

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 146
2. AMENDMENT/MODIFICATION NO. 026	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA JSC White Sands Test Facility Attn: Irene Garcia/BH5 P.O. Box 20 Las Cruces, New Mexico 88004	CODE JRG	7. ADMINISTERED BY (If other than Item 6) NASA JSC White Sands Test Facility Attn: Brandon Sivage/BH5 P.O. Box 20 Las Cruces, New Mexico 88004	CODE JBP

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)
**Jacobs Technology Inc.
 Attn: J. Keith Beck, General Manager
 600 Williams Northern Blvd.
 PO Box 884
 Tullahoma, TN 37388**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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) Mutual Agreement of the Parties

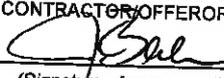
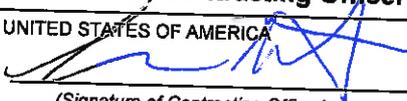
E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

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

The purpose of this modification is to update contract sections H.9 (Observance of Legal Holidays) & I.16 (Ombudsman), remove H.12 (Administrative Leave), and replace J-2 in its entirety.

**Page two shows the breakout of changes.
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) JK Beck	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Irene M. Garcia, Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)
5C. DATE SIGNED 4/24/12	16C. DATE SIGNED 4.25.12

<u>SECTION</u>	<u>Part</u>	<u>REMARKS</u>
H	H.9, H.12	Update H.9 to replace Alt. I with Alt. II, Remove H.12
I	I.16	Update installation ombudsman.
J-2	All	Update all DRDs to solely electronic distribution.
J-2	DRD BP-03	Remove BA2/Labor Relations Officer from Distribution.
J-2	DRD LS-01	Remove Subpart 1 of LS-01.
J-2	DRD MO-06	Update frequency of reporting.

H.9 OBSERVANCE OF LEGAL HOLIDAYS (NFS 1852.242-72) (AUG 1992)
(ALTERNATE I) (SEPTEMBER 1989) (ALTERNATE II) (October 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) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) of the clause, except as follows: 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. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) of this clause, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.~~

~~(c) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer~~

- (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 (e) 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.12 RESERVED

H.12 ADMINISTRATIVE LEAVE (JPI 52.242-94) (SEP 2008)

- ~~(a) 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), the following personnel should also be dismissed upon notification of a center closure provided by the Contracting Officer:~~

~~Contractor personnel working on-site; and Contractor personnel dedicated to the contract effort who are working off-site within 10 miles of JSCAWSTF; and unable to perform their NASA contract duties at their off-site location because their normal place of business has been or is expected to be negatively impacted by an emergency situation (e.g. has sustained damage, has been evacuated, etc.). 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.~~

- ~~(b) Administrative leave granted under this clause shall be subject to modification or termination by the Contracting Officer and in all instances shall be subject to the availability of funds. 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 effected employees in accordance with the Contractor's established accounting policy.~~

~~(1) If a labor hour based contract, administrative leave granted under this clause shall be accounted for consistent with productive hours under this contract for employees in accordance with the Contractor's established accounting policy.~~

~~(2) For fixed price contracts based on other than labor hours for deliverables, the Contracting Officer and Contractor shall as a precondition to any reimbursement negotiate an advanced agreement to determine the appropriate method in which to grant administrative leave under this clause.~~

~~(3) All invoices requesting payment under this clause shall be marked as "Administrative Leave in accordance with FAR 52.242-94, Administrative~~

~~Leave." All such invoices paid will be subject to review, audit, and revision when routine operations re-commence.~~

~~(d) The Contractor shall include this clause in all services subcontracts that include personnel in the categories described in (a) above.~~

I.16 OMBUDSMAN (NFS 1852.215-84) (OCT 2003) (ALTERNATE I) (JUN 2000)

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

Laurie N. Hansen
2101 NASA Parkway
Houston, TX 77058
laurie.n.hansen@nasa.gov
Phone: 281.483.2823

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

(End of clause)

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

**ATTACHMENT J-2: DATA REQUIREMENTS LIST AND DATA
REQUIREMENTS DESCRIPTION**

DATA REQUIREMENTS LIST (DRL) AND DATA REQUIREMENTS DESCRIPTIONS (DRD)

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the DRDs. Each DRD prescribes the required data product, content, schedule, type, and other particulars for specific data submission requirements.

Nothing contained in this DRL and DRD provision shall relieve the contractor from furnishing data not identified and described in the DRL and DRD attachment but called for by, or under the authority of, other provisions or as specified elsewhere in this contract. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract or of data to be delivered under the authority of other sections (clauses/statement of work) are included in the price of this contract.

DRD #	Data Type	Page Number	DRD TITLE
TEST-CM			CM – Contract Management
01	1	J-2-6	Contract Work Breakdown Structure (CWBS) and Dictionary
02	1	J-2-8	Contract Management Plan
03	1	J-2-10	Contract Risk Management Plan
04	1	J-2-12	Contract Phase-In Plan
05	1,2	J-2-15	External Customer Plan and Report
06	2	J-2-19	Management Review Report
07	1	J-2-22	Labor Relations Plan
08	1	J-2-24	Total Compensation Plan
09	1	J-2-26	Staffing and Critical Skills Plan
TEST-BP			BP – Business Processes
01	2	J-2-28	Organizational Conflicts of Interest (OCI) Avoidance Plan
02	1,2	J-2-30	Small Business Subcontracting Plan and Reports
03	2	J-2-32	Wage/Salary and Fringe Benefit Data
04	2	J-2-36	NF533 Cost and Data Reporting
05	3	J-2-52	Procurement Report
06	2	J-2-53	Task Order Fee Summary Sheet
TEST-PM			PM – Project Management
01	1	J-2-54	Performance Assessment Plan
02	2	J-2-55	Performance Report
03	1	J-2-57	Task Order Plan
TEST-IT			IT - Information Technology
01	2	J-2-59	Information Technology (IT) Management Plan & Reports

