates fall on the weekend, the report is then due on the following Monday.
- 4. Contractor-Acquired Material (CAM) Report: Submit report consisting of two transfer documents (DD Form 1149) that identify material purchased and received by the contractor for on-site use. The DD Form 1149 will transfer accountability of these assets from the contractor to NASA. The DD Form 1149 shall identify the total number of line items and total value of stock supplies purchased each quarter and transferred to the Government. The two documents will be differentiated as follows:
 - a. Items purchased for direct consumption on site.
 - b. Items issued to storerooms or bench stock areas that will affect the dollar value of assets on hand.

The two reports (4.a and 4.b) are due 15 working days after the end of Fiscal Year Quarter.

- 5. RESERVED

6. RESERVED

7. Three Year No Usage Report: Provide a report that analyzes all WSTF Stores Stock System Spares and documents any findings and recommendations to the NASA WSTF Property Administrator. The analysis should focus on system spare (Program Stock) and stores stock that have not been drawn in a 3 year period.

The Three Year No Usage Report is due on October 15 each year.

- d. Format: Contractor's format is acceptable, except where specific NASA forms are used. Electronic distribution only.
- e. Distribution:
1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. RC/WSTF Property Administrator
- f. Submission: See individual report description for submission frequency.

1. DRD Title Equipment Reports	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-LS-02	RFP/Contract No. NNJ11HA02C
4. Use: Reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of Logistics activity. Reports will be submitted to NASA/JSC and NASA Headquarters by the NASA WSTF Property Manager.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: NPR 4200.1E, NASA Equipment Management Manual, NPD 4200.1A, Equipment Management, Procurement Information Circular, PIC 04-12, NASA FAR Supplement Subpart 1845-7101			7. Interrelationships: TO 1TCEQUP

8. Preparation Information:

- a. Data Type: 2
- b. Scope: Contractor to provide the following reports to support performance of property management and logistics.
- c. Content:
The following report will be required on a VARIABLE basis:
 - 1. Property Financial Report: Property financial reports are required with item levels supporting data. This data shall be submitted for all items with an acquisition cost of \$100,000 or more, in the contractor's and subcontractor's possession, in the following classifications. Real property, equipment special test equipment, special tooling and agency peculiar property. In addition to the distribution list below, this monthly reporting shall be submitted to JSC FMD.

Due: 5 days after receipt and tagging.

The following report will be required on a QUARTERLY basis:

- 2. Contractor Transfers of Tagged Equipment Purchased or Acquired to NASA Report: The quarterly report shall include a list of contractor acquisitions of controlled equipment, contractor purchase or acquisition documents numbers, dollar values and date received. The report of transfers shall be attached to a completed DD Form 1149 and submitted to the NASA Contracting Officer for acceptance. The first reporting period is the 1st quarter from the start of the contract and each quarter following.

Due Dates: January 9⁵, April 5, July 9⁵ and October 5. If any of these dates fall on the weekend, the report is then due on the following Monday.

The following report will be required on a QUARTERLY and ANNUAL basis:

- 3. Lost, Damage, Destruction Incident Reports: Provide reports of Installation Accountable Property (IAP) that were reported lost, damaged, or destroyed during the applicable quarterly period. Annual metrics measuring installation loss rates (# pieces lost/total # pieces) shall also be maintained and submitted annually to the NASA Property Administrator to determine the effectiveness of the contractor's equipment management system.

Due: Quarterly on Jan 9⁵, Apr 5, Jul 5⁹, and Oct 5 and Annually on Oct 5. If any of these dates fall on the weekend, the report is then due on the following Monday.

The following reports will be required on an ANNUAL basis:

4. IAP Report: Submit a report of Installation Accountable Property (IAP) custodially assigned to NASA and assigned contractors to the NASA Property Administrator. Report shall detail the following:
 - J-2A List - IAP Contractor TEST
 - J-2B List - IAP Contractor ECO
 - J-2C List - IAP NASA custodial accounts.
 - J-2C List - Contractor purchases transferred by DD-1149 to NASA IAP

Due: October 15

The following report will be required at BEGINNING OF CONTRACT and on an ANNUAL basis thereafter:

5. Annual NEMS Inventory Plan: Submit an annual NEMS inventory plan to the NASA Property Administrator at the start of each each annual inventory schedule.

Due: 30 days after contract start, and 30 days after the completion of the Fiscal Year inventory cycle.

6. Inventory Preparation Report: Per requirements identified in the NPR 4200.1, Equipment Management Manual, the contractor shall provide an annual inventory report following the Phase-In Inventory Report (in Section vii of DRD-TEST-CM-04" Phase-In Plan). The report shall include:
 - a. Number of property management areas and number of items scheduled for inventory
 - b. Number of property management areas for which physical inventory was completed
 - c. Number of items and value of property inventoried
 - d. Number and value of items added to the records as a result of the physical inventory
 - e. Number and value of lost items surveyed as a result of the physical inventory
 - f. Number and value of items that were previously surveyed and located as a result of the physical inventory
 - g. Any conclusions and procedural changes initiated following analysis of the inventory results.

Due: Oct 10

- d. Format: Contractor's electronic format is acceptable, unless stated otherwise within the description of the report. Electronic distribution only.
- e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. RC/WSTF NASA Property Administrator
- f. Submission: See individual report description for submission frequency.

1. DRD Title Mail Reports	2. Date of current 2/23/12	3. DRL Line Item No. DRD-TEST-LS-03	RFP/Contract No. NNJ11HA02C
4. Use: Determine the effectiveness of the Mail Management System and as indicators of the volume of metered mail activity. Reports will be submitted to NASA/JSC and NASA HQ by the NASA WSTF SEMO			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: TO 1TCMAIL

8. Preparation Information:

a. Data Type: 3

b. Scope: Contractor to provide the following reports to monitor and track Mail Management activity at WSTF.

c. Content:

The following report will be required on a MONTHLY basis:

1. Metered Mail Report: Provide a report that delineates the cost for the government mailing during the previous month. The report shall segregate cost by individual mail classes (e.g. first class, presort class, express mail, international mail, etc.)

The metered mail report is due monthly by the 5th of each month, except in January where it shall be submitted by the 9th. If this date falls on the weekend, then the due date is the following Monday. Distribute to RC/WSTF NASA SEMO, and JSC Mail Manager.

The following report will be required on a QUARTERLY basis:

2. Metered Mail Report: Provide a report that delineates the cost for the government mailing during the previous quarter. The report shall segregate cost by individual mail classes (e.g. first class, presort class, express mail, international mail, etc.)

The metered mail report is due quarterly by January 9⁵, April 5, July 9⁵, and October 5. If any of these dates fall on the weekend, the report is then due on the following Monday. Distribute to RC/WSTF NASA SEMO, and JSC Mail Manager.

The following report will be required on an ANNUAL basis:

3. Mail Management Report: Provide a report that delineates all data requirements for USPS mail and express mail data requirements. A data template will be provided to satisfy reporting requirements. The data for this report includes mail and express mail maintained by the mail and transportation operations. Report shall be submitted to the WSTF Transportation Officer for submission to the NASA Agency.

The Mail Management Report is due by November 5. Distribute to RC/WSTF NASA SEMO, and RC/WSTF Transportation Officer.

d. Format: Contractor's format is acceptable with traceability to the content listed above. Electronic distribution only,

e. Distribution:

1. RA/Contracting Officer
2. RA/Contracting Officer's Technical Representative
3. RC/WSTF NASA SEMO
4. RC/WSTF Transportation Officer
5. JSC Mail Manager

f. Submission: See individual report description for submission frequency.

1. DRD Title Logistics Reports	2. Date of current version 7/14/10	3. DRL Line Item No. DRD-TEST-LS-04	RFP/Contract No. NNJ11HA02C
4. Use: Reports are required to determine the effectiveness of the Supply and Equipment Management System and as indicators of the volume of Logistics activity. Reports will be submitted to the NASA/JSC and NASA HQ by the NASA WSTF SEMO			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: SOW 5.10 TO 1TCRECV

8. Preparation Information:

a. Data Type: 3

b. Scope: Contractor to provide the following reports to support performance of Supply and Equipment Management and Logistics.

c. Content:

The following report shall be provided on a MONTHLY basis:

1. Logistics Monthly Report: Provide a detailed monthly report of Logistics Activities with the following data elements.

1.1. Equipment (property) Activity:

- 1.1.1.NEMS Transactions performed
- 1.1.2.NEMS Managed Items IAP and GFP
- 1.1.3.New Items Tagged
- 1.1.4.NEMS accounts Inventoried
- 1.1.5.Real Property Accounts Inventoried
- 1.1.6.Total line items reported to NPDMS
- 1.1.7.Total tonnage of scrap items
- 1.1.8.Stevenson Wydler donations, line item & value
- 1.1.9.GSA lots sold and disposed

1.2. Moving services performed and hours spent

1.3. Supply Management Activity

- 1.3.1.Stock reorders to Procurement
- 1.3.2.Stock requests processed, line items, backorders, supply effectiveness
- 1.3.3.New stock items added
- 1.3.4.Stock item deleted

1.4. Receiving Activity

- 1.4.1.Total hours spent on Receiving
- 1.4.2.PO's logged in, % of Emergencies
- 1.4.3.Non-PO's logged
- 1.4.4.PO's received & Line items
- 1.4.5.Debits Processed, # held in Logistics, # pending
- 1.4.6.New PO's debited
- 1.4.7.Hours of receiving backlog
- 1.4.8.Stock activity (stainless steel tubing)

1.5. K-Bottles

- 1.5.1.# of site deliveries

- 1.5.2.Empties picked up
- 1.5.3.# of vendor deliveries
- 1.5.4.#returned to vendors
- 1.5.5.# Total K-bottles handled
- 1.6. Transportation
 - 1.6.1. # of shipments (outbound)
- 1.7. Disposal Activity
 - 1.7.1.Tonnage of scrap
 - 1.7.2.Donations
 - 1.7.3.# of sales lots through GSA
 - 1.7.4.Total hours spent
 - 1.7.5.Items input in DSPL
- 1.8. Maintain Mail Center Metrics with the below listed data metric elements.
 - 1.8.1.Total Postage Used
 - 1.8.2.Total Pieces Shipped USPS
 - 1.8.3.Identified suspicious pieces of mail.
 - 1.8.4.Recycled mail
 - 1.8.5.Cost Saving Measures
- 1.9. The Logistics Monthly Report is due on the 10th day of the month, except in January where it is due by the 15th. If this date falls on the weekend, then the due date is the following Monday.

The following report shall be provided on an ANNUAL basis:

- 2. Annual K-Bottle Inventory Report
 - 2.1. Submit to the NASA WSTF SEMO, an annual report of K-Bottle/demurrage activity with the following data elements. Listing of all K-bottles onsite by serial number, type, receipt, issue date and location.
 - 2.2. Due Dates: October 30.
- d. Format: Contractor's electronic format is acceptable, unless stated otherwise within the description of the report. Electronic distribution only.
- e. Distribution:
 - 1. RA/Contracting Officer
 - 2. RA/Contracting Officer's Technical Representative
 - 3. RC/WSTF NASA Property Administrator
- f. Submission: See individual report description for submission frequency.

1. DRD Title Disposal Report/Cost of GSA Sales	2. Date of current version 7/14/10	3. DRL Line Item No. DRD-TEST-LS-05	RFP/Contract No. NNJ11HA02C
4. Use: Data used to determine contract negotiations with GSA for sales.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: SOW 5.10 TO 1TCDISP

8. Preparation Information:

- a. Data Type: 3
- b. Scope: Data will be used to determine and reflect whether GSA sales are of such value to WSTF that costs are being recaptured to support contractor efforts. Data is then used to determine contract negotiations with GSA for sales.
- c. Content: Provide cost data on GSA sales, including clerical, contract administration, advertisement, warehousing, security, and supervision.
- d. Format: Contractor's electronic format is acceptable with traceability to content listed above. Electronic distribution only
- e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. RC/WSTF Property Disposal Officer
- f. Submission: Quarterly, 10 days after the end of the Government fiscal quarter. Except for the 1st quarter, where it is due by January 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

1. DRD Title Transportation Reports	2. Date of current version 2/19/2014	3. DRL Line Item No. DRD-TEST-LS-06	RFP/Contract No. NNJ11HA02C
4. Use: Determine the effectiveness of the Transportation and Vehicle Fleet Management System and as indicators of the volume of transportation and vehicle fleet activity. The NASA Transportation Officer will submit the reports to NASA/JSC and NASA HQ.		5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References: NPD 6000.1B Transportation Management		7. Interrelationships: SOW 5.10 TO 1TCTRNS	

8. Preparation Information:

a. Data Type: 3

b. Scope: Contractor to provide the following reports to monitor and track transportation activity at WSTF.

c. Content:

The following reports will be required on a MONTHLY basis:

1. Post Payment Audit Reports: Provide an analysis of WSTF transportation freight charges of shipments invoiced at over \$100.00 per the GSA Post-payment Audit requirements per the 41 CFR Part 118 Subpart E and submit monthly audit reports to GSA. Due date: 5th of each month, except for the month of January where the due date is on the 9th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
2. Vehicle Fuel Report: Provide accurate reporting of fuel in gallons; oil in quarts; and total costs for both GSA and Government owned vehicles. Report serves as a basis for the fuel credits issued to WSTF by GSA. Due date: 5th of each month, except for the month of January where the due date is on the 9th. If any of these dates fall on the week, then the due date shall be on the following Monday.
3. Vehicle Utilization Summary Report: Provide a reporting of each vehicles license number, vehicle make and model, assigned user, user organization, and monthly mileage summary on WSTF Form 166. Due Date: 10th of each month, except for the month of January where the due date is on the 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
4. GSA Drive Through Report: Submitted through GSA FAST (Federal Automotive Statistic Tool). Report includes mileage and fuel consumption information on each GSA vehicle. Due Date: 10th of each month, except for the month of January where the due date is on the 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
5. Maintain Alternative fuel metrics and cost savings measures. Due Date: 10th of each month, except for the month of January where the due date is on the 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

The following report will be required on a QUARTERLY basis:

6. Transportation Data Report: Provide the NASA WSTF Transportation Officer a report of all transportation activities (i.e., hazardous, critical, air/ground, and other shipments) conducted by the contractor's transportation office in support of the contract. Due date: January ~~15~~⁴⁰,

April 10, July 10, October 10. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

The following reports will be required on an ANNUAL basis:

7. Vehicle Data Summary: Provide a report detailing up-to-date GSA fleet vehicle lease cost and mileage charges by organization. The report should include the following data elements; vehicle number, vehicle description, person assigned to, average monthly miles, average monthly cost and average annual cost for each NASA and contractor functional areas at WSTF. The report provides cost data used to assess GSA vehicle budgets and justifications by the Vehicle Review Board and the Transportation Officer. The reports shall also be available upon demand and during review periods. Due Date: August 1.
8. Fast Report Submitted on the GSA FAST System an accounting of GSA leased and Government owned vehicles in accordance with the instructions in FAST. Report is required to satisfy GSA and NASA Agency reporting requirements. Due Date: November 1
9. NASA License Plates: Maintain accountability of all issued NASA License Plates in the NASA LIMS and submit annually to the NASA Transportation Officer a report of WSTF License plate inventory. Due date: January 15.
10. Mail Management Report: Submit to the WSTF Transportation Officer the NASA Agency required Mail Management Report delineating all data requirements for USPS mail and express mail data requirements. A data template will be provided to satisfy reporting requirements. The data for this report includes mail and express mail maintained by the mail and transportation operations. Due: November 5

The following reports will be required on an AS NEEDED basis:

11. Vehicle Accident Report: Provide to the NASA WSTF Transportation Officer and NASA WSTF Safety Officer a report of accidents involving WSTF owned or GSA leased vehicles using Standard Form 91, 92, and optional Form 26, on an as-occurs basis.
- d. Format: Contractor's format is acceptable with traceability to the above listed content, except when submission into GSA FAST or use of a specific form is noted. Electronic distribution only.
 - e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. RC/WSTF Transportation Officer
 - f. Submission: See individual report description for submission frequency.

1. DRD Title Maintenance and Operations (M&O)-Status Reporting and Work Plans	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-MO-02	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document the financial and work status of the various activities of the Maintenance and Operations function			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

a. Data Type: 2

b. Scope:
These reports will provide the following information: resource (labor and materials) costs, including work element tracking and respective work hours.

These reports shall be traceable to NF533, Cost and Data Reporting.

c. Content:

1. Monthly Activities Spreadsheets, including Month/Year-To-Date Summaries

Maintenance

Spreadsheet Indicating Monthly Costs for EACH of the following systems: by work order, by equipment tag number, by system\activity, by work element classification, by labor hours, by labor costs, by materials costs, and totals by all columns; total costs by month-to-month and by year- to-date. Each of these costs to be presented in separate spreadsheet formats as the tables are separated below.

Data shall be compiled and posted on the WSTF network in MS Excel in a monthly file to allow any of the following sorts for any month or year-to-date: by work order number, by system; by labor classification, by work order requestor name; by date of work request; work element;

Maintenance, Programmatic Systems:

100 DACS, The Data Analysis and Distribution System (DADS)	400 Area Fuel System	400 Area Small Altitude Simulation System (SASS) Steam System	T-202 Fuel Aspirator
200 Area Nitrogen System	400 Area Oxidizer System	400 Area Small Altitude Simulation System (SASS) Diesel Fuel System	T-201 Oxidizer Aspirator
300 DACS	400 Area Helium System	400 Area Small Altitude Simulation System (SASS)	T-200 Oxidizer Aspirator
300 Area Facility Electrical Systems	400 Area Nitrogen System	400 Area Small Altitude Simulation System (SASS) Diesel Fuel System	T-176 Oxidizer
300 Area Water System	400 Area Breathing Air System	400 Area Small Altitude Simulation System (SASS)	Molecular-sieve
300 Area Fuel System	400 Area Steam Generator (LASS) – Diesel Pad	400 Area Small Altitude Simulation System (SASS)	T-165 GN2 Purge Heater Cart
300 Area Oxidizer System	400 Area Steam Generator (LASS) – Nitrogen	400 Area Small Altitude Simulation System (SASS)	T-163 625 Gallon Oxidizer Tanker
300 Area Helium System	400 Area Steam Generator (LASS) – Isopropyl Alcohol (IPA)	400 Area Small Altitude Simulation System (SASS)	T-162 625 Gallon Fuel Tanker
300 Area Nitrogen System		400 Area Small Altitude Simulation System (SASS)	T-152 Helium Booster Unit
300 Area Breathing Air System		Electrical Controls and Instrumentation	T-129 300 Gallon LN2 Dewar
		400 Area Small Altitude Simulation	T-128 300 Gallon LN2 Dewar

<p>300 Area Damper Air Compressor 300 Area Small Altitude Simulation System (SASS) 400 DACS Propulsion Video System 400 Area Lightning Detection Electric Field Mill System Astrodata signal conditioner & amplifier units 400 Area Facility Electrical Systems Instrum signal conditioner/amplifier units Propulsion Intercom System Test Stand 405 CSM Circuit Anadex Frequency to DC converter units Roll Around Data Acquisition and Control System (RADACS)</p>	<p>400 Area Steam Generator (LASS) – Liquid Oxygen (LOX) 400 Area Steam Generator (LASS) – Steam Piping 400 Area Steam Generator (LASS) – Water System 400 Area Steam Generator (LASS) – Hydraulic Oil 400 Area Steam Generator (LASS) – Diesel Fuel 400 Area Steam Generator (LASS): Electrical Controls and Instrumentations 400 LASS Vacuum System 400 Area Small Altitude Simulation System (SASS) Boiler System 400 Area Small Altitude Simulation System (SASS) Water System</p>	<p>System (SASS) Vacuum System 500 Area LN2/GN2 System 500 Area Primary (New) LN2/GN2 System 500 Area Breathing Air System 500 Area Water System 400 Area Cryo System T-9001 Helium Transporter Sampling Panel PSU T-104, Helium Tube Trailer T-106 6k Hydrogen Tube Bank T-221 Fuel (MMH) Aspirator TS-403 Oxidizer (N2O4) Aspirator T-219 Breathing Air Cart T-205 Fuel Aspirator T-204 Oxidizer Aspirator T-203 Fuel Aspirator 400 Area Water System Emergency and Spill Response Equipment</p>	<p>T-127 1k Gallon LN2 Dewar T-109 3000 psig Helium Tube Trailer TS-403 Water System TS-403 Nitrogen System TS-403 Helium System TS-403 Oxidizer System (N2O4) TS-403 Fuel System (MMH) TS-403 Altitude Test Chamber Test Stand 403 - Miscellaneous Items TS-402 Nitrogen System TS-402 Helium System (6000 psig) TS-402 Helium System (3000 psig) TS-402 Oxidizer System (N2O4) TS-402 Fuel System (MMH)</p>
<p>Test Stand 401 Liquid Oxygen System Test Stand 401 Gaseous Oxygen System Test Stand 401 Ethanol System Test Stand 401 Nitrogen System Test Stand 401 Helium System Test Stand 401 Oxidizer System Test Stand 401 Fuel System Test Stand 401 Miscellaneous Items TS-328 Nitrogen System TS-328 Helium System TS-328 Oxidizer System (N2O4)</p>	<p>TS-402 Nitrogen System TS-402 Helium System (6000 psig) TS-402 Helium System (3000 psig) TS-402 Oxidizer System (N2O4) TS-402 Fuel System (MMH) Test Stand 401 Liquid Oxygen System Test Stand 401 Gaseous Oxygen System Test Stand 401 Ethanol System Test Stand 401 Nitrogen System Test Stand 401 Helium System Test Stand 401 Oxidizer System</p>	<p>TS-402 Nitrogen System TS-402 Helium System (6000 psig) TS-402 Helium System (3000 psig) TS-402 Oxidizer System (N2O4) TS-402 Fuel System (MMH) Test Stand 401 Liquid Oxygen System Test Stand 401 Gaseous Oxygen System Test Stand 401 Ethanol System Test Stand 401 Nitrogen System Test Stand 401 Helium System Test Stand 401 Oxidizer System</p>	<p>TS-303 Hydraulic System TS-303 Propellant System TS-303 TS-302 Cell Internal Fuel System TS-302 Catch Tank System Catch and Weigh System TS-302 TS-302 Fluid Distribution System Hydrazine Conditioning Unit TS-301 Nitrogen System TS-301 Helium System TS-301 Oxidizer System (N2O4) TS-301 Fuel System (MMH)</p>

TS-328 Fuel System (MMH) TS-303 IAPU Lubrication System TS-303 IAPU Gas Generator Cooling System TS-303 Lexsol System TS-303 IAPU Lubrication System TS-303 IAPU Lubrication System	Test Stand 401 Fuel System Test Stand 401 Miscellaneous Items TS-328 Nitrogen System TS-328 Helium System TS-328 Oxidizer System (N2O4) TS-328 Fuel System (MMH) TS-303 IAPU Gas Generator Cooling System TS-303 Lexsol System	Test Stand 401 Fuel System Test Stand 401 Miscellaneous Items TS-328 Nitrogen System TS-328 Helium System TS-328 Oxidizer System (N2O4) TS-328 Fuel System (MMH) TS-303 IAPU Gas Generator Cooling System TS-303 Lexsol System	TS405 Oxidizer System TS405 Fuel System (MMH) Test Stand 405 Helium System TS405 Water System TS405 Nitrogen System TS-405 Altitude Chamber TS 406 Altitude Simulation Cell Hydrazine Dump And Vent System
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Table 2 Maintenance, Programmatic			
800 Area System 6,000 psi Oxygen Distribution System 3,000 psi Nitrogen Distribution System (HPTA) 3,000 psi Fuel Nitrogen Distribution System (HFTA) 3,000 psi Oxidizer Nitrogen Distribution System (HFTA) 3,000 psi Oxygen Nitrogen Distribution System (HFTA) 150 psi Fuel Nitrogen Distribution System (HFTA) 150 psi Oxidizer Nitrogen Distribution System (HFTA) 150 psi Oxygen Nitrogen Distribution System (HFTA) 3,000 psi Helium Distribution System 1,500 psi Nitrogen Distribution System (HPTA) 150 psi Nitrogen Distribution System (HPTA) 3,000 psi Mixed Gas 'A' Distribution System 3,000 psi Mixed Gas 'B' Distribution System	Oxidizer Vent Line Leak Check System (HFTA) Fuel Vent Line Leak Check System (HFTA) Compressed Air System (HPTA) HPTA FIREX System HFTA FIREX System HPTA HVAC/Exhaust System 800 Area LOX/GOX Recharger System 800 Area GOX Storage System HFTA Warning Light System HPTA Warning Light System 800 Area Warning Light System Test Cell Warning Lights 800 Area Dialing Alarm System Weather Station System Radio Communications System HFTA Area Monitoring System (Video Cameras) HFTA Area Access System HPTA Area Access System 800 Area Public Address System	Oxidizer Burner Decontamination Station #1 Decontamination Station #2 Decontamination Station #3 800 Area 28 Volt Battery Backup System Fuel Storage Area Oxidizer Storage Area Glove Box (Cell 839) Cell 833 Oxidizer Immersion Test System Cell 841 Fuel Immersion Test System Cell 841 Ammonia Immersion Test System 250 Area System 250 Area Mechanical Shop - Tools Electrical Tool Calibration 250 Area 9,000 Gallon LOX Dewar System	Breathing Air System (272 and Evap Tank Panels) 250 Area Heat Exchanger #2 (600 °F) 250 Area Hydrogen Recharger System 250 Area Hydrogen Storage System 250 Area 3,000 psi Nitrogen Distribution System 250 Area Natural Gas Distribution System 250 Area 28 Volt Battery Backup System 250 Area 15,000 Gallon LH2 Dewar System 700 Area System 700 Area Control Room Equipment 700 Area Tower Strobe (FAA requirement) 700 Area Hydrogen Dewar 700 Area Weather System 700 Area Warning Light System

3,000 psi Mixed Gas 'C' Distribution System HPTA Gas Mixing Station Breathing Air System (HFTA)	Propane System - Ox Burner Oxidizer Vent Line System (HFTA) Fuel Vent Line System (HFTA)		
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Table 3 Maintenance, Programmatic				
T-270A/COPV Stress Rupture Testing, Mechanical Systems	.17 Caliber Gun Range, Mechanical Systems	Low Velocity Launcher, Mechanical systems	.30/.17 Caliber Gun Range, Mechanical Systems	1-inch (1.00 Caliber) Gun Range, Mechanical Systems
T-270A/COPV Stress Rupture Testing, Gas Systems	.17 Caliber Gun Range, Gas Systems	Low Velocity Launcher, Gas Systems	.30/.17 Caliber Gun Range, Gas Systems	1-inch (1.00 Caliber) Gun Range, Gas Systems
T-270A/COPV Stress Rupture Testing, Electrical Controls and Data Acquisition	.17 Caliber Gun Range, Facility Mechanical	Low Velocity Launcher, Facility Mechanical	.30/.17 Caliber Gun Range, Facility Mechanical	1-inch (1.00 Caliber) Gun Range, Facility Mechanical
T-270A/COPV Stress Rupture Testing, Facility Mechanical	.17 Caliber Gun Range, Facility Other	Low Velocity Test Facility, Other System	.30/.17 Caliber Gun Range, Facility Other	1-inch (1.00 Caliber) Gun Range, Facility Electrical
T-270A/COPV Stress Rupture Testing, Facility Other	T-270 POV FLOW TEST Trailer	Low Velocity Test Facility, Other System	.30/.17 Caliber Gun Range, Facility Other	1-inch (1.00 Caliber) Gun Range, Facility Other
T-270A/COPV Stress Rupture Testing, Facility Other	Hypervelocity Barrel Fabrication System	Low Velocity Test Facility, Other System	.50 Caliber Gun Range, Mechanical Systems	1-inch (1.00 Caliber) Gun Range, Facility Other
T-275A/COPV Sustained load testing, Electrical Controls and Data Acquisition	T-275A/COPV Sustained load testing, Mechanical Systems	Walk-in Freezer	.50 Caliber Gun Range, Gas Systems	Breathing Air Supply, 272, Mechanical
T-275A/COPV Sustained load testing, Facility Electrical	T-275A/COPV Sustained load testing, Gas Systems		.50 Caliber Gun Range, Electrical Controls and Data Acquisition	Breathing Air Supply, 272, Electrical
T-275A/COPV Sustained load testing, Facility Other	T-275A/COPV Sustained load testing, Facility Mechanical		.50 Caliber Gun Range, Facility Mechanical	Hypervelocity Impact Test Facility, Mechanical
			.50 Caliber Gun Range, Facility Electrical	Hypervelocity Impact Test Facility, Electrical
			.50 Caliber Gun Range, Facility	Hypervelocity Impact Test Facility, HVAC
			.50 Caliber Gun Range, Facility	Hypervelocity Impact Test Facility, Grounding and Lightning Protection

Table 4 Maintenance Programmatic

Wet Lab, Mechanical Systems Wet Lab, Electrical Systems Water Lab, Gas Systems Wet Lab, Other Systems Chem Lab, Mechanical Systems Chem Lab, Electrical Systems Chem Lab, Gas Systems Chem Lab, Other Systems Met Lab, Mechanical Systems Met Lab, Electrical Systems Met Lab, Gas Systems Met Lab, Other Systems Chemistry Laboratory Optics Lab T-115, LN2 Dewar Supply, 4000 GAL Fuel Rated Hoke Sample Bottles GAS SAMPLE BOTTLES Liquid Nitrogen Dewars - 11 EACH Oxidizer Rated Hoke Sample Bottles HE Supply to HP 5890 G.C. WATER LAB Water Lab G.C. Hydrogen System Water Lab G.C. Helium System Offgassing Laboratory Bonded Storage Room MDAL H.P. 5890 GC	POV Clean Room Class 100 Mechanical POV Clean Room Class 100 Electrical POV Clean Room Class 100 Gas POV Clean Room Class 100 Other Hypergolic Fuel Lab Hypergolic Oxidizer Lab Hypergolic Propellant Vapor Lab Instron Universal Test Machine MDAL Hydrogen DIST. System Metallurgical Laboratory Self Heated Chamber Space Environment Simulation Lab High Energy X-ray Laboratory Low Energy X-ray Laboratory Materials Laboratory Surface Analysis Laboratory IPOV Vibration Water Test Portable Clean Room Garment Laundry, Gas Systems Clean Room Garment Laundry, Other Systems Parker Clean Room, Mechanical Systems Parker Clean Room, Electrical Systems Parker Clean Room, Gas Systems	ORCA Clean Room Mechanical Systems ORCA Clean Room, Electrical Systems ORCA Clean Room, Gas Systems ORCA Clean Room, Other Systems Quad Check Valve Clean Room Mechanical Systems Quad Check Valve Clean Room, Electrical Systems Quad Check Valve Clean Room, Gas Systems Quad Check Valve Clean Room, Other Systems CTF Lab, Mechanical Systems CTF Lab, Electrical Systems CTF Lab, Gas Systems CTF Lab, Other Systems OMS Decon Clean Room, Mechanical Systems OMS Decon Clean Room, Electrical Systems OMS Decon Clean Room, Gas Systems OMS Decon Clean Room, Other Systems Depot Bonded Storage, Mechanical Systems	OMS Tank Clean Room, Mechanical Systems OMS Tank Clean Room, Electrical Systems OMS Tank Clean Room, Gas Systems OMS Tank Clean Room, Other Systems B201 R139, Mechanical Systems B201 R139, Electrical Systems B201 R139, Gas Systems B201 R139, Other Systems Balance Room, Mechanical Systems Balance Room, Electrical Systems Balance Room, Gas Systems Other Systems Electrical Cal Lab, Mechanical Systems Electrical Cal Lab, Electrical Systems Electrical Cal Lab, Gas Systems Electrical Cal Lab, Other Systems B203R107, Mechanical Systems B203R107, Electrical Systems B203R107, Gas Systems B203R107, Other Systems	Flow Lab, Mechanical Systems Flow Lab, Electrical Systems Flow Lab, Gas Systems Flow Lab, Other Systems Temperature Lab, Mechanical Systems Temperature Lab, Electrical Systems Temperature Lab, Gas Systems Temperature Lab, Other Systems Physical Standards Lab, Mechanical Systems Physical Standards Lab, Electrical Systems Physical Standards Lab, Gas Systems Physical Standards Lab, Other Systems Chamber Lab, Mechanical Systems Chamber Lab, Electrical Systems Chamber Lab Gas Systems Chamber Lab Other Systems Fabrication Facility, CNC Machines Fabrication Facility, Precision Machines Fabrication Facility, Standard Machines Fabrication Facility,
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Analytical Chemistry Laboratory Cosmodyne Cryogenic Samp Containers Hydrogen Distribution System Reassembly Clean Room Class 100, Gas Reassembly Clean Room Class 100, Other	Parker Clean Room, Other Systems White Room Mechanical Systems White Room, Electrical Systems White Clean Room, Gas Systems White Clean Room, Other Systems Reassembly Clean Room Class 100, Mechanical Systems Reassembly Clean Room Class 100, Electrical Systems	Depot Bonded Storage, Electrical Systems Depot Bonded Storage, Gas Systems Depot Bonded Storage, Other Systems	Tool and Force Lab, Mechanical Systems Tool and Force Lab, Electrical Systems Tool and Force Lab, Gas Systems Tool and Force Lab, Other Systems Pressure Lab, Mechanical Systems Pressure Lab, Electrical Systems Pressure Lab, Gas Systems Pressure Lab, Other Systems	Measurement Machines Fabrication Facility, Welding and Brazing Fabrication Facility, Welding Submerged Arc Fabrication Facility, 5-axis Fabrication Facility, Other Machines MDAL Mechanical Systems MDAL Electrical Systems Gas Systems MDAL Other Systems
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Maintenance Facility Systems:

Table 5 Maintenance Facilities			
Electrical Distribution System, all 25kV not including building risers and transformers Water, Potable, Supply and Distribution System Water, Waste/Sewer, Collection, Distribution, and Lagoon System HVAC System -does not include the EMCS system components nor programmatic systems Natural Gas, Distribution System (from and including Rio Grande service point to the isolation valve at each building) Life Safety (not particular to a building, e.g. central fire alarm console, sirens, and appurtenances) EPS/UPS (B100,B104,B101,B272,NHB,B203,800,300) Grounds Care, including exterior pest and weed control and not associated with any other system Intrusion System Compressed Air System 200 Complex	Other Structures Fences Elevators Special Doors Loading Docks Storage Yards/Areas Pathways-concrete or other Canopies Roads and Parking Areas Erosion and Flood Control	Grounds and Landscaping Shop Areas Cafeteria Equipment and Systems Facility Spray Painting System Facility Fuel Dispensing System Janitorial Services M&O Facility Pressure Systems Steam Cleaning and Pressure Washing System Facility Sand blasting System Vehicle Weigh Scale system Other "Operations" activities not capture above	Building Systems Electrical Distribution and Utilization System, not itemized elsewhere (all downstream and including the service riser equipment or drop to service transformer into building) Water Potable (all downstream and including supply/service tap) Water Waste (all upstream from and including tie-into main sewer line) Structural Pest Control Ceilings and Ceiling Tile Roofing and roof drain Wall Surfaces Floors Stairways Natural Gas Lighting Lightning and Grounding

		RCM Equipment	Personnel Restraining/ Fall Protection Fixed Ladders Fire Detection and Alarm Fire Suppression Energy Management Control System Energy Monitors/ Metering System
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Work Element Classification:

- Preventive Maintenance: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Predictive Testing and Inspection, PT&I: Number of Work Orders; Number of Finds; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Grounds Care associated with Tech System: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Programmed Maintenance, PGM: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Repairs, Breakdown: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Repairs, Initiated by PT&I: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Trouble Calls: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Replacement of Obsolete Items, ROI: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Service Requests: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Repairs Resulting from Run To Failure: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Rehabilitation, Modification, Construction, and Additions: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Reliability Centered Maintenance Activities: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- WAD/Job Step Reviews: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Critical Systems Spares Management: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Future Modifications and Repairs: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs
- Engineering: Number of Work Orders; Hours Labor; Cost, Labor; Cost, Materials; Total Costs

Operations

Spreadsheet Indicating Monthly Costs for EACH of the following systems: by work order, by equipment number, by system/activity, by labor hours, by labor costs, by materials costs, and total costs by month-to-month and by year- to-date. Each of these costs to be separated as the tables is separated below.

Data shall be compiled and posted on the WSTF network in MS Excel in a monthly file to allow any of the following sorts for any month or year-to-date: by work order number, by system; by labor classification, by work order requestor name; by date of work request; work element;

Operations costs shall include individual itemized costs each of the following for all the systems listed in the Tables 1-5:

- Periodic activities (visual inspection, monitoring, etc.) to detect to need for PM, Repair, Trouble Call; Responses to Unusual Events such as storms;
- Energy Management Control System (EMCS) server and other system components;
- Energy Monitors/Metering System- server and other system components;
- CMMS and other related activities.

Operations, Programmatic Systems, Tables 1-4:

Table 1 Operations Programmatic			
100 DACS, The Data Analysis and Distribution System (DADS)	Anadex Frequency to DC converter units	400 Area Small Altitude Simulation System (SASS) Steam System	T-202 Fuel Aspirator T-201 Oxidizer Aspirator
200 Area Nitrogen System	400 Area Water System Emergency and Spill Response Equipment	400 Area Small Altitude Simulation System (SASS) Diesel Fuel System	T-200 Oxidizer Aspirator
300 DACS	400 Area Fuel System	400 Area Small Altitude Simulation System (SASS) Diesel Fuel System	T-176 Oxidizer Molecular-sieve Heater Cart
300 Area Facility Electrical Systems	400 Area Oxidizer System	400 Area Small Altitude Simulation System (SASS) Nitrogen	T-165 GN2 Purge Oxidizer Tanker
300 Area Water System	400 Area Helium System	400 Area Small Altitude Simulation System (SASS) Electrical Controls and Instrumentation	T-163 625 Gallon Fuel Tanker
300 Area Fuel System	400 Area Nitrogen System	400 Area Small Altitude Simulation System (SASS) Vacuum System	T-152 Helium Booster Unit
300 Area Oxidizer System	400 Area Breathing Air System	500 Area LN2/GN2 System	T-129 300 Gallon LN2 Dewar
300 Area Helium System	400 Area Steam Generator (LASS) – Diesel Pad	500 Area Primary (New) LN2/GN2 System	T-128 300 Gallon LN2 Dewar
300 Area Nitrogen System	400 Area Steam Generator (LASS) – Nitrogen	500 Area Breathing Air System	T-127 1k Gallon LN2 Dewar
300 Area Breathing Air System	400 Area Steam Generator (LASS) – Isopropyl Alcohol (IPA)	500 Area Water System	T-109 3000 psig Helium Tube Trailer
300 Area Damper Air Compressor	400 Area Steam Generator (LASS) – Liquid Oxygen (LOX)	400 Area Cryo System T-9001 Helium Transporter Sampling Panel PSU	Roll Around Data Acquisition and Control System (RADACS)
300 Area Small Altitude Simulation System (SASS)	400 Area Steam Generator (LASS) – Water System	T-104, Helium Tube Trailer	TS-403 Water System TS-403 Nitrogen System
400 DACS Propulsion Video System	400 Area Steam Generator (LASS) – Hydraulic Oil	T-106 6k Hydrogen Tube Bank	TS-403 Helium System TS-403 Oxidizer System (N2O4)
400 Area Lightning Detection Electric Field Mill System	400 Area Steam Generator (LASS) – Diesel Fuel		TS-403 Fuel System (MMH) TS-403 Altitude Test Chamber Test Stand 403 - Miscellaneous Items
Astrodata signal conditioner & amplifier units			
400 Area Facility Electrical Systems			
Instrum signal conditioner/amplifier units			
Propulsion Intercom System			

Test Stand 405 CSM Circuit	400 Area Steam Generator (LASS): Electrical Controls and Instrumentations 400 LASS Vacuum System 400 Area Small Altitude Simulation System (SASS) Boiler System 400 Area Small Altitude Simulation System (SASS) Water System	T-221 Fuel (MMH) Aspirator TS-403 Oxidizer (N2O4) Aspirator T-219 Breathing Air Cart T-205 Fuel Aspirator T-204 Oxidizer Aspirator T-203 Fuel Aspirator	
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Table 2 Operations Programmatic			
800 Area System 6,000 psi Oxygen Distribution System 3,000 psi Nitrogen Distribution System (HFTA) 3,000 psi Fuel Nitrogen Distribution System (HFTA) 3,000 psi Oxidizer Nitrogen Distribution System (HFTA) 3,000 psi Oxygen Nitrogen Distribution System (HFTA) 150 psi Fuel Nitrogen Distribution System (HFTA) 150 psi Oxidizer Nitrogen Distribution System (HFTA) 150 psi Oxygen Nitrogen Distribution System (HFTA) 3,000 psi Helium Distribution System 1,500 psi Nitrogen Distribution System (HFTA) 150 psi Nitrogen Distribution System (HFTA)	Oxidizer Vent Line Leak Check System (HFTA) Fuel Vent Line Leak Check System (HFTA) Compressed Air System (HFTA) HPTA FIREX System HFTA FIREX System HPTA HVAC/Exhaust System 800 Area LOX/GOX Recharger System 800 Area GOX Storage System HFTA Warning Light System HPTA Warning Light System 800 Area Warning Light System Test Cell Warning Lights 800 Area Dialing Alarm System Weather Station System Radio Communications System HFTA Area Monitoring System (Video Cameras) HFTA Area Access System HPTA Area Access System 800 Area Public Address System	Oxidizer Burner Decontamination Station #1 Decontamination Station #2 Decontamination Station #3 800 Area 28 Volt Battery Backup System Fuel Storage Area Oxidizer Storage Area Glove Box (Cell 839) Cell 833 Oxidizer Immersion Test System Cell 841 Fuel Immersion Test System Cell 841 Ammonia Immersion Test System 250 Area System 250 Area Mechanical Shop - Tools Electrical Tool Calibration 250 Area 9,000 Gallon LOX Dewar System Oxidizer Vent Line System (HFTA) Fuel Vent Line System (HFTA) HPTA Gas Mixing Station Breathing Air System (HFTA) Propane System - Ox Burner	250 Area Heat Exchanger #2 (600 °F) 250 Area Hydrogen Recharger System 250 Area Hydrogen Storage System 250 Area 3,000 psi Nitrogen Distribution System 250 Area Natural Gas Distribution System 250 Area 28 Volt Battery Backup System 250 Area 15,000 Gallon LH2 Dewar System 700 Area System 700 Area Control Room Equipment 700 Area Tower Strobe (FAA requirement) 700 Area Hydrogen Dewar 700 Area Weather System 700 Area Warning Light System Breathing Air System (272 and Evap Tank Panels) 3,000 psi Mixed Gas 'A' Distribution System 3,000 psi Mixed Gas 'B' Distribution System 3,000 psi Mixed Gas 'C' Distribution System

Table 3 Operations Programmatic				
T-270A/COPV Stress Rupture Testing T-275A/COPV Sustained load testing,	.17 Caliber Gun Range T-270 POV FLOW TEST Trailer	Low Velocity Launcher Walk-in Freezer Hypervelocity Impact Test Facility	.30/.17 Caliber Gun Range .50 Caliber Gun Range Hypervelocity Barrel Fabrication System	1-inch (1.00 Caliber) Gun Range Breathing Air Supply, 272Breathing Air Supply

Table 4 Operations Programmatic				
Water Lab Chem Lab Met Lab Chemistry Laboratory Optics Lab T-115, LN2 Dewar Supply, 4000 GAL Fuel Rated Hoke Sample Bottles Gas Sample Bottles Liquid Nitrogen Dewars - 11 Each Oxidizer Rated Hoke Sample Bottles HE Supply to HP 5890 G.C. Water Lab Water Lab G.C. Hydrogen System Water Lab G.C. Helium System Offgassing Laboratory Bonded Storage Room MDAL H.P. 5890 GC Analytical Chemistry Laboratory Cosmodyne Cryogenic Samp Containers Hydrogen Distribution System	Hypergolic Fuel Lab Hypergolic Oxidizer Lab Hypergolic Propellant Vapor Lab Instron Universal Test Machine MDAL Hydrogen Dist. System Metallurgical Laboratory Self Heated Chamber Space Environment Simulation Lab High Energy X-ray Laboratory Low Energy X-ray Laboratory Materials Laboratory Surface Analysis Laboratory IPOV Vibration Water Test Portable	Reassembly Clean Room Class 100, POV Clean Room Class 100 Parker Clean Room White Room ORCA Clean Room Quad Check Valve Clean Room OMS Decon Clean Room CTF Lab, Depot Bonded Storage Clean Room Garment Laundry	OMS Tank Clean Room B201 R139 Balance Room Electrical Cal Lab B203R107 Tool and Force Lab Pressure Lab MDAL	Flow Lab Temperature Lab Physical Standards Chamber Lab Fabrication Facility

Operations, Facilities Systems, Tables 5:

Table 5 Operations Facilities				
Electrical Distribution System, all 25kV not including building risers and transformers Water, Potable, Supply and Distribution System Water, Waste/Sewer, Collection, Distribution, and Lagoon System HVAC System -does not include the EMCS system components nor programmatic systems Natural Gas, Distribution System (from and including Rio Grande service point to the isolation valve at each building) Life Safety (not particular to a building, e.g. central fire alarm console, sirens, and appurtenances) EPS/UPS (B100,B104,B101,B272,NHB,B203,800,300) Grounds Care, including exterior pest and weed control and not associated with any other system Intrusion System Compressed Air System 200 Complex	Other Structures Fences Elevators Special Doors Loading Docks Storage Yards/Areas Pathways-concrete or other Canopies Roads and Parking Areas Erosion and Flood Control	Grounds and Landscaping Shop Areas Cafeteria Equipment and Systems Facility Spray Painting System Facility Fuel Dispensing System Janitorial Services M&O Facility Pressure Systems Steam Cleaning and Pressure Washing System Facility Sand blasting System Vehicle Weigh Scale system Other "Operations" activities not capture above RCM Equipment	Building Systems Electrical Distribution and Utilization System, not itemized elsewhere (all downstream and including the service riser equipment or drop to service transformer into building) Water Potable (all downstream and including supply/service tap) Water Waste (all upstream from and including tie-into main sewer line) Structural Pest Control Ceilings and Ceiling Tile Roofing and roof drain Wall Surfaces Floors Stairways Natural Gas Lighting Lightning and Grounding Personnel Restraining/Fall Protection Fixed Ladders Fire Detection and Alarm Fire Suppression Energy Management Control System Energy Monitors/Metering System	Responses to Unusual Events such as storms Energy Management Control System (EMCS) server and other system components Energy Monitors/Metering System-server and other system components CMMS CMMS IT Administration CMMS Database Administration CMMS Database Customization CMMS Reports/Presentation Generation CMMS Other Requirements

General Supporting Activities

Spreadsheet Indicating Monthly Costs for EACH of the following systems: by work order, by system/activity, by labor hours, by labor costs, by materials costs, by total costs by month-to-month and by year-to-date. Each of these costs to be separated as the tables are separated below.

Data shall be compiled and posted on the WSTF network in MS Excel in a monthly file to allow any of the following sorts for any month or year-to-date: by work order number, by system; by labor classification, by work order requestor name; by date of work request; work element;

General Supporting Activities, Programmatic and Facilities Systems, Tables 1-5:

5-Spreadsheets Required for each Table 1-5 Above, General Supporting Activities
PPE Inspection, repair, replacement Safety Meetings and DELIs WSTF Training and Certification, Non-system specific Working Equipment and Tools Calibration, Non-system specific Non-WSTF Training, Non-system specific HSE Inspections SIMS Closeouts Safety Working Team and Support Activities (VPP related) Close Calls Support CPAR Support NASA Special Inspection and Audits Chemical Inventory Management and Supervision Clerical (Procurement, work ticket support, filing, etc) Project/Design Review and other Engineering Support Services Work Element Planning and Reporting Annual Work Plan and 5-Year Work Plan Work Ticket Review and Scheduling Other Activities Not Captured Above

Costs by Real Property Inventory Listing.