DRD #	Data Type	Page Number	DRD TITLE
TEST-EN			EN – Environmental Compliance
01	1	J-2-63	Environmental Compliance Plan
02	2	J-2-66	Environmental Compliance – Risk Management Plan
TEST-LS			LS – Logistics Services
01	2	J-2-67	Supply Reports
02	2	J-2-69	Equipment Reports
03	3	J-2-71	Mail Reports
04	3	J-2-72	Logistics Reports
05	3	J-2-74	Disposal Report/Cost of GSA Sales
06	3	J-2-75	Transportation Reports
07	1	J-2-77	Government Property Management Plan
TEST-PC			PC – Procurement
01	2	J-2-78	Reprocurement Data Package
02	2	J-2-80	Contract Closeout Plan
TEST-SQ			SQ – Safety and Quality
01	1	J-2-81	Safety and Health Plan
02	1,2	J-2-92	Quality Plan and Report
03	3	J-2-94	Ordnance Inventory Management Report
TEST-TR			TR – Training
01	1,2	J-2-96	Training Plan and Report
TEST-MO			MO – Maintenance and Operations
01	1	J-2-97	Maintenance Operations and Repair Plan
02	2	J-2-99	M&O Status Reporting and Work Plans
03	2	J-2-114	M&O Critical Spares Reports
04	2	J-2-117	M&O Repairs and Modifications Reports
05	2	J-2-120	M&O Review of Documents and Procedures
06	2	J-2-121	M&O Metering and Equipment Reporting
07	2	J-2-135	M&O Record of Personnel Certifications and Licenses
08	2	J-2-137	M&O Lifting Devices and Equipment Reporting

Subject to the Rights in Data clause, this DRL sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DRL for this contract. The contractor shall furnish data defined by the DRDs listed on the DRL by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DRL. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over the DRL,

per FAR 52.215.33. NASA-Owned/Contractor-Held records shall be managed by the contractor in accordance with Title 36 of the Code of Federal Regulations, Chapter XII B, Records Management, and NPD 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NPR 1441.1, NASA Records Retention Schedules, as applicable. The contractor shall disposition records and non-records in accordance with NPR 1441.1, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer.

DATA TYPES

For the purpose of this clause, the following information/documentation types are applicable:

- Type 1** That information and documentation which requires NASA approval prior to release. Approved type 1 information and documentation shall be controlled, and deviations from or changes to the concepts, techniques, and/or requirements stated therein shall require NASA approval prior to implementation. All work under this contract covered by approved type 1 documents shall be performed in accordance with those approved documents. The Contracting Officers Technical Representative will have approval authority and will sign the data prior to its release. Contractually binding documents will not be implemented nor revised without contractual authorization.
- Type 2** That information and documentation for which NASA reserves a time-limited right to disapprove, in whole or in part. Type 2 data shall be submitted to WSTF for review not less than 15 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not received any comment prior to the released target date, the document may be released for appropriate use. Any NASA comment received shall be appropriately dispositioned before the document is to be used. Type 2 data may be approved by NASA prior to its submittal.
- Type 3** That information and documentation which is provided to NASA for surveillance, information, review, and/or management control. This information does not require formal NASA review and approval. Information in this category would include design solutions, status, and cost/schedule reporting; analyses and test results, handbooks; and other designated lists, reports, etc.

Type 1 submissions shall be marked "TYPE 1 PRELIMINARY pending NASA approval or Type I APPROVED BY NASA, as appropriate." Additional special

designations and deviations may be required on specific submissions in accordance with configuration management requirements.

Type 2 submissions shall be marked "TYPE 2 PRELIMINARY - RELEASE TARGET DATE, xx/xx/xx" or "TYPE 2 FINAL - NASA COMMENTS INCLUDED" or "TYPE 2 FINAL DOCUMENT," where NASA comments were not received.

NOTE: Documents submitted under this clause, even though directly (Type 1) or implicitly (Type 2) approved by NASA, shall not take precedence over the specifications as set out in the Statement of Work, Section C.

The contractor shall normally deliver a complete revised Type 1 or Type 2 data requirement with NASA comments incorporated within 45 days of receipt of comments.

Type 3 submissions shall be marked "TYPE 3 DOCUMENT - FOR INFORMATION, SURVEILLANCE, REVIEW OR MANAGEMENT CONTROL".

NUMBER OF COPIES AND DISTRIBUTION REQUIREMENTS

The contractor shall provide one copy of each DRD to the standard distribution list shown in Block 8 of the DRDs. Additional distribution shall be made as directed, in writing, by the Contracting Officer. The number of copies required will not exceed the limits set forth in NFS 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Data Transmittal Forms will be used to confirm delivery of electronically resident DRD deliverables.

ELECTRONIC FORMAT

DRDs shall be maintained electronically in the contractor's own format, unless a specified format is defined in the DRD. Contractors shall use a government provided solution for electronic submission unless otherwise stated in the DRD.

1. DRD Title Contract Work Breakdown Structure (CWBS) and Dictionary	2. Date of current version <u>7/14/02-23-12</u>	3. DRL Line Item No. DRD-TEST-CM-01	RFP/Contract No. <u>NNJ10336472R-NNJ11HA02C</u>
4. Use: To organize the tasks to be accomplished in this contract in a product-oriented structure. The CWBS and dictionary shall provide the framework for structuring the program implementation plans, establishing and tracking budgets, preparing schedules, developing work force and material estimates, preparing work authorization documents, and reporting contract performance.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: SOW 2.1 TO 1TAMGMT DRD-TEST-CM-02 J-10, Contract Work Breakdown Structure and Dictionary

8. Preparation Information:

a. Data Type: 1

b. Scope: The CWBS shall encompass all the services required to achieve all the requirements of this contract. The CWBS shall subdivide the work to be accomplished into elements that serve as the basis for detailed planning and control, and in addition, permit collection of cost and schedule data for each element. After approval, the CWBS will become part of the contract as Attachment J-10.

NOTE: The structure of the contractor-provided CWBS is not required to reflect the structure of the government-provided WBS reflected in the SOW. The government-provided WBS is intended to communicate the work that is performed at WSTF. Offerors are encouraged to review the contents of the SOW and government-provided WBS and develop a logical structure for the contractor's organization as the basis of the CWBS. This deliverable should correspond with the Contract Management Plan (DRD-TEST-CM-02).

c. Content: The CWBS shall graphically depict the work required by the contract in an organization chart format. The Dictionary shall provide a narrative that contains a concise description of contract tasks to be performed and products to be delivered, subdivided by CWBS element. A CWBS element may represent an identifiable product, a set of data, a service, a task, or a budget function. The structure shall include elements listed in the SOW, with additional levels as required by the Contractor. Lower levels of detail, which the Contractor uses for its own management purposes to validate information reported to NASA, shall be compatible with NASA requirements and be accessible by NASA. The relationship between the CWBS and the Contractor's internal organizations and processes shall also be provided.

The CWBS and Dictionary shall include any connections with corporate organizations and subcontractors, and shall show how the organizational structure provides clear internal and external lines of authority, and how this structure interfaces with the Government.

When a change or reorganization occurs that impacts the CWBS or dictionary, distribution of the revised document shall occur no more than 5 working days after the action is announced, unless negotiated with NASA Management.

~~d. Format: Electronic distribution only and hard copies delivered with proposal. Hard copy of final revision shall be delivered to Contracting Officer. Electronic distribution of final revision to all others on distribution.~~

d.

e. Distribution:

1. RA/Contracting Officer
2. RA/Contracting Officer's Technical Representative
3. NASA Management and Office Chiefs

f. Submission:

- i. Initial: Due with proposal
- ii. Final: Contract start
- iii. Approval: Contract start + 30 days
- iv. Frequency: Each CWBS Update

g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Contract Management Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-02	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
4. Use: To provide a comprehensive plan that integrates all aspects of the SOW to accomplish efficient and effective management.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: SOW 2.1 TO 1TAMGMT DRD-TEST-CM-01 DRD-TEST-CM-09 J-9, Contract Management Plan

8. Preparation Information:

a. Data Type: 1

- b. Scope: The Contract Management Plan shall describe the basis for the Contractor's management approach, organization, and systems for accomplishing and managing all services and functions described in the SOW. The plan shall be comprehensive in nature and integrate all management systems of the prime, any subcontractors, any significant vendors, and any teaming or partnering arrangements, and associate contractor agreements (ACA's). After approval, the Contract Management Plan will become part of the contract as Attachment J-9.
- c. Content: At a minimum, the Contract Management Plan shall address the following elements:
- i. Describe the organizational structure, including a chart depicting the organization. Describe each organization and its function. This chart should correspond with the contractor-provided CWBS and Dictionary (DRD-TEST-CM-01).
 - ii. Describe the communication channels, lines of authority (including the line of succession if the contract Manager is unavailable), reporting relationships and responsibilities of all organizational elements. Include in this discussion any subcontractors or team members to illustrate their relationship within the structure or between the organizational elements and any other subcontractors or team members.
 - iii. Describe the reporting responsibilities of the Contract Manager to corporate management and the relationship between the contract Manager and the prime's corporate management, as well as the management of any subcontractors or team members.
 - iv. Describe plans and approaches that will be used for subcontractor administration. Include a description of the nature and extent of work to be performed, roles and responsibilities, how management policies will be implemented, and how subcontractor work will be scheduled, controlled, reported and reviewed.

- v. Describe plans and methods for communicating with NASA.
 - vi. Describe the management policies, procedures and techniques the prime and any subcontractors or team members have to create a single face to the Government. Describe how the management policies, procedures and techniques are monitored to ensure their effectiveness.
 - vii. Describe how you will ensure the Government will receive the services for which it is contracting by providing the method, level and frequency of internal surveillance. Describe the methods of identifying deficiencies and plans for correcting deficiencies.
 - viii. Describe any corporate monitoring, oversight, or assistance you will use to compliment performance by the TEST contractor staff.
 - ix. Describe the anticipated relationship between the various Contractors that perform work at WSTF and your approach for establishing and maintaining Associated Contractor Agreements.
- d. Format: ~~Electronic distribution only. Electronic and hard copies delivered with proposal. Hard copy of final revision shall be delivered to Contracting Officer. Electronic distribution of final revision to all others on distribution.~~
- e. Distribution:
- 1. RA/Contracting Officer
 - 2. RA/Contracting Officer's Technical Representative
 - 3. NASA Management and Office Chiefs
- f. Submission:
- i. Initial: Due with proposal
 - ii. Final: Contract start + 60 days
 - iii. Approval: Contract start + 90 days
 - iv. Frequency: As required
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Contractor Risk Management Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-03	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
4. Use: To describe the Contractor's implementation approach for performing and reporting risk management, in conformance with the processes that are defined by the Government.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: DRD-TEST-CM-04 DRD-TEST-CM-06 J-11, Contractor Risk Management Plan

8. Preparation Information:

a. Data Type: 1

b. Scope: The Risk Management Plan documents the process that the Contractor will follow to manage risk throughout the duration of the contract and provide government insight to risk management. "Risk" refers to anything that can prevent a team from meeting the contract requirements. All forms of risk shall be managed. These include technical and management risks. After approval, the Contractor Risk Management Plan will become part of the contract as Attachment J-11.

c. Content:

The Risk Management Plan shall describe the contractor's processes to provide management at all levels with 1) a disciplined system for early identification of technical uncertainties, 2) a disciplined assessment of current project status, and 3) key indicators of mission success. The plan shall describe the basis for taking action to control risk and for measuring the effectiveness of that action.

This plan will be negotiated and integrated into the reporting processes within NASA WSTF. At a minimum the plan shall discuss:

- (1) Risk identification – The process to determine and define all risks. Risks shall be clearly identified as "technical" or "management" risks.
- (2) Risk analysis – The process to convert risk data into decision-making information. This process should include estimating the probability, impact and time frame of the risks, eliminating duplicate risks (including grouping similar risks) and prioritizing risks according to consequences.
- (3) Risk planning – The process to develop mitigation options and decide what to do with the risks.
- (4) Risk tracking – The process to acquire, compile and report risk status data, including risk indicators and mitigation actions. Appropriate risk metrics shall be identified so that the Government can evaluate the quality of the risk management.
- (5) Risk control – The process covering decisions to re-plan mitigation, close risks, invoke contingency plans or continue to track risks. The plan shall

- define responsibilities, typical milestones/reviews, and describe the key risk control activities.
- (6) Communications and documentation –This is the means by which the output of the processes is documented and communicated to all team members. It is present in all of the above processes.
 - (7) The plan shall also identify the information to be documented for each risk. For risks having both a high probability and high impact/severity, the plan shall require, as a minimum, the following:
 - (a) Description of the risk
 - (b) Primary consequence should the undesirable event occur
 - (c) Estimate of probability of occurrence and the fidelity of the estimate
 - (d) Significant cost impacts, given its occurrence
 - (e) Significant schedule impacts, given its occurrence
 - (f) Potential mitigation measure not already taken and the cost to implement them
 - (g) Characterization of the risk as acceptable or unacceptable with rationale.

Subsequent Risk reporting in accordance with this plan shall be provided in the appropriate sections of the Phase-In Plan (DRD-TEST-CM-04) and the Management Review Report (DRD-TEST-CM-06).