FACILITY OPERATING/MAINTENANCE COSTS					
Record ID	ID	Property Number	Property Name	Operating Costs	Maintenance Costs
				Yearly Totals from OPERATIONS SUMMARY Tab and Yearly Totals from Programmatic Sources	Yearly Totals from Technical Activities Tab and Yearly Totals from Programmatic Sources for PMs w/PFR Planned Repairs PGM RCJ Restoration/Modernization
NA	4207	1	NASA SITE ENTRANCE SIGN	\$	\$
NA	4208	100	ADMINISTRATION BUILDING	\$	\$
NA	4209	101	ADMINISTRATION BUILDING	\$	\$
NA	4210	103	FLAG POLE	\$	\$
NA	4211	104	EMERGENCY CENTER	\$	\$
NA	9707	106	FIRING RANGE	\$	\$
NA	10342	107	WSTF Fitness Center	\$	\$
NA	4212	110	AUDITORIUM (ROTUNDA)	\$	\$
NA	4213	111	CAFETERIA	\$	\$
NA	4214	112	CONSTRUCTION SERVICES BUILDING	\$	\$
NA	4215	113	MAINTENANCE BUILDING	\$	\$
NA	4216	114	GENERAL PURPOSE BUILDING	\$	\$
NA	4217	116	SECURITY GUARD STATION (MAIN GATE)	\$	\$
NA	10257	116-B	WSTF Visitors Processing Center	\$	\$
NA	10379	117	Forward Security Guard Gate	\$	\$
NA	5005	119	RADIO COMMUNICATIONS BUILDING	\$	\$
NA	4219	120	WAREHOUSE BUILDING	\$	\$
NA	4220	121	FACILITIES MAINTENANCE BUILDING	\$	\$
NA	4221	123	GAS PUMPS AND UNDERGROUND TANKS	\$	\$
NA	10475	124	Lohman Microwave Building	\$	\$
NA	4222	135	COMMUNICATIONS SYSTEM 400 AREA	\$	\$
NA	4223	150	SUPPORT WAREHOUSE BUILDING	\$	\$
NA	4224	151	GSA VEHICLE MAINTENANCE BUILDING	\$	\$
NA	4225	152	STORAGE BUILDING	\$	\$
NA	4226	153	GENERAL STORAGE BUILDING	\$	\$
NA	4228	155	STORAGE BUILDING	\$	\$
NA	4229	156	HEAVY EQUIP. MAINTENANCE BLDG.	\$	\$
NA	4230	157	DRUM STORAGE SHELTER	\$	\$
NA	4231	158	CONSTRUCTION SERVICES BUILDING	\$	\$
NA	4232	159	HAZARDOUS WASTE STORAGE BUILDING	\$	\$
NA	4233	160	90 TON VEHICLE SCALE	\$	\$
NA	4234	161	DRUM STORAGE BUILDING	\$	\$
NA	10521	162	Construction Material Storage Area	\$	\$
NA	4235	180	STORAGE MAGAZINE	\$	\$
NA	4236	199	LOADING DOCK-HEAVY EQUIPMENT	\$	\$
NA	4237	200	LABORATORY BUILDING	\$	\$
NA	4238	201	LABORATORY BUILDING	\$	\$
NA	4239	203	LABORATORY BUILDING	\$	\$
NA	5597	205	TSS STORAGE BUILDING	\$	\$
NA	10699	206B	Hydrostat Pressure Test Stand	\$	\$
NA	4241	209	OFF GAS TEST OVEN	\$	\$
NA	4243	213	HAZARDOUS WASTE TANKS 200 AREA	\$	\$
NA	4242	214	CHEMICAL STORAGE BUILDING	\$	\$
NA	10425	215	LNG Dewar	\$	\$
NA	4245	220	GASEOUS OXYGEN HI-FLOW TEST BLDG.	\$	\$
NA	4244	220A	GASEOUS OXYGEN HI FLOW TEST FAC.	\$	\$
NA	4246	252	GENERAL PURPOSE BUILDING	\$	\$
NA	10204	253	LIQUID HYDROGEN REDUCULATION PUMP TEST FACILITY	\$	\$
NA	4248	255	200 AREA MATERIALS PROCESSING FAC	\$	\$
NA	4249	257	LIQUID OXYGEN DEWAR (VERTICAL)	\$	\$
NA	4250	270	270 AREA TEST BUILDING	\$	\$
NA	4251	271	271 EQUIPMENT BUILDING	\$	\$
NA	4252	272	HYPERVELOCITY IMPACT FACILITY	\$	\$
NA	4253	300	TEST CONTROL CENTER	\$	\$
NA	4254	300A	COMMUNICATIONS SYSTEM CSM	\$	\$
NA	4255	301	ENGINE TEST STAND	\$	\$
NA	4256	302	ENGINE TEST STAND	\$	\$
NA	4254	303	ENGINE TEST STAND	\$	\$
NA	4257	310	STAND SUPPORT BUILDING	\$	\$
NA	4258	311	TERMINAL ROOM (TS301)	\$	\$
NA	4259	312	BATTERY BUILDING	\$	\$
NA	4261	315	BOILER BUILDING	\$	\$
NA	4262	316	WATER TREATMENT BUILDING	\$	\$
NA	4263	316A	TREATED WATER STORAGE FACILITY	\$	\$
NA	4264	317A	HYDRAZINE CONDITIONING UNIT	\$	\$
NA	4265	318A	300 AREA COOLING POND	\$	\$
NA	4267	320	STAND SUPPORT BUILDING	\$	\$
NA	4268	321	TERMINAL ROOM	\$	\$
NA	4269	322	BATTERY BUILDING	\$	\$
NA	4270	325	DECON PAD (300 AREA)	\$	\$
NA	4271	325	FUEL READY STORAGE UNIT	\$	\$
NA	4272	327	Oxidizer Ready Storage Unit	\$	\$
NA	4273	328	ENGINE TEST STAND (300 AREA)	\$	\$
NA	4276	350	ENGINE TEST COMPLEX WATER SYSTEM	\$	\$
NA	4277	360	STORAGE TANK-GROUND LEVEL	\$	\$
NA	4278	362	ENGINEERS BUILDING	\$	\$
NA	4279	363	SPACE STATION SUPPORT BUILDING	\$	\$
NA	4280	364	ENGINEERS BUILDING	\$	\$
NA	4282	400	TEST CONTROL CENTER	\$	\$
NA	4283	401	ENGINE TEST STAND	\$	\$
NA	4284	402	ENGINE TEST STAND	\$	\$
NA	4285	403	ENGINE TEST STAND	\$	\$
NA	4286	405	ENGINE TEST STAND	\$	\$
NA	4287	410	MINI HEAT EXCHANGER COOLANT SYSTEM	\$	\$
NA	4288	411	STAND SUPPORT BUILDING	\$	\$
NA	4289	412	STAND SUPPORT BUILDING	\$	\$
NA	9304	413	SPECIAL PROJECTS BLDG.	\$	\$
NA	4291	414	DECON PAD (400 AREA)	\$	\$
NA	8804	415	BOILER BUILDING	\$	\$

FACILITY OPERATING/MAINTENANCE COSTS					
Record ID	ID	Property Number	Property Name	Operating Costs	Maintenance Costs
				Yearly Totals from OPERATIONS SUMMARY Tab and Yearly Totals from Programmatic Sources	Yearly Totals from Technical Activities Tab and Yearly Totals from Programmatic Sources for PMs w/PFR Planned Repairs PGM RCJ Restoration/Modernization
NA	9038	415A	FUEL STORAGE FACILITY	\$	\$
NA	9548	416	PROJECT SUPPORT BUILDING	\$	\$
NA	4292	430	INSTRUMENTATION LINES LEM	\$	\$
NA	4293	431	STEAM GENERATOR SWITCH GEAR BLDG.	\$	\$
NA	4294	431A	RL-10 SUBSTATION	\$	\$
NA	4275	435	ENGINE TEST PROPELLANT COMPLEX SYSTEM	\$	\$
NA	4295	437	STEAM GENERATOR DIESEL CONTROL BLDG.	\$	\$
NA	10000	437-B	Battery Building	\$	\$
NA	4296	440	GENERAL PURPOSE BUILDING	\$	\$
NA	4297	445	ENGINE TEST FUEL STORAGE	\$	\$
NA	4298	446	ENGINE TEST PROPELLANT STORAGE	\$	\$
NA	4299	447	ALTITUDE SIMULATION BUILDING	\$	\$
NA	4300	448	STEAM GENERATOR SUPPORT BUILDING	\$	\$
NA	4301	450	ENGINE TEST COMPLEX WATER SYSTEM LM	\$	\$
NA	4302	451A	BREAK AREA SHELTER	\$	\$
NA	4303	460	GSE SHELTER BUILDING	\$	\$
NA	4304	461	CRYOGENIC TANK FARM STORAGE PAD	\$	\$
NA	4305	462	ENGINEERS BUILDING	\$	\$
NA	4307	463	ENGINEERS BUILDING	\$	\$
NA	4308	473	FUEL TREATMENT TANK (400 AREA)	\$	\$
NA	4310	491A	ALTITUDE SIMULATION SYSTEM	\$	\$
NA	4306	503	CRYOGENIC TANK FARM/FUEL STORAGE	\$	\$
NA	4313	520	WASTE FUEL TREATMENT FACILITY	\$	\$
NA	5533	536	BREATHING AIR SUPPLY BUILDING	\$	\$
NA	4379	629	WELL HOUSE K	\$	\$
NA	4317	630	WELL HOUSE	\$	\$
NA	4318	631	WELL HOUSE	\$	\$
NA	4380	632	BOOSTER STATION #1 BLDG.	\$	\$
NA	4319	633	STORAGE BUILDING	\$	\$
NA	4320	634	FACILITY SHOP BUILDING	\$	\$
NA	10491	635	Piping Merifield Building	\$	\$
NA	4381	636	BOOSTER STATION #2 BLDG.	\$	\$
NA	4321	637	GROUND WATER ASSESSMENT BUILDING	\$	\$
NA	9545	638	Environmental Support Building	\$	\$
NA	10661	638-A	Environmental Shelter Storage	\$	\$
NA	10662	638-B	Environmental Shelter Storage	\$	\$
NA	10663	638-C	Environmental Shelter Storage	\$	\$
NA	4322	640	OVERFLOW SEWAGE LAGOON (100 AREA)	\$	\$
NA	10111	650	PLUME FRONT REMEDIATION FACILITY	\$	\$
NA	4323	700	HIGH ENERGY BLAST FAC (HEBF)	\$	\$
NA	4324	800	MATERIAL TEST FACILITY	\$	\$
NA	4325	801	MATERIAL TEST FAC (TEST PREP.)	\$	\$
NA	4326	802	ENGINEERS BUILDING	\$	\$
NA	4327	803	TEST MATERIALS STAGING BUILDING	\$	\$
NA	4328	804	MATERIALS PREPARATION BUILDING	\$	\$
NA	5595	805	TEST MATERIALS STAGING BUILDING	\$	\$
NA	4328	810	DECONTAMINATION STATION	\$	\$
NA	4329	812	ELECTRICAL DISTRIBUTION SYSTEM	\$	\$
NA	4330	814	INSTRUMENTATION LINES CSM	\$	\$
NA	4331	815	AREA LIGHTING	\$	\$
NA	4332	818	SUBSTATION	\$	\$
NA	4333	824	GAS PIPELINE	\$	\$
NA	4334	830	CATEGORY J TEST FACILITY	\$	\$
NA	4335	832	SANITARY SEWER SYSTEM	\$	\$
NA	4336	834	HAZARDOUS WASTE LINE	\$	\$
NA	4337	842	WATER SUPPLY LINE	\$	\$
NA	4338	845	RECHARGER AND LOX STORAGE AREA	\$	\$
NA	4339	846	ROADS (OTHER)	\$	\$
NA	4340	847	GROUND WATER MONITORING WELLS	\$	\$
NA	4341	849	INSTRUMENTATION TUNNELS	\$	\$
NA	4342	851	ROADS (BITUMINOUS)	\$	\$
NA	4343	852	PARKING AREA (BITUMINOUS)	\$	\$
NA	4344	853	SIDEWALKS (CONCRETE)	\$	\$
NA	4345	854	PEDESTRIAN TRAFFIC CONTROL	\$	\$
NA	4347	857	LOX STORAGE PAD	\$	\$
NA	4348	873	SECURITY FENCING	\$	\$
NA	4349	880	FIRE PROTECTION SYSTEM	\$	\$
NA	4351	882	METEOROLOGICAL SYSTEM	\$	\$
NA	4352	883	AREA WARNING SYSTEM	\$	\$
NA	4370	900	PUBLIC LAND #362	NR	NR
NA	4371	901	EASEMENT COURT ORDER #6386	NR	NR
22348	4372	902	AGREEMENT DOD NM 1052-54A	NR	NR
NA	10790	902-A	Agreement DOD NM 1052-54A	NR	NR
NA	4373	903	EASEMENT DA-29-005-ENG-3771	NR	NR
NA	4374	904	EASEMENT GRANT #185	NR	NR
NA	4375	905	EASEMENT PERMIT #RW-15641	NR	NR
NA	4376	906	EASEMENT AMENDED #RW-15641	NR	NR
NA	4377	907	EASEMENT PERMIT #RW-15710	NR	NR
NA	4378	908	AGREEMENT BUFFER ZONE DACAM/9-78-141	NR	NR
NA	3009	909	NORTH-FLIP STRIP SUPPORT SERVICES (HAFB)	NR	NR
NA	10577	910	Easement NMSL 04WD-14	NR	NR
NA	4354	911	377.264 ACRES PURCHASE	NR	NR
NA	10578	912	Easement Right of Way NM 66383	NR	NR
NA	4355	981	WARNING SYSTEM 400 AREA	\$	\$
NA	4356	HANGER #1	STA HANGER AT EL PASO INTERNATIONAL AP	NR	NR
NA	4357	HANGER #2	T-38 HANGER AT EL PASO INTERNATIONAL AP	NR	NR
NA	4358	T-115	PAINT STORAGE BUILDING	\$	\$
NA	4359	T-251	TEST FACILITY BUILDING	\$	\$

2. Monthly Presentation to TMR, c/w MSPP slides as follows:
 - 2.1. Technical Activities
 - 2.1.1. Overall Cost Graph. Totals for all listed rows in Technical Activities. (6-traces, line type) for each accounting month of the existing FY
 - 2.1.1.1. Labor Planned-Cumulative, per accounting month for all FY
 - 2.1.1.2. Materials Planned-Cumulative, per accounting month for all FY
 - 2.1.1.3. Total Planned-Cumulative per accounting month for all FY
 - 2.1.1.4. Labor Actual-Cumulative per accounting month-to-date
 - 2.1.1.5. Materials Actual-Cumulative, accounting month-To-Date
 - 2.1.1.6. Totals Actual-Cumulative, accounting Month-To-Date
 - 2.1.2.2- graphs (Cost and General required for each of the following 4-elements: 1) PM; 2) PT&I PM; 3) Grounds Care Associated with Tech System Cost PM; 4) PGM Programmed Maintenance
 - 2.1.3. Cost Graph. (6-traces, line type) for each accounting month of the existing FY
 - 2.1.3.1. Labor Planned-Cumulative, per accounting month for all FY
 - 2.1.3.2. Materials Planned-Cumulative, per accounting month for all FY
 - 2.1.3.3. Total Planned-Cumulative per accounting month for all FY
 - 2.1.3.4. Labor Actual-Cumulative per accounting month-to-date
 - 2.1.3.5. Materials Actual-Cumulative, accounting month-To-Date
 - 2.1.3.6. Totals Actual-Cumulative, accounting Month-To-Date
 - 2.1.4. General Totals (4-traces, line type) for each accounting month of the existing FY
 - 2.1.4.1. Hours Planned
 - 2.1.4.2. Hours Actual
 - 2.1.4.3. Number Planned
 - 2.1.4.4. Number Actual
 - 2.1.5. 2- graphs (Cost and General required for each of the following 12-elements:
 - 2.1.5.1. Repairs Breakdown
 - 2.1.5.2. Repairs Initiated by PT&I)
 - 2.1.5.3. Repairs Run to Failure
 - 2.1.5.4. Trouble Calls
 - 2.1.5.5. ROI
 - 2.1.5.6. Service Requests
 - 2.1.5.7. Rehabilitation, Modification, Construction Addition
 - 2.1.5.8. Reliability Centered Maintenance
 - 2.1.5.9. WAD/Job Step Reviews
 - 2.1.5.10. Critical Systems Spares Management
 - 2.1.5.11. Future Modifications and Repairs
 - 2.1.5.12. Engineering Consultation
 - 2.1.6. Cost Graph. (6-traces, line type) for each accounting month of the existing FY
 - 2.1.6.1. Labor planned,-Cumulative, per accounting month for all FY using previous FY data
 - 2.1.6.2. Materials Planned-Cumulative, per accounting month for all FY using previous FY data
 - 2.1.6.3. Total Planned-Cumulative per accounting month for all FY using previous FY data
 - 2.1.6.4. Labor Actual-Cumulative per accounting month-to-date
 - 2.1.6.5. Materials Actual-Cumulative, accounting month-To-Date
 - 2.1.6.6. Totals Actual-Cumulative, accounting Month-To-Date

- 2.1.7.General Totals (2-traces, line type) for each accounting month of the existing FY
 - 2.1.7.1. Hours Planned using previous FY data
 - 2.1.7.2. Hours Actual
 - 2.1.7.3. Number Planned
 - 2.1.7.4. Number Actual

2.2. Operational Activities

- 2.2.1.Overall Cost Graph. Totals for the listed 5-rows in Operational Activities, 1) Periodic Activities; 2) Responses to Unusual Events; 3) Energy Management Control System (EMCS) server and other system components; 4)Energy Monitors/Metering System-server and other system components; 5) CMMS (6-traces, line type) for each accounting month of the existing FY