- d. Format: ~~Electronic distribution only. Electronic and hard copies delivered with proposal per instructions in Section L. Hard copy of final revision shall be delivered to Contracting Officer. Distribution to all others shall be accomplished using a government provided contract management tool.~~
- e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. NASA Management and Office Chiefs
- f. Submission:
 - i. Initial: Due with Proposal
 - ii. Final: Contract start + 45 days
 - iii. Approval: Contract start + 60 days
 - iv. Frequency: As required
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Contract Phase-In Plan	2. Date of current version 7/14/10 2/23/12	3. DRL Line Item No. DRD-TEST-CM-04	RFP/Contract No. NNJ10336472R NNJ11HA02C
4. Use: To describe the Contractor's implementation approach to transition systems, functions and data responsibility from the incumbent contractor.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: DRD-TEST-CM-03 DRD-TEST-CM-07 DRD-TEST-PM-03 DRD-TEST-IT-01 J-8, Phase-In Plan

8. Preparation Information:

a. Data Type: 1

b. Scope: The TEST Phase-In Plan provides plans for the transfer of all anticipated on-going development and operations activities along with supporting logic and rationale. After approval, the Phase-In Plan will become part of the contract as Attachment J-8.

c. Content: This Phase-In Plan shall describe the overall plan for transition. At a minimum, the plan shall address:

- i. Schedule with key milestones, and personnel responsible for those milestones
- ii. Metrics used to determine progress for contract transition,
- iii. Approach for ensuring continuity of service, including:
 - (1) Approach for transitioning and processing of multiple cost reimbursable and fixed price IDIQ task orders and associated task order plans (DRD-TEST-PM-03) required for work to begin on day 1 of the contract start. (NOTE: All fixed price task orders are required to have task order plans by day 1 of the contract)
 - (2) Continuous support of purchases and contracts that are covered under Blanket Purchase Orders, Flight Hardware Procurements and Service Agreements
 - (3) Plan for documentation control transfer,
 - (4) Plan for facilities responsibility transfer
 - (5) Approach for phase-in of critical and high-risk operations and activities and mitigation strategies to minimize impact to WSTF. For example, the 30-day countdown for readiness of the White Sands Space Harbor begins on May 1, for a June 1 launch.
 - (6) Approach for establishing contacts and interfaces with customers and the Government.
 - (7) A description of tasks, if any, requiring a continuation of support from the incumbent contractor.
- iv. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security,

- v. Approach for informing NASA of milestone status, progress, and issues.
- vi. Information Technology Preparation
 - (1) Identify all contractor-provided applications that will need to be integrated at WSTF
 - (2) Identify any application or system connectivity needs to or from WSTF
 - (3) IT Management Plan will be detailed in DRD TEST-IT-01
 - (4) Provide a phase-in plan, with milestones, for the contractor provided Procurement System.

- vii. Property control transfer, including schedule and milestones for completing 100% inventory in the following areas:

- (1) store stock assets
- (2) program stock assets
- (3) critical spares,
- (4) Government Furnished Property (joint inventory with incumbent)
- (5) Installation Accountable Government Property (joint inventory with incumbent)
- (6) Redistribution and Utilization Warehouse Property (joint inventory with incumbent)

The schedule shall include notification to the organizations 15 days prior to the initial start of an inventory. Individuals who will be performing inventories shall be identified.

- viii. Security considerations, including Homeland Security Presidential Directive (HSPD)-12 badging requirements
 - ix. Identify the aspects of the Labor Relations Plan (DRD-TEST-CM-07) that address the contractor's strategy for promote agreeable labor relations during the Phase-In Period.
 - x. Identify risks associated with Phase-in Period and discuss risk mitigation strategy, in accordance with the offeror-provided Contract Risk Management Plan (DRD-TEST-CM-03).
 - xi. Associate Contract Agreement implementation plan
 - xii. Lessons Learned from Phase-In Plan (to be delivered 15 days after contract start to assist SEB with compiling lessons learned)
- d. Format: ~~Electronic distribution only. Electronic and hard copies delivered with proposal. Hard copy of final revision shall be delivered to Contracting Officer. Distribution to all others shall be accomplished using a government provided contract management tool~~

e. Distribution:

- 1. RA/Contracting Officer
- 2. RA/Contracting Officer's Technical Representative
- 3. NASA Management and Office Chiefs

f. Submission:

- i. Initial: Due with proposal
 - ii. Final: Contract Award + 15 days
 - iii. Approval: Contract Award + 20 days
 - iv. Frequency: As required
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title External Customers Plan and Report	2. Date of current version <u>7/14/19</u> <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-05	RFP/Contract No. <u>NNJ10336472R-NNJ11HA02C</u>
4. Use: To provide a comprehensive plan for attracting and supporting external customers at WSTF.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: H.17, Non-Government Use of WSTF Facilities NPD 1050.1 Authority to Enter into a SAA Space Act Agreement Guide			7. Interrelationships: DRD-TEST-CM-06 J-13, External Customer Plan

8. Preparation Information:

- a. Data Type: 1 - plan / 2 - report
- b. Scope: The External Customers Plan (ECP) describes the Contractor's multi-year approach for identifying, attracting and retaining external customers to WSTF. The intent of the plan is to allow the contractor to market and use WSTF facilities, contractor personnel, and equipment on a non-interference basis, for the purposes of retaining skills and offsetting the government's cost of maintaining facilities.

Exclusions will exist for the types of work that can be brought to WSTF under the arrangements outlined in this DRD. Those exclusions will be clearly detailed in the negotiated ECP, but in general the following types of work will not be allowed:

- Direct NASA-funded efforts
- Qualification and acceptance testing of NASA flight hardware
- Extremely hazardous work that represents an unacceptable risk to personnel, facility infrastructure or equipment
- Work that does not result in a net gain in new business for WSTF

The ECP will be negotiated and agreed upon by the contractor and NASA prior to approval. Once approved, the External Customers Plan will become part of the contract as Attachment J-13. Execution of External Customer agreements shall be in accordance with Clause H.17, Non-Government Use of WSTF Facilities.

After the finalized ECP is approved by NASA, the Contractor shall enter into a formal agreement with NASA that establishes the terms and conditions for use of government property. This agreement will be referred to as the Facility Reimbursable Agreement (FRA), and will serve as the umbrella agreement for non-exclusive, non-NASA use of WSTF facilities by the Contractor. Individual undertakings for external customers under the FRA shall be described in an Annex to the FRA. Each Annex will detail the specific purpose of the proposed activity, financial obligations, responsibilities, schedule and milestones, and any personnel, property or facilities to be utilized under the task. Annexes will be negotiated with and approved by the pertinent NASA "Signing Official" as defined and authorized by NPD 1050.1 "Authority to Enter into Space Act Agreements" prior to initiation of work.

A report, referred to as the External Customer Report, shall be provided on a quarterly basis to status the implementation of the plan, FRA and associated annexes. The report

shall contain a running list of contacts that are being or have been sought through the ECP process.

c. Content:

The plan shall describe the Contractor's approach for retaining skills and offsetting the government's cost of maintaining facilities by supporting External Customers. The plan shall outline targets that the contractor shall be evaluated against. The targets, listed in terms of cost reimbursement and contractor labor hours, are provided in Table 1. Reimbursement to WSTF is defined as the estimated funds that will be provided to WSTF as compensation for use and maintenance of equipment and facilities. Contractor Labor is defined as the total hours that contractors will spend in support of External Customers.

Table 1: Returns to WSTF

	FY11	FY12		FY13		FY14		FY15		FY16
	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
Reimbursement to WSTF (\$K)		OFI1	OFI2	OFI3	OFI4	OFI5	OFI6	OFI7	OFI8	OFI9
Contractor Labor (hrs)		OFI10	OFI11	OFI12	OFI13	OFI14	OFI15	OFI16	OFI17	OFI18

Notes:

1. The Contractor's initial submission of the ECP shall propose values for OFI1 – OFI18 and describe the method(s) used to calculate each of those values.
2. Upon approval of this DRD, the values accepted in Table 1 become part of the contract and will be used to evaluate contractor performance per J-1 "Performance Evaluation Plan".

The ECP shall follow the table of contents below, supplemented by other relevant data identified by the contractor:

1. Executive Summary – summarize the plan's key points and approaches and include targets from Table 1.
2. Infrastructure Development:
 - i. WSTF Capabilities, Constraints, and Policies:
 - a. Identify and evaluate WSTF capabilities not generally available from the commercial market and unique to NASA.
 - b. Provide a comprehensive checklist of all constraints and policies the Customer must meet in order to operate at WSTF.
 - c. Provide a comprehensive process that reviews the potential customer's requirements against WSTF capabilities, constraints, and policies.
 - d. Describe plans to resolve issues between customer requirements and WSTF schedules, capabilities, constraints, and policies.

(Goal: These checklists and processes will be used to screen/vet potential customers, with the intent that if they satisfy all constraints it

makes them eligible to enter into an agreement with the contractor or NASA)

- ii. Procedures:
 - a. Identify and describe procedures for reducing/eliminating conflict between government and non-government work.
 - b. Identify and describe procedures for coordinating user requests for new services within pre-existing commitments to ensure compatibility and fulfillment with existing resources.
 - c. Identify and describe procedures for protecting data between companies and potential Organizational Conflicts of Interest.
 - d. Identify schedules and metrics for staying within the plan.
3. Costs:
 - a. Describe your plan to assist NASA in establishing a price list for use of WSTF. Identify all factors that you will consider in determining the costs (e.g., equipment maintenance and replacement costs).
 - b. Describe your approach for determining the Returns to WSTF for each External Customer agreement utilizing accepted accounting practices. Include actual reimbursement to NASA, auditable cost offsets and any other factors deemed appropriate. Propose a format for reporting this data to NASA.
 - c. Provide your definition of a "completed" or "booked" External Customer agreement.
4. Recruiting:
 - i. Identifying Potential Customers: Describe plans for identifying potential customers, both initially and long-term.
 - ii. Marketing WSTF: Describe plans for marketing WSTF to potential customers, and the estimated associated costs.
5. Integration Support:
 - i. Describe plans to support both NASA and the customer during agreement development and negotiations.
 - ii. Describe plans to document the customer's requirements and how they satisfied all constraints and policies. (This data will be used to demonstrate compatibility between the External Customer's requirements and NASA's facilities. It may also be utilized in the formulation of the formal agreement with the customer, as needed.)
6. Implementation:
 - i. Describe your approach to implementing and executing the External Customer's requirements from the point of a signed agreement/commitment through completion of the External Customer activity.
 - ii. Provide milestones and metrics for documenting progress
7. Reporting:

- i. The contractor shall submit Quarterly Reports summarizing their progress.
- ii. Reports shall include, at a minimum:
 - a. Summaries of contacts made,
 - b. Potential customers, and the associated:
 1. Amount of work expected,
 2. Anticipated activities,
 3. Timeframe/ Length of use,
 4. Level and type of support by the contractor
 5. Estimated support (including cost) of the contractor
 6. Facility equipment and infrastructure required,
 7. Additional details not otherwise addressed (e.g., operations, setup, teardown, returning systems to neutral state)
 - c. Adherence to metrics set out in plan
- d. Format: Contractor's format is acceptable for the plan (traceable to the content listed above) and the quarterly report. Electronic distribution only.
- e. Distribution:
 1. RA/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 3. NASA Management and Office Chiefs
- f. Submission:
 - i. Initial: Due with proposal.
 - ii. Final: Contract start + 60 days.
 - iii. Approval: Contract start + 80 days.
 - iv. Frequency: Update after approval of plan + 1 year; afterward as required.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Management Review Report	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-06	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
4. Use: This data provides a periodic self assessment of the contractor's performance. Data provided during this review supplements contractor evaluations.		5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References:		7. Interrelationships: DRD-TEST-CM-03 DRD-TEST-CM-05 DRD-TEST-PM-02 DRD-TEST-BP-02 DRD-TEST-SQ-02 DRD-TEST-TR-01 J-1, Performance Evaluation Plan	

8. Preparation Information:

a. Data Type: 2

b. Scope: This report describes the contractor's self-evaluation of its performance in meeting all contract requirements during the designated evaluation period. Topics may be added or deleted by mutual agreement between NASA and the contractor.

This report will include data from the DRDs referenced in the text below and must be reconcilable to these DRDs.

c. Content:

1. Safety Report: Summarize for JSC-WSTF (exclude GSFC and ADF-SW) any close calls, mishaps, incidents, and significant safety activities for the reporting period. Include the contractor's proposed percentage of Innovations & Efficiencies Performance Incentive Fee (I&E PIF) that is specific to Safety Program Initiatives in J-1: Performance Evaluation Plan. Provide objective evidence of accomplishments within this performance item.

2. Quality Report per DRD-TEST-SQ-02:

- i. Provide a summary report of Type I projects active during the previous quarter
- ii. Provide a summary report of surveillance results associated with project performance. Also provide nonconformance trending identifying operational/project categories, applicable project constraints, applicable failure and cause classifications, and observations and/or recommendations regarding systemic deficiencies,
- iii. Provide a summary of PV/S certification status with respect to due date, and identification of any code non-compliances and their respective dispositions.
- iv. Provide a summary report containing total number of items recalled for calibration and number of past due items.
- v. Provide a summary of process improvement initiatives, including continual improvement or process investigation team activities.