- 2.2.1.1. Labor Planned-Cumulative, per accounting month for all FY
- 2.2.1.2. Materials Planned-Cumulative, per accounting month for all FY
- 2.2.1.3. Total Planned-Cumulative per accounting month for all FY
- 2.2.1.4. Labor Actual-Cumulative per accounting month-to-date
- 2.2.1.5. Materials Actual-Cumulative, accounting month-To-Date
- 2.2.1.6. Totals Actual-Cumulative, accounting Month-To-Date

- 2.2.2. 2- Graphs (Cost and General required for each of the following 5-elements:

- 2.2.2.1. Periodic Activities;
- 2.2.2.2. Responses to Unusual Events;
- 2.2.2.3. Energy Management Control System (EMCS) server and other system components
- 2.2.2.4. Energy Monitors/Metering System- server and other system components;
- 2.2.2.5. CMMS

- 2.2.3.Cost Graph. (6-traces, line type) for each accounting month of the existing FY

- 2.2.3.1. Labor Planned-Cumulative, per accounting month for all FY
- 2.2.3.2. Materials Planned-Cumulative, per accounting month for all FY
- 2.2.3.3. Total Planned-Cumulative per accounting month for all FY
- 2.2.3.4. Labor Actual-Cumulative per accounting month-to-date
- 2.2.3.5. Materials Actual-Cumulative, accounting month-To-Date
- 2.2.3.6. Totals Actual-Cumulative, accounting Month-To-Date

- 2.2.4.General Totals (4-traces, line type) for each accounting month of the existing FY

- 2.2.4.1. Hours Planned
- 2.2.4.2. Hours Actual
- 2.2.4.3. Number Planned
- 2.2.4.4. Number Actual

2.3. General Supporting Activities

- Overall Cost Graph. Totals for the rows listed in General Supporting Activities, (for each accounting month of the existing FY

- 2.3.1.Labor Planned-Cumulative, per accounting month for all FY
- 2.3.2.Materials Planned-Cumulative, per accounting month for all FY
- 2.3.3.Total Planned-Cumulative per accounting month for all FY
- 2.3.4.Labor Actual-Cumulative per accounting month-to-date
- 2.3.5.Materials Actual-Cumulative, accounting month-To-Date
- 2.3.6.Totals Actual-Cumulative, accounting Month-To-Date

- 2.4. General Status Updates and Highlights e.g. accomplishments, problems, concerns, needs and RCM activities including Thermography, Ultrasonic, Vibration, and Training

3. Daily Technical Activities Highlights

- Spreadsheet describing the planned Technical activities and assignments for the day, including the following information: Area, Ticket Number, Charge Number, Description of Work, Name of Employee, Classification of Employee

4. Work Request/Order Status Report
Spreadsheet with column information as follows: Request Number, Requestor, Organization of Requestor, Description, Work Ticket Number, Task Order, Charge Code, Priority, Service Type, Status, Date Opened, Date Released, Requested Due Date, Estimated Due Date, Schedule Due Date, Final Completion Date, Comments
 5. Annual Work Plan
Populate every cell of the spreadsheets titled Technical Activities, Operational Activities, and General Supporting Activities with estimates obtained from at minimum from: previous FY years CMMS; list of future modifications and Repairs; Critical Spares; RCM reports; and the Deferred Maintenance Reports. Ensure that the Plans are in accordance with the applicable requirements listed in NPR 8831.2E.
 6. 5-Year Work Plan
Populate every cell of the spreadsheets titled Technical Activities, Operational Activities, and General Supporting Activities with estimates obtained from at minimum from: previous FY years CMMS; list of future modifications and Repairs; Critical Spares; RCM reports; and the Deferred Maintenance Reports. Ensure that the Plans are in accordance with the applicable requirements listed in NPR 8831.2E.
- d. Format: MS Excel. Electronic distribution only.
- e. Distribution:
1. Monthly Activities Spreadsheets, including Month/Year-To-Date Summaries post using government-provided contract management tool.
 2. Monthly Presentation to TMR, c/w MSPP slides post to WSTF Net
 3. Daily Technical Activities Highlights post to WSTF Net
 4. Work Request/Order Status Report post to WSTF Net
 5. Annual Work Plan post using government-provided contract management tool.
 6. 5-Year Work Plan post using government-provided contract management tool.
- f. Submission:
1. Monthly Activities Report, including Month/Year-To-Date Summaries
 - 1.1. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
 - 1.2. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
 - 1.3. Approval: < or = 60 days after start of Phase-In
 - 1.4. Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
 2. Monthly Presentation to TMR
 - 2.1. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
 - 2.2. Final : Final format submitted to TMR < or = 45 days after start of Phase-In
 - 2.3. Approval: Format submitted to TMR < or = 45 days after start of Phase-In
 - 2.4. Frequency: Monthly presentation posted on WSTF Net no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
 3. Daily Technical Activities Highlights
 - 3.1. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
 - 3.2. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
 - 3.3. Approval: Format submitted to TMR < or = 45 days after start of Phase-In
 - 3.4. Frequency: Daily spreadsheet posted to WSTF Net by 0700

4. Work Request/Order Status Report
 - 4.1. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
 - 4.2. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
 - 4.3. Approval: < or = 60 days after start of Phase-In
 - 4.4. Frequency: Weekly by Monday afternoon and updated up to the previous accounting week
5. Annual Work Plan
 - 5.1. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
 - 5.2. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
 - 5.3. Approval: < or = 60 days after start of Phase-In
 - 5.4. Frequency:
 - First Plan: Posted using government-provided contract management tool by the 5th day of the 3rd accounting month following start of contract
 - Subsequent: By August 15 of FY.
6. 5-Year Work Plan
 - 6.1. Initial: Initial format submitted to TMR < or = 180 days after start of Phase-In
 - 6.2. Final: Final format submitted to TMR < or = 210 days after start of Phase-In
 - 6.3. Approval: < or = 240 days after award of contract
 - 6.4. Frequency:
 - First Plan: Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first
 - Subsequent: By October 15 of FY.
- g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O), Critical Spares Reports	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-MO-03	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document the identified and prioritized list of critical spares that are necessary to maintain the reliability and level of service for all systems under the purview of the system providers and ensure that there will be no negative impact to WSTF mission These reports will also be incorporated into the Annual Work Plan and the 5-Yr Plan			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

- a. Data Type: Type 2
- b. Scope:

These reports shall encompass all the systems under the purview of the WSTF service providers and include both institutional and programmatic systems.

c. Content:

Systems Ranking. For each system, generate a prioritized list all required critical spares with the following columns shown on the Worksheet Insert. LineNo.; SYSTEM; ITEM DESCRIPTION; EQUIPMENT NUMBER REF (CMMS); WSTF LOGISITICS INFORMATION (Insert as many columns as required); QUANTITIY REQUIRED; ON-HAND; QUANTITY NEED TO PROCURE; COST ESTIMATE EACH, (+0%/-20%); PRIORITY LEVEL 1- Highest Priority (safety concern/issue or mission negative impact, procurement must initiate as soon as possible) / 2-Design/procurement can follow normal schedules); PRIORITY NUMBER WITHIN EACH SYSTEM / (1-xx FOR EACH SYSTEM)

Line No.	OVERALL PRIORITY NUMBER Institutional/Programmatic	OVERALL RANKING (1-XXX FOR EACH INSTITUTIONAL AND SEPARATE 1-xxx FOR EACH PROGRAMMATIC)	REFERENCE LINE NUMBER TO SYSTEM TAB	ITEM DESCRIPTION	SYSTEM	EQUIPMENT NUMBER REF (CMMS)	WSTF LOGISTICS INFORMATION (Insert as many columns as required)	QUANTITY REQUIRED	ON-HAND	QUANTITY NEED TO PROCURE	COST ESTIMATE EACH (+0%/-20%)
	INSTITUTIONAL										
	XXX										
	XXX										
	XXX										
	PROGRAMMATIC										
	XXX										
	XXX										
	XXX										

d. Format:

MS Excel

e. Distribution:

Electronic distribution only.

f. Submission:

- i. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
- ii. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
- iii. Approval: < or = 60 days after start of Phase-In
- iv. Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

<p>1. DRD Title</p> <p>Maintenance and Operations (M&O), Repairs and Modifications Reports</p>	<p>2. Date of current version</p> <p>2/23/12</p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-MO-04</p>	<p>RFP/Contract No.</p> <p>NNJ11HA02C</p>
<p>4. Use:</p> <p>These reports will document the identified and prioritized list of Repairs and Modifications that are necessary to maintain the reliability and level of service for all systems under the purview of the system providers and ensure that there will be no negative impact to WSTF mission</p> <p>These reports will also be incorporated into the Annual Work Plan and the 5-Yr Plan</p>			<p>5. DRD Category:</p> <p><input checked="" type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>
<p>6. References:</p>			<p>7. Interrelationships:</p>

8. Preparation Information:

- a. Data Type: Type 2
- b. Scope:

These reports shall encompass all the systems under the purview of the WSTF service providers and include both institutional and programmatic systems.

- c. Content:

Systems Ranking. For each system, generate a prioritized list all required Repairs and system modifications with the following columns shown on the Worksheet Insert.

Line No.; SYSTEM REPAIR/MODIFICATION DESCRIPTION; EQUIPMENT NUMBER REF (CMMS) IF APPLICABLE; COST ESTIMATE EACH (+0%/-20%); PRIORITY LEVEL 1-Highest Priority (safety concern/issue or mission negative impact, repair or modification must be initiated as soon as possible)/2-Medium Priority Repair or Modification may proceed using normal schedules/3-Lowest Priority Repair or Modification may be postponed; PRIORITY NUMBER WITHIN EACH SYSTEM (1-xx FOR EACH SYSTEM); RISK OR CONSEQUENCE IF REPAIR/MODIFICATION IS NOT PERFORMED.

Line No.	SYSTEM	REPAIR/MODIFICATION DESCRIPTION	EQUIPMENT NUMBER REF (CMMS) IF APPLICABLE	COST ESTIMATE EACH (+0%/-20%)	PRIORITY LEVEL 1-Highest Priority (safety concern/issue or mission negative impact, repair or modification must be initiated as soon as possible) 2-Medium Priority Repair or Modification may proceed using normal schedules 3-Lowest Priority Repair or Modification may be postponed	PRIORITY NUMBER (1-xx FOR EACH SYSTEM)	RISK OR CONSEQUENCE IF REPAIR/MODIFICATION IS NOT PERFORMED
	INSTITUTIONAL e.g.						
	Electrical Distribution System, all 25kV not including building risers and transformers						
	xxx						
	Water, Potable, Supply and Distribution System						
	xxx						
	Water, Waste/Sewer, Collection, Distribution, and Lagoon System						
	xxx						
	CONTINUE FOR REMAINING SYSTEMS						
	HVAC System -does not include the EMCS system components nor programmatic systems						
	Natural Gas, Distribution System (from and including Rio Grande service point to the isolation valve at each building)						
	Life Safety (not particular to a building, e.g. central fire alarm console, sirens, and appurtenances)						
	EPS/UPS (B100,B104,B101,B272,NHB,B203,800,300)						
	Grounds Care, including exterior pest and weed control and not associated with any other system						
	Intrusion System						
	Compressed Air System 200 Complex						
	Other Structures						
	Fences						
	Elevators						
	Special Doors						
	Loading Docks						
	Storage Yards/Areas						
	Pathways-concrete or other						
	Canopies						
	Roads and Parking Areas						
	Erosion and Flood Control						
	Grounds and Landscaping						
	Shop Areas						
	Cafeteria Equipment and Systems						
	Facility Spray Painting System						
	Facility Fuel Dispensing System						
	Janitorial Services						
	M&O Facility Pressure Systems						
	Steam Cleaning and Pressure Washing System						
	Facility Sand blasting System						
	Vehicle Weigh Scale system						
	Other "Operations" activities not capture above						
	RCM Equipment						
	Etc.						
	Building Systems						
	Electrical Distribution and Utilization System, not itemized elsewhere(all downstream and including the service riser equipment or drop to service transformer into building)						
	Water Potable (all downstream and including supply/service tap)						
	Water Waste (all upstream from and including tie-into main sewer line)						
	Structural						
	Pest Control						
	Ceilings and Ceiling Tile						
	Roofing and roof drain						
	Wall Surfaces						
	Floors						
	Stairways						
	Natural Gas						
	Lighting						
	Lightning and Grounding						
	Personnel Restraining/Fall Protection						
	Fire Detection and Alarm						
	Fire Suppression						
	Energy Management Control System						
	Energy Monitors/Metering System						
	Other Systems not identified Above						
	xxx						
	PROGRAMMATIC e.g.						
	401						
	xxx						
	402						
	xxx						
	CONTINUE FOR REMAINING SYSTEMS						
	xxx						

Overall Ranking. For each grouping of Institutional and Programmatic items of repairs and system modifications generate a list of overall prioritized list of critical spares with the following columns shown on the Worksheet Insert.

Line No.; OVERALL PRIORITY NUMBER Institutional/Programmatic; OVERALL RANKING (1-XXX FOR EACH INSTITUTIONAL AND SEPARATE 1-xxx FOR EACH PROGRAMMATIC); REFERENCE LINE NUMBER TO SYSTEM RANKING TAB; REPAIR/MODIFICATION DESCRIPTION; SYSTEM EQUIPMENT NUMBER REF (CMMS); COST ESTIMATE EACH (+0%/-20%); RISK OR CONSEQUENCE IF REPAIR/MODIFICATION IS NOT PERFORMED.

Line No.	OVERALL PRIORITY NUMBER Institutional/Programmatic	OVERALL RANKING (1-XXX FOR EACH INSTITUTIONAL AND SEPARATE 1-xxx FOR EACH PROGRAMMATIC)	REFERENCE LINE NUMBER TO SYSTEM RANKING TAB	REPAIR/MODIFICATION DESCRIPTION	SYSTEM	EQUIPMENT NUMBER REF (CMMS)	COST ESTIMATE EACH (+0%/-20%)	RISK OR CONSEQUENCE IF REPAIR/MODIFICATION IS NOT PERFORMED
	INSTITUTIONAL							
	XXX							
	XXX							
	XXX							
	PROGRAMMATIC							
	XXX							
	XXX							
	XXX							

d. Format:

MS Excel

e. Distribution:

Electronic distribution only.

f. Submission:

- i. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
- ii. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
- iii. Approval: < or = 60 days after start of Phase-In
- iv. Frequency: Monthly, Posted using government-provided contract management tool. no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O), Review of Documents and Procedures	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-MO-05	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document the review of Periodic/Program Maintenance documents and Job Steps and other Work Authorizing Documents and WJI steps that are necessary to maintain the reliability and level of service for all systems under the purview of the system providers and ensure that there will be no negative impact to WSTF mission These reports will also be incorporated into the Annual Work Plan and the 5-Yr Plan			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

a. Data Type: Type 2

b. Scope:

These reports shall encompass all the systems under the purview of the WSTF service providers and include both institutional and programmatic systems.

All instructions, procedures, and job steps shall be reviewed at a frequency that allows the review of the most important prioritized set of 1/3 the first year, the second set of 1/3 the second year, and the remaining 1/3 on the third year.

c. Content:

Generate spreadsheets to properly identify and document the review of Periodic/Program Maintenance documents and Job Steps and other Work Authorizing Documents and WJI steps including the following columns and separated into tabs for the institutional and programmatic documents.

Line Number; PM Description Number Identifier and document title; Date Reviewed; Changes (Yes/No); Date of NASA Concurrence; Revision Summary for each step and item revised; Date Submitted to Work Control or Document Changing Entity; Date Documentation Was Revised

d. Format:

MS Excel

e. Distribution:

Electronic distribution only.

f. Submission:

i. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

ii. Final: Final format submitted to TMR < or = 45 days after start of Phase-In

iii. Approval: < or = 60 days after start of Phase-In

iv. Frequency: Monthly, Posted using government-provided contract management tool. no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O)-Metering and Equipment Reporting	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-MO-06	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document, compile, and archive the readings obtained from various meters, monitors, and equipment located throughout WSTF institutional and programmatic systems			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

a. Data Type: 2

b. Scope:

These reports will provide the information obtained from registers or logging displays from various meters and equipment

c. Content:

i. Electrical Systems

a. Reclosers 1, 2, and 3 located at the WSTF Switchyard

Provide a weekly report of all events in the Reclosers logging directory, including:

- Event Number
- Event Type
- Month/Day
- Hour/Min
- Seconds
- Current, kAmps for each: Ground; Phase 1-2; Phase 3-4; Phase 5-6.
- Minimum Trip Phase (Amps)
- Minimum trip-Ground (Amps)

Provide the report above following a power event a WSTF.