3. Technical Performance Report: Provide an overview of the contractor's performance for the reporting period, including major accomplishments and areas that need improvement. This shall include a summary of cost reimbursable IDIQ task orders as described in DRD-TEST-PM-02, Performance Reporting
 4. Training and Skills Retention: Present training metrics through the Employee Training, Status, Trends, and Effectiveness Report per DRD-TEST-TR-01. Identify any areas of concern with respect to training. Include the contractor's proposed percentage of Innovations & Efficiencies Performance Incentive Fee (I&E PIF) that is specific to Training Management in J-1: Performance Evaluation Plan. Provide objective evidence of accomplishments within this performance item.
 5. Critical Skills: Identify any areas of concern with respect to training or critical skills. Include the contractor's proposed percentage of Innovations & Efficiencies Performance Incentive Fee (I&E PIF) that is specific to Critical Skills Retention in J-1: Performance Evaluation Plan. Provide objective evidence of accomplishments within this performance item.
 6. Environmental Goals and Objectives: Report on goals and objectives as outlined in the Environmental Compliance Plan, DRD-TEST-EN-01. Include the contractor's proposed percentage of Innovations & Efficiencies Performance Incentive Fee (I&E PIF) that is specific to Energy Conservation in J-1: Performance Evaluation Plan. Provide objective evidence of accomplishments within this performance item.
 7. Contractor Evaluation: Present status on any Areas of Emphasis that have been identified by NASA for a specific evaluation period. Provide status of progress against Corrective Action Plans.
 8. Workforce Report: Provide data on contractors' total workforce, including bargaining unit and non-union represented employees, and any off site employees performing work on the contract. Report should include historical data on contract, as well as forecasts based on future work.
 9. Risk Report: Provides a description of the Contractor's identified risks that have the potential to affect contract performance as described in the Contractor Risk Management Plan, DRD-TEST-CM-03.
 10. External Customers Report: (Required quarterly) Summarize progress towards meeting goals and metrics related to attracting external customers as identified in the External Customers Plan, DRD-TEST-CM-05. Include the contractor's proposed percentage of Innovations & Efficiencies Performance Incentive Fee (I&E PIF) that is specific to Attracting New Business in J-1: Performance Evaluation Plan. Provide objective evidence of accomplishments within this performance item.
 11. Small Business Report: Provide a summary of the small business data (as reported in eSRS) and compare to the phased small business goals identified in DRD-TEST-BP-02, Small Business Subcontracting Plan and Reports.
 12. Action Item Tracking: Provide status on any outstanding actions from previous reporting periods.
- d. Format: A formal briefing not to exceed 60 minutes total duration. Formatting is at the contractor's discretion, unless otherwise agreed upon between NASA and the contractor and should be in a presentation format. ~~Electronic distribution only. Hard copy shall be provided to CO and COTR. Electronic distribution is acceptable for all others. All~~

~~Management Review Reports shall be submitted electronically using a government-provided contract management tool.~~

e. Distribution:

1. RA/Contracting Officer
2. RA/Contracting Officer's Technical Representative
3. NASA Management and Office Chiefs

f. Submission:

- i. Initial: Contract start + 30 days unless otherwise agreed to with NASA.
- ii. Final: N/A
- iii. Approval: N/A
- iv. Frequency: At an agreed-upon frequency between NASA and the contractor. Report and accompanying review will be conducted no more frequently than monthly and no less frequently than quarterly. At a minimum, the occurrence of the report will coincide with mid-term evaluation cycle.

g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Labor Relations Plan	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-07	RFP/Contract No. NNJ10336472R <u>NNJ11HA02C</u>
4. Use: To evaluate the offeror's plan for the effectiveness in retaining a skilled and effective workforce and to ensure an effective notification and contingency plan are in place in the event of a labor dispute.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: DRD-TEST-CM-04 J-14, Labor Relations Plan

8. Preparation Information:

- a. Data Type: 1
- b. Scope: A Labor Relations Plan is required from the prime contractor and any subcontractor proposing work on the TEST contract that is currently represented by organized labor. After approval, the Labor Relations Plan will become part of the contract as Attachment J-14.

This plan is divided into two phases. Phase 1 information is required with proposal. The content provides an overview of the offeror's approach to working with organized labor and describes experience with organized labor. Phase 2 information is required at contract start and describes the formalized process for notification and preparation in the event of a labor dispute.

c. Content:

Labor Relations Plan: Phase 1 Information

This content will be used to evaluate the offeror's experience with organized labor and the offeror's approach towards working with organized labor.

1. Describe the offeror's company plan with respect to the use of organized labor on this contract.
2. Describe the offeror's plan for recognizing the existing collective bargaining agreements, bridge agreements, negotiating new agreements, or complying with the economic terms only and not recognizing the union.
3. Provide the name and describe the experience of the proposed person who will be responsible for working labor relations issues within the offeror's company; including that person's experience in negotiating collective bargaining agreements and resolving grievances. Where will that person be located and what level of autonomy will that person possess. Describe who will be responsible for working labor relations issues for each location that work is being performed. If that person is not located on site at WSTF, describe how day-to-day issues will be handled.
4. Describe how the offeror's proposal is in compliance with all existing wage determinations.

5. Describe the methods the offeror's company plans to use to promote and maintain harmonious labor relations during the Phase-in Period (reference Phase-In Plan, DRD-TEST-CM-04) and during contract performance.

Labor Relations Plan: Phase 2 Information

The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA Contracting Officer and the Contract Labor Relations Office to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.

6. Describe the offeror's method for notifying NASA of a potential labor dispute that could impact the timely performance of the contract. At a minimum, this notification plan should include planned negotiation dates with organized labor, describe other corrective actions initiated. Notification should be made 45 days prior to the expiration of collective bargaining agreements, prior to any significant changes to existing working conditions or pay practices, or at the first indication of potential labor unrest.
 7. Describe the offeror's plan for assuring the timely performance of the work under this contract during a strike or work stoppage situation. At a minimum, the contents should include information on implementation of the strike plan, a pre-strike checklist for managers and supervisors, a description of how critical work will be performed, an organization chart of the strike committee membership, phone numbers of key management personnel and standards of conduct policies during the strike.
- d. Format: Contractor's format is acceptable traceable to the content listed above. ~~Electronic and hard copies delivered with proposal. Hard copy of final revision shall be delivered to Contracting Officer. Distribution to all others shall be accomplished using a government-provided contract management tool. Electronic distribution only.~~
- e. Distribution:
1. BH5/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
- f. Submission:
- i. Initial: Due with proposal (Phase 1 only per instructions in section L)
 - ii. Final: Contract Start (Phase 1 and 2)
 - iii. Approval: Contract Start + 15 days
 - iv. Frequency: As Required.

1. DRD Title Total Compensation Plan	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-08	RFP/Contract No. <u>NNJ10336472R</u> <u>NNJ11HA02C</u>
4. Use: To describe the offeror's approach to providing the quality of professional services needed for contract performance.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: FAR 52.222-46, "Evaluation Of Compensation For Professional Employees" FAR 52.237-10, "Identification of Uncompensated Overtime"			7. Interrelationships: J-15, Total Compensation Plan

8. Preparation Information:

a. Data Type: 1

b. Scope: Total compensation plans will identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors. It will address the requirements of the Service Contract Act and commit to the compliance of all wage determinations. The compensation template shall be provided in the cost volume.