- TCC #1 Phase
- TCC #1 Ground
- TCC #2 Phase
- TCC #2 Ground
- Operations First TCC-Phase
- Operations First TCC-Ground
- Operations to Lock Out-Phase
- Operations to Lock Out-Ground
- Reset Time (Sec)
- Reclose #1 (Sec)
- Reclose #2 (Sec)
- Reclose #3 (Sec)
- CT Selection
- Alternate Min Trip-Phase (Amps)
- Alternate Min Trip-Ground (Amps)
- Supervisory Close Reset Time (Sec)
- Phase 1-2 Identifier
- Phase 3-4 Identifier
- Phase 5-6 Identifier
- Sequence Coordination (On/Off)
- Target Reset after Successful reclose (On/Off)
- Operations Counter (On/Off)
- Event Recorder (On/Off)
- Interrupter Duty (On/Off)
- Targets reset with Clear Key
- Examine Target Counter-Ground
- Examine Target Counter-1-2
- Examine Target Counter 3-4
- Examine Target Counter 5-6
- Sequence Position
- Operations Counter-Reset with Clear Key
- Examine Instantaneous Current -Gnd (Amps)
- Examine Instantaneous Current -1-2
- Examine Instantaneous Current 3-4
- Examine Instantaneous Current 5-6
- Examine Thermal Demand Gnd (Amps)
- Examine Thermal Demand 1-2
- Examine Thermal Demand 3-4
- Examine Thermal Demand 5-6
- Examine Draghand Max -Gnd (Amps)
- Examine Draghand Max 1-2
- Examine Draghand Max 3-4
- Examine Draghand 5-6
- Select Integration Interval-Phase (5/15Min)
- Select Integration Interval - Gnd (1/5 Min)
- Accessory Status Code (Last Accy to Operate): 1-High Current Lockout; 2-Remote Trip and Lockout; 3-Sepervisory Trip Lockout
- Malfunction Status Cope: 1-Failure to close from a supervisor signal; 2Low battery voltage; 3Powere down in less than programmed time; 4 Failure to close from the manual control switch; 5Internal diagnostics alarm.
- TCC Group

- Line frequency
- Software Version Number
- Security Code for Level 1
- Security Code for Level 2
- Security Code for Level 3
- System Security Enter
- Complex TCC #1 Setup-Phase (On/Off)
- Complex TCC #1 Setup-Ground (On/Off)
- TCC#1 Selection -Phase
- TCC#1 Selection- Ground
- TCC#1 Constant Time Adder-Phase (Sec)
- TCC#1 Constant Time Adder -Gnd(Sec)
- TCC#1 Multiplier Value-Phase
- TCC #1 Multiplier Value-Gnd
- TCC#1 Minimum Response Time-Phase(Cycles)
- TCC#1 Minimum Response Time-Gnd(Cycles)
- Complex TCC #2 Setup-Phase (On/Off)
- Complex TCC #2 Setup-Ground (On/Off)
- TCC#2 Selection -Phase
- TCC#2 Selection- Ground
- TCC#2 Constant Time Adder-Phase (Sec)
- TCC#2 Constant Time Adder -Gnd(Sec)
- TCC#2 Multiplier Value-Phase
- TCC #2 Multiplier Value-Gnd
- TCC#2 Minimum Response Time-Phase(Cycles)
- TCC#2 Minimum Response Time-Gnd(Cycles)
- High Current Trip (On/Off)
- High Current Trip -Ground (On/Off)
- High Current Trip (Multiple of Minimum Trip)-Phase
- High Current Trip (Multiple of Minimum Trip)-Gnd
- High Current Trip (Trip Time Delay) Phase (Cycles)
- High Current Trip (Trip Time Delay) Gnd (Cycles)
- High Current Trip (Active Shot Number) Phase
- High Current Trip (Active Shot Number) Gnd
- High Current Lockout (On/Off)
- High Current Lockout- Ground (On/Off)
- High Current Lockout (Multiple of Minimum Trip)-Phase
- High Current Lockout (Multiple of Minimum Trip)-Ground
- High Current Lockout (Active Shot Number)- Phase
- High Current Lockout (Active Shot Number) Ground
- Set Time Clock-Year
- Ser Time Clock Month
- Set Time Clock Day
- Set Time Clock Hour
- Set time clock Minute
- Set time clock Second
- No of Events Since Last Reading
- Event type: 1Over Current Trip;2reset;3Close(Man. Control Sw.);4Close(Supervisory); 5Lockout (Man.Contrl Sw.);6Lockout(Remote)7Locout (Supervisory);8Trip(Supervisory);9Loss of AC Power;10Restoration of AC Power
- Month and Day
- Hour and Minute
- Second

- Ground Current (x1000)
- Phase 1-2 Current (x1000)
- Phase 3-4 Current (x1000)
- Phase 5-6 Current (x1000)
- 100% Inter Duty (Amp c10E5)
- Phase 1-2 Interrupter Duty (X)
- Phase 3-4 Interrupter Duty (X)
- Phase 5-6 Interrupter Duty (X)
- Load Profile -Event Number
- Time-Hour and Minute
- Ground Current
- Phase 1-2
- Phase 3-4
- Phase 5-6

b. Emergency Power Electrical Systems, Engine Generator Run Times. Gather all information and populate all cells of the following spreadsheets:

Generator		Date of Reading												TOTAL	
		12/23/09	1/23/10	2/23/10	3/23/10	4/23/10	5/23/10	6/23/10	7/23/10	8/23/10	9/23/10	10/23/10	11/23/10		12/23/10
Gen-101	B101	315.1	316.6	318.5											3.4
Time of Reading			9:30	9:30											
Gen-104/1	B104	102.5	103.9	105.6											3.1
Time of Reading			9:00	10:00											
Gen-116	B116	56.9	58.6	60.7											3.8
Time of Reading			8:30	9:10											
Gen-117	B117	1151.5	1153.9	1156.8											5.3
Time of Reading			8:00	8:40											
Gen-121/1	B121	375.6	376.3	377.1											1.5
Time of Reading			12:00	10:25											
Gen-200	B200	228.2	229.5	231.2											3
Time of Reading			10:30	7:15											
Gen-201	B201	202.3	203.6	205.4											3.1
Time of Reading			11:00	7:50											
Gen-862	TC862	180.3	182.6	185.6											5.3
Time of Reading			10:00	8:15											

ii. Potable Water System. Gather all information and populate all cells of the following spreadsheets:

Daily Water Storage Tank Levels. Tabulate all daily shift readings obtained from the ARO/Communications Specialist as called in by the Security Force personnel

Gather all information and populate all cells of the following spreadsheets:

	PREVIOUS READING (KGAL)	CURRENT READING (KGAL)	TOTAL CONSUMPTION (KGAL)	TOTAL COST (\$3.0/KGAL)	COMMENTS			

Fiscal Year 2010 STGT Water Consumption								
OCTOBER	20461	20476	15	\$45.00				15.00
NOVEMBER	20476	20487	11	\$33.00				11.00
DECEMBER	20487	20491	4	\$12.00				4.00
DECEMBER	0	73	73	\$218.37	New meter installed			72.79
JANUARY	73	199	126	\$376.92				125.64
FEBRUARY	199	326	128	\$382.74				127.58
MARCH	326		-326	(\$978.66)				-326.22
APRIL	0		0	\$0.00				0.00
MAY	0		0	\$0.00				0.00
JUNE	0		0	\$0.00				0.00
JULY	0		0	\$0.00				0.00
AUGUST	0		0	\$0.00				0.00
SEPTEMBER	0		0	\$0.00				0.00
			*****	*****				
YEAR TO DATE TOTAL			30	\$89.37				

Fiscal Year 2010 WSGT Water Consumption								
	PREVIOUS READING (KGAL)	CURRENT READING (KGAL)	TOTAL CONSUMPTION (KGAL)	Bldg. 15 CONSUMPTION (KGAL)	Billable Consumption (KGAL)	TOTAL COST (\$3.0/KGAL)	COMMENTS	

OCTOBER	10035	10081	46	17.00	29	\$ 87.00		29.00
NOVEMBER	10081	10121	40	15.20	25	\$ 74.40		24.80
DECEMBER	10121	10142	21	14.00	7	\$ 21.00		7.00
JANUARY	10142	10164	22	16.60	5	\$ 16.20		5.40
JANUARY	0	93	93		93	\$ 277.50	Installed new meter	92.50
FEBRUARY	93	498	405	15.93	389	\$ 1,167.48		389.16
MARCH	498		-498		-498	\$ (1,492.77)		-497.59
APRIL	0		0		0	\$ -		0.00
MAY	0		0		0	\$ -		0.00
JUNE	0		0		0	\$ -		0.00
JULY	0		0		0	\$ -		0.00
AUGUST	0		0		0	\$ -		0.00
SEPTEMBER	0		0		0	\$ -		0.00
			*****	*****	*****	*****		
YEAR TO DATE TOTAL			129		50	\$150.81		

Total WSC Charges			80			\$240.18		

	PREVIOUS READING	CURRENT READING	SITE CONSUMPTION	Bldg. 15 CONSUMPTION	Total Consumption	COMMENTS
MONTH	(KGAL)	(KGAL)	(KGAL)	(KGAL)		
*****	*****	*****	*****	*****		*****
Fiscal Year 2010 AFSCF Water Consumption						
OCTOBER	35479	35994	515	17.00	532	532.290
NOVEMBER	35994	36422	428	15.20	443	442.700
DECEMBER	36422	36793	372	14.00	386	385.740
JANUARY	36793	37137	344	16.60	360	360.430
FEBRUARY	37137	37569	432	15.93	448	447.500
MARCH	37569		-37569		-37569	-37568.710
APRIL	0		0		0	0.000
MAY	0		0		0	0.000
JUNE	0		0		0	0.000
JULY	0		0		0	0.000
AUGUST	0		0		0	0.000
SEPTEMBER	0		0		0	0.000
			*****		*****	**
YEAR TO DATE TOTAL			-35479		-35400	
Fiscal Year 2010 AFSCF Bldg. 15 Water Consumption						
OCTOBER	1084000	1101000	17000	17.00		
NOVEMBER	1101000	1116200	15200	15.20		
DECEMBER	1116200	1130200	14000	14.00		
JANUARY	1130200	1146800	16600	16.60		
FEBRUARY	1146800	1162728	15928	15.93		
MARCH	1162728		-1162728			
APRIL	0		0			
MAY	0		0			
JUNE	0		0			
JULY	0		0			
AUGUST	0		0			
SEPTEMBER	0		0			

YEAR TO DATE TOTAL			-1084000			

iii. Waste Water System. Gather all information and populate all cells of the following spreadsheets:

Sewer System Flows & Graphs (obtained from the Parshall flume level sensors and controllers, including:

Flowmeter Summary for FLWMTR 1136: Max (MGD); Minimum (MGD); Average (MGD); Total Flow Month (MG); Cumulative Total Flow for CY

Line Graphs for all above points for FLWMTR1136 (Horizontal: Month and Vertical Flow, MGD)

Flowmeter Summary for FLWMTR 2220: Max (MGD); Minimum (MGD); Average (MGD); Total Flow Month (MG); Cumulative Total Flow for CY

Line Graphs for all above points for FLWMTR 2220 (Horizontal: Month and Vertical Flow, MGD)
(Horizontal: Month and Vertical Flow, MGD)

iv. Natural Gas System, Individual Meter and Summary Spreadsheets. Gather all information and populate all cells of the following spreadsheets:

Rio Grande Natural Gas Service Meter-Monthly Meter Readings on the 23rd of every month

Reading Date

Previous Electrical Register Reading all digits and multiplier

Previous Mechanical Register Reading all digits and multiplier

Electrical Register Reading all digits and multiplier

Mechanical Register Reading all digits and multiplier

Consumption, Month, Electrical Register

Consumption, Month, Mechanical Register

Consumption, Total FY To Date, Electrical Register

Consumption, Total FY To Date, Mechanical Register

Combined Meter for ADF and WSGT

Reading date

Corrected Total

Uncorrected Total

Previous Corrected Total

Previous Uncorrected Total

Correction Factor

Month Consumption for Correct Total

Month Consumption for Uncorrected Total

Consumption to Date Corrected Total

Consumption to Date Uncorrected Total

ADF B15

Reading date

Corrected Total

Uncorrected Total

Previous Corrected Total

Previous Uncorrected Total

Correction Factor

Month Consumption for Correct Total

Month Consumption for Uncorrected Total

Consumption to Date Corrected Total

Consumption to Date Uncorrected Total

ADF B10 North Fence

Reading date

Corrected Total

Uncorrected Total

Previous Corrected Total

Previous Uncorrected Total

Correction Factor

Month Consumption for Correct Total

Month Consumption for Uncorrected Total

Consumption to Date Corrected Total

Consumption to Date Uncorrected Total

ADF B10 ClgTwr

Reading date

Corrected Total

Uncorrected Total

Previous Corrected Total

Previous Uncorrected Total

Correction Factor

Month Consumption for Correct Total

Month Consumption for Uncorrected Total

Consumption to Date Corrected Total

Consumption to Date Uncorrected Total

ADF Warehouse

Reading date
Corrected Total
Uncorrected Total
Previous Corrected Total
Previous Uncorrected Total
Correction Factor
Month Consumption for Correct Total
Month Consumption for Uncorrected Total
Consumption to Date Corrected Total
Consumption to Date Uncorrected Total

WSGT T-20

Reading date
Corrected Total
Uncorrected Total
Previous Corrected Total
Previous Uncorrected Total
Correction Factor
Month Consumption for Correct Total
Month Consumption for Uncorrected Total
Consumption to Date Corrected Total
Consumption to Date Uncorrected Total

WSTF B107

Reading date
Corrected Total
Uncorrected Total
Previous Corrected Total
Previous Uncorrected Total
Correction Factor
Month Consumption for Correct Total
Month Consumption for Uncorrected Total
Consumption to Date Corrected Total
Consumption to Date Uncorrected Total

Summary Spreadsheet for all above meters to indicate Total Usage to Date.

- v. HVAC. Gather all information and populate all cells of the following spreadsheets:

Cooling Tower Flow Meter Readings. Provide the following monthly readings and data for the following meters:

Data:

Date of Reading
Number of Days since Last Reading
Makeup Water Flow Meter
Gallons of Make Up Water
Gallons Per Day
Blow down flow meter Reading
Gallons of blow down Water
Gallons of blow down water per day
Make-up minus Blow down
% of Blow down (GPD of Blow down/GPD Make UP)

Location:

B100. MUW1100, BDW1100
B101: MUW1101, BDW1101
B203-1: MUW2203/1, BDW2203/1
B203-2: MUW2203/2, BDW2203/2

B203-3: MUW2203/3, BDW2203/3

Temperature and Humidity Out of Tolerance Excursions Report. Generate spreadsheet to tabulate the date, times, and duration that either temperature or humidity was out of customer specification in the following locations

B101, R210A WSTF Data Center
B101, R210B WSTF Data Center
B114, DACS Storage
B200 R116 Reassembly Room Class 100
B200 R201 POV Clean Room Class 100
B200 R201 Reassembly Clean Room Class 100
B200 R207 Clean Room Garment Laundry Class 100
B200 R152A Parker Clean Room
B200 R161B Commo Equip Room
B200 R117H White Room Class 100
B200 R151 ORCA Clean Room
B200 R152 Quad Check Valve Clean Room
B200 R160 Phone Room
B200 R161 Commo Equip Room
B200 R163 CTF Lab
B200 R164 OMS Decon Clean Room
B200 R166 Depot Bonded Storage
B201 SHB OMS Tank Clean Room
B201 R139
B203 R107 Balance Room
R203 R108 Electronic Cal Lab
B203R107
B203 R133 Tool and Force Lab
B203 R134 Pressure Lab
B203 R138 Flow Lab
B203 R143 Temperature Lab
B203 R145 Physical Standards
B270A COPV Stress Rupture Test Building
B275A COPV Sustained Load Test Building
B300 R101 DACS Room
B300 R102 Control Center
B311 Instrumentation Room
B321 Instrumentation Room
B400 R105 Control Center
B400 R106 DACS Room
B400 R106A DAS Room
B401 A Instrumentation Room
B403A Instrumentation Room
B803 R104 Material Preparation Lab
B843 Test Cell

- vi. Outages
Monthly report documenting all the outages/unavailable for required service (momentary, temporary, extended, scheduled, and unforeseen) during the month for the following systems including: date; momentary; temporary/extended; time of outage (start/end); duration; unforeseen/scheduled; cause.

Electrical Distribution System, all 25kV not including building risers and transformers
Water, Potable, Supply and Distribution System
Water, Waste/Sewer, Collection, Distribution, and Lagoon System
HVAC System -does not include the EMCS system components nor programmatic systems
Natural Gas, Distribution System (from and including Rio Grande service point to the isolation valve at each building)
Life Safety (not particular to a building, e.g. central fire alarm console, sirens, and appurtenances)
EPS/UPS (B100,B104,B101,B272,NHB,B203,800,300)
Grounds Care, including exterior pest and weed control and not associated with any other system
Intrusion System
Compressed Air System 200 Complex
Other Structures
Fences
Elevators
Special Doors
Loading Docks
Storage Yards/Areas
Pathways-concrete or other
Canopies
Roads and Parking Areas
Erosion and Flood Control
Grounds and Landscaping
Shop Areas
Cafeteria Equipment and Systems
Facility Spray Painting System
Facility Fuel Dispensing System
Janitorial Services
M&O Facility Pressure Systems
Steam Cleaning and Pressure Washing System
Facility Sand blasting System
Vehicle Weigh Scale system
Other "Operations" activities not capture above
RCM Equipment
Building Systems
Electrical Distribution and Utilization System, not itemized elsewhere(all downstream and including the service riser equipment or drop to service transformer into building)

d. Format: MS Excel

e. Distribution:
Electronic distribution only.

f. Submission:

i. Electrical Systems

a. Reclosers

Reclosers, Power Events

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Weekly, Posted using government-provided contract management tool, no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

Reclosers, following event (this will automatically be included in the weekly report)

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Within 4-hours of event spreadsheet e-mailed to TMR

b. Emergency/Uninterruptible Electrical Systems

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

ii. Potable Water Systems

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

iii. Waste Water Systems

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

iv. Natural Gas Systems

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

v. HVAC

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

vi. Outages

Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In

Final: Final format submitted to TMR < or = 45 days after start of Phase-In

Approval: < or = 60 days after start of Phase-In

Frequency: Monthly, Posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O)- Record of Personnel Certifications and Licenses	2. Date of current 2/23/12	3. DRL Line Item No. DRD-TEST-MO-07	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document, compile, and archive the cerficatins and licences of personnel that are responsible for the operations and maintenance of institutional systems.			5. DRD Category: <input checked="" type="checkbox"/> Technical Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

a. Data Type: Type 2

b. Scope:

These reports shall encompass all the systems under the purview of the WSTF service providers and include institutional and programmatic systems.

c. Content:

Provide a listing of all personnel names and respective licenses and certifications required to maintain and operate the following systems, including Certificate Number, Expiration Date, Classification, etc.

- i. Electrical Systems, NMCID
- ii. Potable Water System, NMED
- iii. Waste Water System, NMED
- iv. Natural Gas System, NMCID
- v. HVAC- NMCID & NMED
- vi. RCM Technologies

d. Format:

MS Excel

e. Distribution:

Electronic distribution only.

f. Submission

- i. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
- ii. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
- iii. Approval: < or = 60 days after start of Phase-In
- iv. Frequency: Monthly, Post using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the month of January where the due date is on the 15th calendar day of the month. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O)- Lifting Devices and Equipment Reporting	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-MO-08	RFP/Contract No. NNJ11HA02C
4. Use: These reports will document, compile, and archive records for the WSTF LDE.			5. DRD Category: <input checked="" type="checkbox"/> Technical Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships:

8. Preparation Information:

- a. Data Type: Type 2
- b. Scope:

These reports shall encompass all the systems under the purview of the WSTF Lifting Devices Project Manager, systems and equipment.

- c. Content:
 - i. Obtain the following information from the WSTF CMMS or from other data bases and ensure that the below data fields are entered and completed.
 - ii. Generate and provide a spreadsheet with the following information for each piece of LDE equipment.
 - iii. Ensure CMMS is programmed to issue notice of PM to load proofing, approx. 30-days before due date.

- Equipment Number
- Responsible HSE
- Description of Equipment
- Type
- Manufacturer
- Date of Manufacture/Age of Equipment
- Model Number
- Serial Number
- Rated Load Capacity, Pounds
- Proof Load Test Date
- Periodic Load Test Date
- Periodic Load Test Due Date
- Proof and Periodic Test Results
- Location of Equipment (Building Number, Areas, and Room)
- Load Testing Charge Number
- CMMS data entry charge number
- Maintenance History
- Operational Problems/Corrective Actions
- Lifting Mishaps related to the piece of equipment
- Safety Notices
- Close Calls
- Inspection Discrepancies
- Waivers

d. Format:

MS Excel

e. Distribution:

Electronic distribution only.

f. Submission

- i. Initial: Initial format submitted to TMR < or = 30 days after start of Phase-In
- ii. Final: Final format submitted to TMR < or = 45 days after start of Phase-In
- iii. Approval: < or = 60 days after start of Phase-In
- iv. Frequency: Quarterly, posted using government-provided contract management tool no later than 10 working days following the close of the contractor's monthly accounting period or the 10th calendar day of the month, whichever comes first. Except for the 1st quarter, where it is due by January 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

1. DRD Title Performance Report	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-PM-02	RFP/Contract No. NNJ11HA02C
4. Use: Provides the status of individual projects and overall status of all projects as an integrated group. The Performance Reports are a key component of the contractor's evaluation.			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: DRD-TEST-PM-01 TO 1TABPR DRD-TEST-PM-03

8. Preparation Information:

a. Data Type: 2

b. Scope: The Performance Report provides a detailed review of the contractor's status towards execution of cost reimbursable IDIQ task orders. The required data is divided into two categories – actual cost and project performance. IDIQ task orders will identify the minimum data types that are necessary and the frequency for reporting specific data types.

c. Content: The Performance Report shall be in accordance with the contractor's Performance Assessment Plan (DRD-TEST-PM-01). At a minimum, the report should include the following data:

a. Actual costs (to be provided weekly):

- i. Week ending date
- ii. Task order number/title
- iii. Cost by work breakdown structure or sub-task level agreed to in DRD-TEST-PM-03
- iv. Cost by Charge Type for reporting period (e.g. labor straight time, labor over-time, materials (costed and committed), service center and usage fee charges, and other direct costs)
- v. Cost by Charge Type from task order start

All cost data should include taxes and fees and should be reconcilable to the NF533

b. Performance Assessment (to be provided monthly by the 10th calendar day of the month, except in January where it is to be provided by the 15th calendar day of the month):

- i. Performance metrics as approved in the Performance Assessment Plan, DRD-TEST-PM-01
- ii. Significant accomplishments during the reporting period
- iii. Status of customer acceptance of deliverables and completion of requirements
- iv. Scope changes (including work performed out of scope) during the reporting period, with respect to the Task Order Plan (DRD-TEST-PM-03)
- v. Risk Mitigation Actions during reporting period

Accomplishments, risk mitigation and scope changes may include any work that is performed by other resident contractors in support of the overall effort, but should be identified as such.

- d. Format: Contractor format is acceptable with traceability to the above listed content, but the actual cost data should be importable into Excel. Any applications or software used should be supported by WSTF IT. Electronic distribution only
- e. Distribution:
 - 1. NASA Project Managers
 - 2. RA/Contracting Officer's Technical Representative
 - 3. NASA Management and Office Chiefs
- f. Submission:
 - i. Initial: Contract Start + 30 days
 - ii. Final: Contract Start + 60 days
 - iii. Approval: Contract Start + 75 days
 - iv. Frequency: Actual costs reported weekly (excluding the last two weeks of December and the first week of January), Performance Assessment provided monthly (except in January where the due date is the 15th of the month unless it falls on the weekend, then the due date is the following Monday).

1. DRD Title Quality Plan and Report	2. Date of current 2/23/12	3. DRL Line Item No. DRD-TEST-SQ-02	RFP/Contract No. NNJ11HA02C
4. Use: To describe the contractor's approach to quality planning and reporting.			5. DRD Category: <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References: WSP 02-0001; WSP 02-0002; WSP 09-0014; WSP 11-0001; WSP 13-0001; WSI 02-SW-0002; WSI 09-SW-0015			7. Interrelationships: J-7, Quality Plan

8. Preparation Information:

- a. Data Type: Plan – 1 / Report - 2
- b. Scope: The Quality Plan substantiates accomplishment of project technical performance and provides information to analyze performance trends, nonconformance control, PV/S status, calibration status, and progress of continuous improvement efforts.

After approval, the Quality Plan will become part of the contract as Attachment J-7. At the discretion of the Government, the entire Quality Plan, or any portion thereof, may be integrated within appropriate WSTF Documentation.

The Quality Plan shall be approved by the Contractor's key personnel representing quality assurance. The Plan shall be submitted for approval by the Chief, Safety & Mission Assurance Office (code NS3). Other signatures may be required at the discretion of the Government.

c. Content:

1. Quality Planning

Describe quality planning preparations for specific types of WSTF projects consistent with the scope of activities on the TEST contract. Specific emphasis should be placed on the inter-relationship and integration of technical, regulatory, quality, cost, and schedule requirements to be addressed in the project planning, design, and implementation phases. Describe how project management interfaces will be accomplished considering necessary quality planning aspects detailed in WSP 02-0001, and verification aspects detailed in WSP 02-0002.

- 2. Describe provisions for project performance analysis of project and support service processes using nonconformance trending.
- 3. Describe Pressure Vessel/System inspection, surveillance, and certification methods that will be applied to maintain system integrity in compliance with WSI 09-SW-0005 and 09-SW-0024.

Quality Report: By the 10th of each month, provide a summary of PV/S certification status with respect to due date, and identification of any code non-compliances and their respective dispositions.

- 4. Describe methods for verifying equipment calibration traceability to National Institute of Standards and Technology (NIST) standards and/or WSTF Calibration customer requirements in accordance with WSP 11-0001.

Quality Report: By the 10th of each month, provide a WSTF Calibration Recall Notice in accordance with WSP 11-0001, reporting items that need to be recalibrated to all WSTF

Calibration customers. The report will contain the equipment ECN number, manufacturer, model, description, serial number, location, and department code. In addition, provide a concurrent report to NASA Office Chiefs and WSTF-resident contractor management containing total number of items recalled for calibration, number of overdues, and number of outstanding Discrepancy Records.

5. Describe assurance methods and controls, to assess critical support processes performed in compliance with this contract or by any WSTF-resident contractors, which affect the quality of WSTF products.
6. Describe any applications of operational designated verification (DV) representatives (WSI 02-SW-0002) by any WSTF-resident contractors. Detail process for maintaining integrity of DV applications, including initial qualifications required, quality checks, periodic skills assessment, and collection/observation of objective evidence of compliance (i.e., performed work documents).

Quality Report: By the 10th of each month, provide a list of qualified DVs, their qualifications, any limitations on performance, results of assessments, and referenced objective evidence.

7. Describe contractor methods of identifying and implementing process improvements which would result in greater performance efficiencies and/or product quality enhancements.

Quality Report: By the 10th of each month, provide a summary of process improvement initiatives, including continual improvement or process investigation team activities, document modifications, organizational enhancements, or other improvements, and their respective impact on contract performance.

- d. Format: The contractor shall prepare this document in a format which: facilitates the identification of quality planning criteria as applied to common WSTF projects and; provides methods of surveillance and assessment of quality planning effectiveness as implemented for specific WSTF projects and programs. Electronic distribution only.
- e. Distribution: The contractor will send copies of the completed Quality Plan, and subsequent report elements to each of the following:
 1. NS3/WSTF Safety & Mission Assurance
 2. Management Representatives
 3. RA/Chief Engineer
 4. BH5/Contracting Officer
 5. RA/Contracting Officer's Technical Representative
- f. Submission:
 1. Initial: Plan due with proposal per the instructions in Section L.
 2. Final: Within 45 days of contract start
 3. Approval: Within 60 days of contract start
 4. Frequency: Type 2 Reports due by 10th day of the month, except for the month of January where the due date is on the 15th. If any of these dates fall on the weekend, then the due date shall be on the following Monday.
- g. Maintenance: Contractor may revise the plan at any time to reflect WSTF Management System requirements, or at the direction of the Government. Revisions are subject to government review and approval.

1. DRD Title Ordnance Inventory Management Report	2. Date of current version 2/23/12	3. DRL Line Item No. DRD-TEST-SQ-03	RFP/Contract No. NNJ11HA02C
4. Use: Report of ordnance inventory, handling, use, storage conditions, and activities.			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: WSP 25-0007 WSI 25-SW-0014			7. Interrelationships:

8. Preparation Information:

- a. Data Type: 3
- b. Scope: Status all ordnance devices and materials at WSTF excluding small arms ammunition.
- c. Ordnance Inventory Management Report Content:
 1. Total inventory of ordnance stored at WSTF, listing:
 - type,
 - quantity, and
 - location.
 2. Receipts of ordnance during the period from external sources, listing:
 - date of receipt,
 - type,
 - quantity, and
 - source
 3. Shipments of ordnance during the period from WSTF Magazines, listing:
 - ship date,
 - type,
 - quantity, and
 - destination
 4. Use of ordnance during the period, listing:
 - use date,
 - type,
 - quantity, and
 - project application.
 - Include summary of any alternative applications or disposal activities.
 - Disposal operations shall include information regarding notification to WSTF Environmental representatives for proper waste management and reporting.
 5. Transfer of ordnance during the period to/from satellite storage areas, listing:
 - transfer date, type
 - quantity, and
 - name(s) of responsible receiving official.
 6. Summary of periodic ordnance magazine inspections performed during the period, including:
 - Date of inspection performance;
 - Name(s) of individuals performing inspection;
 - Results and of inspections including reference to any formal reports and status of corrective actions.

7. Summary of any ordnance-related audits, mishaps, or discrepancies during the period, including:
 - Date and description of event;
 - Referenced audit or mishap report, discrepancy record, or corrective/preventive action record;
 - Status of resulting investigation or corrective action tasks.
- d. Format: Electronic distribution only; Body of report - as required. Contractor's format is acceptable but should be traceable to the elements of the content above.
- e. Distribution:
 1. NS3/WSTF Safety & Mission Assurance Office, Chief
 2. NS3/WSTF Safety & Mission Assurance Office, Safety Officer
 3. RC/Engineering Office
 4. Contracting Officer's Technical Representative
- f. Submission:
 1. Initial: Within 5 days of contract start
 2. Final: Within 30 days of contract start
 3. Approval: WSTF Ordnance Officer
 4. Frequency: The Ordnance Inventory Management Report is prepared quarterly and delivered the 10th of the month following the previous quarterly period. Except for the 1st quarter, where it is due by January 15th. If any of these dates fall on the weeked, then the due date shall be on the following Monday.

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Training Plan and Report	2/23/12	DRD-TEST-TR-01	NNJ11HA02C
4. Use: To describe the integrated training plan which establishes plans and processes for obtaining and maintaining a skilled workforce to meet the performance challenges of testing and evaluation at WSTF			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: WSP 18-0001, WSI 18-SW-0001, WSI 18-SW-0002, WSP 16-0001, WSP 05-0011			7. Interrelationships: DRD-TEST-CM-06

8. Preparation Information:

- a. Data Type: 1 - plan, 2 - report
- b. Scope: The training plan describes the contractor's approach to properly training and maintaining a skilled workforce. The training report provides status trends and effectiveness of the training program
- c. Content:
 1. The plan shall:
 - 1.1. Describe the contractor's comprehensive process for training and maintaining a skilled workforce.
 - 1.2. Describe the process for eliminating redundancies and maximizing efficiencies within the existing training program.
 - 1.3. Define the metrics that will be used to measure effectiveness of the training program. Effectiveness metrics may include, but are not limited to:
 - Removal of redundancies within training categories
 - Trends in overdue training
 - Timeliness of retraining interval
 - Quality and accuracy of content
 - Instructor ability to convey information
 - Impact of overdue training on operations
 - Field survey results
 - Audits of training presentations
 - Audits of trainee workmanship
 - 1.4. Demonstrate compliance with WSTF training documentation: WSP 18-0001, WSI 18-SW-0001, WSI 18-SW-0002, WSP 16-0001, WSP 05-0011
 2. The report shall:
 - 1.1. Provide training status, trends and effectiveness with respect to the metrics identified within the Training Plan.
 - 1.2. At a minimum, the report shall contain training status on all WSTF personnel, including NASA and WSTF-resident contractor representatives.
- d. Format: Contractors format for plan and report is acceptable. Electronic distribution only.
- e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. NASA Management and Office Chiefs
- f. Submission:
 1. Initial: Plan : Contract Start+ 30 days
 2. Final: Plan: Contract Start + 60 days
 3. Approval: Plan: Contract Start + 90 days

Frequency: Plan: Update as necessary. Report: Due monthly on the 10th day of the month, except in January where it is due by the 15th. If this date falls on the weekend, then the due date is the following Monday.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-17: SMALL BUSINESS AND SUBCONTRACTING PLAN

(Revision 1)

Small Business Subcontracting Plan

for the

NASA WSTF Test Evaluation and Support Team (TEST) Contract

Submitted by Jacobs

Jacobs TEST Group General Manager

Date

NASA TEST Contracting Officer

Date

Small Business Subcontracting Plan

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Acronyms

BOA	Basic Order Agreement
CCR	Central Contractor Registration
COTS	Commercial Off-the-Shelf
ERC	ERC Incorporated
GCS	GeoControl Systems
GM	General Manager
HBCU/OMEI	Historically Black Colleges and Universities/Other Minority Educational Institutions
HUBZone	Historically Underutilized Business Zone
ITMA	Integrated Team Management Approach
JSC	Johnson Space Center
MEIT	MEI Technologies, Inc.
MOU	Memorandum of Understanding
ODC	Other Direct Cost
SB	Small Business
SBA	Small Business Administration
SDB	Small Disadvantaged Business
SDVOSB	Small Disadvantaged Veteran-Owned Small Business
SOW	Statement of Work
TEC	Test Evaluation Contract
TEST	Test Evaluation and Support Team
TCV	Total Contract Value
VOSB	Veteran-Owned Small Business
WOSB	Woman-Owned Small Business

Small Business Subcontracting Plan

Jacobs Integrated Team Management Approach (ITMA), further described in our Contract Management Plan, Appendix B, unifies our team so that it works to provide a seamless entity under a common procedural umbrella to accomplish the TEST objectives. Our organization and processes are designed to integrate resources across the contract to achieve a synergy of total integration of priorities and activities. This “badgeless” approach ensures our customer has immediate access to resources necessary to accomplish contract tasks regardless of an individual’s company affiliation.