Upon approval, the Total Compensation Plan will become a part of the contract as Attachment J-15.

c. Content:

1. Provide a discussion of the offeror's company's plans for recruiting, hiring and retaining qualified personnel, including any special provisions that the offeror has regarding the hiring of incumbent employees. Provide a discussion of the qualification criteria (education and experience) that is normally associated with the labor classifications identified. Explain how the offeror's proposed compensation plan recognizes the differences in skills and complexities of varied disciplines as well as job difficulty.
2. Provide the offeror's company's salary range/wage information for each labor classification identified. Salary ranges will also reflect the impact of employment tenure. Describe planned escalations for exempt and non-exempt employees.
3. Discuss the offeror's company's fringe benefit policies and practices. Indicate any differences in fringe benefits exist among working groups.
4. Describe the offeror's company policy on health insurance coverage, including information on the types of health insurance benefits offered, the company share of premium costs, what co-pays are required, the effective date of coverage, and the anticipated escalation of insurance costs. Also include the offeror's policy on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions.
5. Describe the offeror's policy on retirement/savings plans, including how much the company provides toward the plan and information on vesting. Address escalation and employer/employee cost sharing ratios.

6. Discuss other salary payment policies, such as cost-of-living adjustments, relocation expenses, and reduction in force including severance pay, overtime pay, holiday pay, and any other premium pay anticipated.
 7. If uncompensated overtime is proposed, it shall be in accordance with FAR 52.233-10, "Identification of Uncompensated Overtime". If proposed, the offeror shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The offeror will provide a copy of the company policy for uncompensated overtime with proposal.
 8. The offeror will discuss the policy for dealing with seniority and recognition of seniority if incumbents are hired. The discussion will include a statement regarding the offeror's intent with respect to paying incumbent employees the amount they are currently earning with salaries/wages and fringe benefits, including accrued leave.
 9. The offeror will describe incentives to motivate and reward performance and to encourage the retention of personnel. The offeror will describe the policies, procedures, and experience related to these incentives.
 10. If the offeror or other divisions of the parent company are performing a Government contract employing skills of a comparable professional level in the local area or at the same site of performance as this proposed contract, any differences in the TCP for the proposed effort and other contracts will be identified. The rationale for these differences will be explained.
 11. Explain how wage/salary ranges were established. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed TCP. The offeror shall describe their commitment for compliance with the Service Contract Act and all wage determinations.
 12. Provide a discussion of prior experience with this proposed TCP, including such information as the length of time the offeror (or other elements of the company) have used the TCP and the turnover experienced with this TCP compared to the National Average.
- d. Format: Contractor's format is acceptable, traceable to the content listed above.
Electronic distribution only
 - e. Distribution:
 1. BH5/Contracting Officer
 2. RA/Contracting Officer's Technical Representative
 - f. Submission:
 - i. Initial: Due with Proposal
 - ii. Frequency: Update as requested per the Contracting Officer

1. DRD Title Staffing and Critical Skills Plan	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-CM-09	RFP/Contract No. <u>NNJ10336472R-NNJ11HA02C</u>
4. Use: Provide offeror's approach meeting the staffing requirements of the SOW			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: DRD-TEST-CM-02 1TABPRO J-21, Staffing and Critical Skills Plan
8. Preparation Information: <ol style="list-style-type: none"> a. Data Type: 1 b. Scope: The Staffing and Critical Skills Plan describes the process for attracting and retaining qualified personnel to meet the required staffing levels. Upon approval, the Staffing and Critical Skills Plan will become a part of the contract as Attachment J-21. c. Content: At a minimum, the offer shall address the following elements: <ol style="list-style-type: none"> 1. A narrative that describes the basis of the overall staffing approach 2. Staffing of the proposed organizational structure including proposed teaming partners and subcontractor personnel, including the numbers and types of personnel 3. Sources of the proposed staff including its plans to use qualified personnel from within the offeror's company, new hires and retention of incumbent personnel including an estimated percentage of each category proposed. Provide rationale for hiring or replacing incumbent personnel. 4. Job descriptions and qualifications by proposed skill levels, including mapping of the offerors proposed labor categories to the government-provided SLCs. If new SLCs are proposed by the offeror, the SLC descriptions should include details similar to the government-provided SLC description. 5. Retention Plans for maintaining and retaining a qualified workforce for expected high attrition positions throughout the course of the contract. 6. Plans for staffing flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition including how staffing will be managed for newly authorized IDIQ work. 7. Identify all critical skills across the contract and explain how and to what level those critical skills will be maintained. Also include how the loss of a critical skill will be mitigated. NOTE: This content is due with final submission of the Staffing and Critical Skills Plan (at Contract Start + 60 days).. d. Format: Contractor's format is acceptable. <u>Electronic distribution only.</u> e. Distribution: <ol style="list-style-type: none"> 1. RA/Contracting Officer 2. RA/Contracting Officer's Technical Representative 			

- f. Submission:
 - 1. Initial: Due with proposal
 - 2. Final: Contract Start + 60 days
 - 3. Approval: Contract Start + 90 days
 - 4. Frequency: Update as required.

1. DRD Title Organizational Conflicts of Interest (OCI) Avoidance Plan	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-BP-01	RFP/Contract No. NNJ10336472R <u>NNJ11HA02C</u>
4. Use: To document the Contractor's implementation plan for avoiding, neutralizing, and mitigating organizational conflicts of interest.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest			7. Interrelationships: SOW 2.2.4 TO 1TABPRO J-16, OCI Plan

8. Preparation Information:

a. Data Type: 2

b. Scope: The WSTF OCI Avoidance Plan describes the Contractor's comprehensive management approach and implementation methods for avoiding, neutralizing, or mitigating the occurrence of an OCI. After approval, the OCI Avoidance Plan will become part of the contract as Attachment J-16.

c. Content: The plan shall address all organizational conflicts of interest to prevent the existence of conflicting roles that might bias a contractor's judgment and create an unfair competitive advantage. The plan shall establish specific and timely methods to identify, evaluate, and resolve organizational conflicts of interest. FAR Subpart 9.5 describes the nature of these applicable relationships.

The Contractor OCI Avoidance Plan shall identify the nature of an OCI, assess the likelihood of it occurring, evaluate the impact, and institute mitigation measures to both prevent the occurrence and minimize the impact.

The Contractor OCI Avoidance Plan shall document the general procedures that the Contractor will use to respond to OCI issues that are identified.