1.0 Goals

Jacobs will manage the dollar value of work assigned to our SB teammates – ERC Incorporated; MEI Technologies, Inc. (MEIT), and GeoControl Systems (GCS) – to ensure their guaranteed amounts are met under the terms and conditions of our teaming agreements. The continued participation of our dedicated teammates is evidence of the success of ITMA, combined with our structured plan to procure other services and materials through small businesses (SBs) other than our teammates, position us to exceed your SB participation goal of 23%, as well as exceed your goals in all SB socio-economic categories for TEST. Through this integration effort our teammate personnel have technical direction, common procedures, integrated reporting, and identical award fee evaluation criteria. Positive performance is incentivized by shared award fee and subcontracting provisions that allow us to revise teammates work share in the face of unacceptable performance. The fact that each subcontractor is integrated across the SOW makes it easy to adjust individual company levels to (1) address performance issues, and (2) maintain SB subcontracting goals in the face of unpredictable and fluctuating workloads. In the unlikely event that our teammate (or specialty subcontractor) performance is not corrected through normal channels, our proposed TEST General Manager (GM) will directly address this with higher SB management to develop a corrective action plan.

In addition, for each of the SB categories, Figure 1, Small Business Subcontracting Goals Table, Section SBU1, shows the total planned SB subcontract value, the SB subcontract value as a percent of total contract value (TCV), and the SB subcontract value as a percent of total subcontract value.

2.0 Total Dollars Planned to be Subcontracted

The total dollars planned to be subcontracted are indicated in the table below. The method for collecting subcontracting data to be used on the semi-annual ISR (Subcontracting Report for Individual Contracts) report is the cumulative contract-to-date actual expenditures information as reported on the applicable NASA SF 533M report.

Table 1 Total Dollars Planned to be Subcontracted

	Estimated Contract Value	Estimated Subcontracts Award Dollars	
Total Contract (5 years)	\$500,000,000	\$186,200,000	
Business Category	Goal as Percent of Contract Value	Estimated Dollars of Subcontracts per Category	Goal as Percent of Subcontracting Value
Small Business Concerns	23%	\$115,000,000	61.8%
Large Business Concerns	n/a	\$71,200,000	38.2%
Total Dollars to be Subcontracted	n/a	\$186,200,000	100%

The following small business subcategories do not necessarily add up to the percentage and dollar amount in the “Small Business Concerns” category above, since some small businesses do not fall into any of the subcategories below, while others will fall into more than one subcategory below.

Subcategories of Small Business Concerns

Women Owned Small Business Concerns	4.00%	\$20,000,000	10.7%
Small Disadvantaged Business Concerns	8.00%	\$40,000,000	21.5%
Veteran Owned Small Business Concerns	4.50%	\$22,500,000	12.1%
Service-Disabled Veteran-Owned Small Business Concerns	3.00%	\$15,000,000	8.1%
HUBZone Small Business Concerns	0.10%	\$500,000	0.3%
Historically Black Colleges and Universities/Minority Institutions	0.30%	\$1,500,000	0.8%

3.0 Principal Types of Supplies and Services to be Subcontracted

We selected our teammates because of their expertise across the broad range of disciplines included within the TEST SOW, as represented in Figure 1. As a result, we are able to apply each of our teammates in our ITMA approach, across the full range of the SOW functions including all high-tech areas. This exposes them to the same technical challenges that we perform as the prime contractor – with assigned responsibilities throughout our organization.

Outside our guaranteed teammate commitment, we will employ an aggressive SB procurement inclusion approach from Day One of contract performance. Through this

Figure 1 SB Teammates and SB Consortium

Company	Applicable SOW Elements	Rationale	SB	SDB	WOSB	HZ	VOSB	SDVOSB	HBCU/O MEI
Teammates									
ERC Incorporated	Utilized across all cost reimbursable elements of the SOW	Strong propulsion test, facility/systems setup, propellants/pressurants management, test article installation, and procurement/acquisition; proven teammate at JSC	✓						
MEI Technologies, Inc.	Utilized across all cost reimbursable elements of the SOW	Strong engineering and design and T&E support; proven teammate at JSC and GSFC	✓				✓	✓	
GeoControl Systems	Utilized across all cost reimbursable elements of the SOW	Strong simulation and test, monitoring/diagnosis, and data communication; proven teammate at JSC	✓	✓	✓	✓			

**ITMA allows our teammates to perform work across every element of the SOW; however, the particular areas of expertise are noted in the figure above.*

approach, we identify high-volume other direct cost (ODC) requirements for services and products, along with commercial off-the-shelf (COTS) item requirements that will be reserved for SB/small disadvantaged business (SDB) subcategories. Because we have a long-standing presence in the WSTF area, we have a well-developed database of local resources we will use to procure materials, equipment, supplies, and services from pre-qualified SBs, focusing on those Historically Underutilized Business Zone (HUBZone), veteran-owned small business (VOSB), and small disadvantaged veteran-owned small business (SDVOSB) in the area whenever possible. To ensure we meet our goals for these categories, Jacobs will implement a policy that provides for first consideration of HUBZone, VOSB, and SDVOSB concerns for purchases under \$100,000, but only selective purchases over that threshold. This is due to the challenge of not merely meeting the collective socio-economic goals, but doing so without introducing undue risk to efficient quality performance.

To supplement our existing vendor database of local resources, we will also use external sources, such as the Small Business Administration (SBA), Central Contractor Registration (CCR) database, veterans’ service organizations, and the National Minority Purchasing Council Vendor Information Service for identifying other potential subcontractors. Finally, Jacobs will, throughout the duration of the contract, routinely assess its performance against the goals and perform outreach efforts targeting any areas for improvement.

4.0 Methods Used to Develop Subcontracting Goals

After a thorough review of your RFP, SOW, our past performance under the existing TEC contract, and the capabilities that our teammates have to offer as evidenced by their current and previous work, we devised goals that were attainable, fair, and equitable; allow our teammates to grow; and provide opportunities for other SBs. By doing so, our goals not only guarantee our teammates a portion of the contract labor value, they allow us to have a great deal of latitude to procure materials and services from other sources while maintaining our teaming commitments.

Our approach to exceeding your goals is through a compilation of SB teammates and use of SBs to support ODCs. We bounded our TEST goals based on the commitment to

Figure 2 Rationale for Meeting Goals

Category	Teammate Contract Labor \$	Teammate % of TCV	Historic Use of SBs for ODCs (%) on Current TEC Contract	Projected Value Based on Historic Use and ODC Plug Number	Total \$*	% Potential SB Utilization*	NASA’s Test Goals
SB	\$49,080,853	24.12%	36%	\$11,208,563	\$60,289,416	29.6%	23%
SDB	\$18,353,364	9.02%	18%	\$ 5,604,281	\$23,957,645	11.8%	8%
WOSB	\$18,353,364	9.02%	12%	\$ 3,736,188	\$22,089,551	10.9%	4%
VOSB	\$12,977,181	6.38%	10%	\$ 3,113,490	\$16,090,671	7.9%	4.5%
SDVOSB	\$12,977,181	6.38%	2%	\$622,698	\$13,599,879	6.7%	3%
HUBZone	\$18,353,364	9.02%	8%	\$2,490,792	\$20,844,155	10.2%	0.1%
HBCU/OMEI			6%	\$1,868,094	\$1,868,094	0.9%	0.3%

**Based on commitment to teammates and projected ODC value distributed across Jacobs’ historic utilization of SBs for ODCs on current TEC*

our teammates, and our historic utilization of SBs for specialty subcontracting and procurements. We developed the analysis in Figure 2 to support establishment of goals (note: this figure does not present our proposed goals for the next TEST contract). Figure 2 Section SBU1 shows Jacobs’ commitment to our teammates based on the anticipated TCV, and the amount of ODCs that could be obtained based on our historic usage (percentages) of SBs for our ODC support. Based on our historic utilization of SBs to fill our ODC requirement, we projected a five-year potential SB utilization value using an estimated annual \$5.7M ODC value. Based on our commitment to our teammates, and the potential distribution of the projected ODC value based on our current TEC contract experience with ODCs across the SB categories, we concluded that we could potentially subcontract more than 29% of the TCV to SBs, greatly exceeding your SB goal. This substantiates the realism of our goal of 26.5%.

Historically Black Colleges and Universities/Other Minority Educational Institutions (HBCU/OMEI) goals are historically the most challenging to meet. We have taken additional measures to ensure that we can exceed your goal on this category as well. We have established a basic order agreement (BOA) with a local HBCU, National Hispanic University, and we also have Memorandums of Understanding (MOUs/BOAs) with six other HBCU/OMEIs at the corporate level. These HBCU/OMEIs include Alabama A&M, Florida International University, Jackson State University, Southern University, Tuskegee University, and University of Maryland Eastern Shore. With these agreements in place, we are well positioned to exceed your goal in this category as well.

5.0 Method Used to Identify Potential Sources for Solicitation Purposes

In addition to our in-house databases, we continually explore other venues for SB procurement opportunities using CCR; veterans service organizations; the National Minority Purchasing Council Vendor Information Service; the Research and Information Division of the Minority Business Development Agency in the Department of Commerce; or SB, SDB, WOSB, VOSB, SDVOSB, HUBZone, and HBCU/OMEI trade associations.

6.0 Indirect Costs

Indirect costs were used in establishing goals for this Plan.

7.0 Administration of Jacobs' Subcontracting Program

Michael Anderson, our GM, has responsibility for the overall SB subcontracting program and goals for this contract. Michael will administer the Small Business Subcontracting Plan; coordinate its execution; and be assisted in this effort by our corporate Contracts Specialist, Dan Sweet, who is located in Tullahoma, TN. Dan will provide guidance and support in implementing our TEST Subcontracting Plan to meet contract-specific requirements. Michael and Dan will ensure appropriate attention is focused on the SB, SDB, WOSB, HBCU/OMEI, HUBZone, VOSB, and SDVOSB subcontracting concerns. Their duties include:

- Fully supporting Government and corporate policies and procedures concerning the SB program
- Continually reviewing the records and procedures to ensure compliance with the subcontracting policy and Small Business Subcontracting Plan
- Providing a liaison function with appropriate Government agencies, other associations, and councils concerning SB promotion
- Cooperating fully in any SB study or survey as requested by the Government
- Providing management with periodic reports concerning SB utilization
- During make-or-buy decisions, evaluating potential for subcontract activities for SB concerns
- Providing semi-annual and annual reports (eSRS or SF 294 and SF 295)
- Overseeing compliance with this Plan
- Performing necessary reviews to measure performance against the Plan and reporting this status to management

- Preparing and submitting periodic reports concerning the status of the Plan to the designated NASA recipients
- Soliciting subcontract proposals and negotiating, preparing, and administering subcontracts
- Maintaining records of subcontracting opportunities

8.0 Ensuring Equitable Opportunities for SB, SDB, WOSB, HBCU/OMEI, HUBZone, VOSB, and SDVOSB

Jacobs will make every reasonable effort to ensure that all SB concerns have an equitable opportunity to compete for subcontracts. In addition to publicizing subcontracting opportunities and continuing our active involvement in outreach, assistance, and counseling for SB, SDB, WOSB, HBCU/OMEI, HUBZone, VOSB, and SDVOSB concerns, we will engage in the efforts described below.

First Consideration for Purchases Less Than \$100,000 – We will give first consideration to HUBZone, VOSB, and SDVOSB for all purchases of goods and services valued less than \$100,000.

Special Assistance – We will assist SB concerns by arranging solicitations, bid preparation time, quantities, specifications, and delivery schedules to facilitate SB participation. If our lists of potential SB subcontractors are excessively long, we will make every reasonable effort to give these firms an opportunity to compete over a period of time. We will give assistance to SB firms in preparing proposals for technical support for which they are qualified. We will routinely discuss potential business with those firms identified for use through daily business activities.

Make-or-Buy Consideration – We will provide adequate and timely consideration of the potential use of SB concerns in all “make-or-buy” decisions. Where feasible, we plan to buy from qualified SBs.

Discussion of Opportunities – We will counsel and discuss subcontracting opportunities with representatives of SBs.

Notice of Penalties for Misrepresentation – We will provide notice to subcontractors concerning penalties and remedies for misrepresentation of business status as SB, SDB, WOSB, HBCU/OMEI, HUBZone, VOSB, and SDVOSB for the purpose of obtaining a subcontract to be included as part or all of a goal contained in this Plan.

9.0 Clause Inclusion Assurance

We will ensure that the clause at FAR 52.219-8, Utilization of Small Business Concerns, is inserted in all subcontracts that offer further opportunities and that all large business subcontractors who receive subcontracts in excess of the current monetary threshold will be required to adopt and comply with a subcontracting plan compliant with the requirements of the clause at FAR 52.219-9, Small Business Subcontracting Plan.

10.0 Additional Assurances

We will:

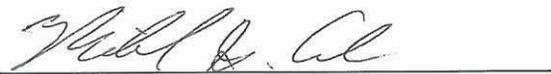
- (i) Cooperate in any studies as may be required
- (ii) Submit periodic reports in order to allow the Government to determine the extent of compliance by Jacobs with this Subcontracting Plan

- (iii) Submit semi-annual/annual reports (either SF 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontracting Report, or use the format in the eSRS, as required by the Contracting Officer), following the instructions on the forms or as provided in your regulations
- (iv) Ensure that our subcontractors agree to submit similar reports, as applicable
- (v) Provide our prime contract number, DUNS number, and the e-mail address of our Small Business Plan Administrator
- (vi) Require that each subcontractor with a subcontracting plan provide the prime contract number, their DUNS number, and the e-mail address of our Small Business Plan Administrator to its subcontractors with subcontracting plans

11.0 Types of Records

Types of records that will be maintained to demonstrate procedures that have been adopted to ensure and document compliance with the requirements and goals of this subcontract plan include:

- (a) Established source lists
- (b) Descriptions of efforts to locate SB, VOSB, HUBZone, SDB, and WOSB concerns and to award subcontracts to them, including any organizations contacted
- (c) On a subcontract-by-subcontract basis, records on all subcontract solicitations over \$100,000 indicating: (1) whether small, small disadvantaged, woman-owned, HUBZone, and VOSB concerns were solicited and if not, why not; and (2) reasons for the failure of solicited small, SDB, WOSB, HUBZone, and VOSB concerns to receive subcontract award
- (d) Records of any outreach efforts to contact local or national trade associations and other organizations established to promote SB utilization, and attendance at trade fairs or conferences
- (d) Records to support internal activities to guide and encourage buyers such as conducting workshops, seminars, and other training programs, and monitoring activities to evaluate compliance with the program's requirements
- (e) On a subcontract-by-subcontract basis, records to support subcontract award data, including name, address, and business size of each subcontractor



Michael G. Anderson
Jacobs NTEC Group General Manager