The Contractor OCI Avoidance Plan shall include at least the following information:

- i. Purpose – A summary of the Contractor's rationale for instituting and applying the OCI Avoidance plan;
- ii. Update Criteria – A description of the criteria and process for determining when an update to the plan is required;
- iii. OCI Assessment Methodology – A summary of the general methodology used to avoid, neutralize or mitigate OCI issues;
- iv. OCI Risks – A description of potential OCI risks, due to the Contractor's relationships or potential relationships with the Government, other companies, and other contracts. The description shall characterize the risk and measures to avoid, neutralize, or mitigate each OCI threat;
- v. Personnel Clearance Procedures – A description of the procedures the Contractor will use if needed to identify and partition Contractor personnel requiring access or participation in activities that would otherwise create an OCI issue;
- vi. OCI Response Procedures – A summary of the steps that the Contractor will take when an OCI has been identified or when circumstances have changed such that an OCI issue is probable;

- vii. OCI Training – A description of the training to be provided to its personnel regarding potential OCI on this contract.

- d. Format: The Contractor's format is acceptable with content traceable to that listed above. Electronic distribution only.

- e. Distribution:
 - 3. RA/Contracting Officer
 - 4. RA/Contracting Officer's Technical Representative

- f. Submission:
 - i. Initial: Due with proposal (per instructions in section L).
 - ii. Final: Contract award + 30 days.
 - iii. Approval: Contract start + 60 days.
 - iv. Frequency: Annual.

- g. Maintenance: Annual and in accordance with Contractor determined update criteria.

1. DRD Title Small Business Subcontracting Plan and Reports	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-BP-02	RFP/Contract No. NNJ10336472R <u>NNJ11HA02C</u>
4. Use: To describe the Contractor's planned approach to Small Business Subcontracting and their reporting against this plan.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: a. FAR 19.702, Statutory requirements b. FAR 52.219-8, Utilization of Small Business Concerns c. FAR 52.219-9, Small Business Subcontracting Plan d. NFS 1852.219-75, Small Business Subcontracting Reporting e. NFS 1852.219-76, NASA 8 Percent Goal			7. Interrelationships: SOW 2.2.3 TO 1TABPRO DRD-TEST-CM-06 J-17, Small Business Subcontracting Plan

8. Preparation Information:

- a. Data Type: Plan – 1, Report – 2
- b. Scope: The Small Business Subcontracting Plan shall be in compliance with FAR 52.219-9. The Small Business Subcontracting Reporting shall be in compliance with NFS 1852.219-75. Upon approval, the small Business Subcontracting Plan will become a part of the contract as Attachment J-17.
- c. Content:
 - i. In addition to the required content in FAR 52.219-9 the Small Business Subcontracting Plan shall include the following:
 - 1. The Subcontracting plan must include the approach that the Contractor intends to use in meeting the subcontracting goals.
 - 2. Subcontractors whose bid is part of this proposal should be identified. For each subcontractor, the percentage of the proposal and any small or small business subcategory classification should be identified.
 - 3. For areas of potential future subcontracting, the Contractor should identify the area of work, the percentage of contract that this is expected to encompass, potential subcontractors and their small business or small business subcategory classification.
 - 4. Describe the management approach to subcontracting with small disadvantaged, Women-owned, HUBZoned, Veteran owned, and Service disabled veteran owned companies and HBCU/MIs (Historically Black Colleges & Universities/Minority Institutions).
 - 5. As part of the Subcontracting Plan, the contractor will provide a phased approach to meeting their small business goals, including milestones for incrementally increasing percentages until the goals are met.
 - ii. Small Business Subcontracting Reports:

1. Contractors are required to submit subcontracting data in the Electronic Subcontracting Reporting System (eSRS) which has replaced the paper Standard Form 294 and SF 295 Summary Subcontracting Reports.
 2. All contractors are required to register and file both types of subcontracting reports (SF 294 and SF 295 data) using the eSRS system. The website to register is www.esrs.gov.
 3. In addition to eSRS submission, the contractor shall provide a summary of small business data compared to established goals per DRD-TEST-CM-06, Management Review Report.
- d. Format: Contractor format is acceptable for the plan; reporting shall be in compliance with NFS 1852.219-75, Small Business Subcontracting Reporting. Electronic distribution only
- e. Distribution:
- 1) BH5/Contracting Officer
 - 2) RA/Contracting Officer's Technical Representative
- f. Submission:
1. Initial – Due with proposal per instructions in Section L.
 2. Approval – Prior to contract award.
 3. Frequency – Subcontracting Plan to be updated in accordance with FAR 19.702. Report shall be provided semi-annually and at contract completion.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Wage/Salary and Fringe Benefit Data	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-BP-03	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
4. Use: The Wage/Salary and Fringe Benefit Data shall be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: FAR 52.222-41, Notice to the Government of Labor Disputes			7. Interrelationships: SOW 2.2

8. Preparation Information:

a. Data Type: 2

b. Scope: The Wage/Salary and Fringe Benefit Data shall be submitted by the Contractor, and any subcontractors, which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit an electronic form 98 to the Department of Labor, Wage and Hour Division.

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

d. Format: The Wage/Salary and Fringe Benefit Data shall be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A enclosed). Electronic distribution only.

e. Distribution:

- 3) BH5/Contracting Officer
- 4) RA/Contracting Officer's Technical Representative
- ~~5) BA2/Labor Relations Officer~~

f. Submission:

- i. Initial: Contract start + 30 days.
- ii. Final: N/A
- iii. Approval: N/A
- iv. Frequency: Annually, 90 calendar days prior to the anniversary date of the contract.

g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

FORM 2

WORK SHEET FOR E-98 DATA
 WAGE RATE INFORMATION

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OR NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
Illustration of required data:					
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.50 - \$20.00	3
Technician, Jr	Elect Tech Main 1	N	U	\$12.78 - \$15.50	12
Technician, Sr	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk II	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25 - \$10.90	3

Submit data in the above-illustrated format for all labor classifications used, or planned to be used, on this contract.

All contractor labor classifications shall be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 2005-2516 for nonrepresented classes.

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OR NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
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FORM 3

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

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

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

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

3. Paid Absences:

	Service Requirement	Days per Year
a. Vacation		
b. Holiday		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

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

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

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

Signature of Company Representative
FORM 3A

Date

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor:

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

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

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

2. Paid Absences

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

Signature of Company Representative

Date

- 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.

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 media-electronic copy with original signature)
3. LI/WSTF Budget/Program Analyst (1 electronic copy)
4. RA/COTR (1 electronic copy, hard copy of selected supplemental reports)

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 subcontractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
<i>New Mexico Gross Receipts Tax</i>	The Offeror is advised that the goods and/or services to be acquired through this solicitation <u>may</u> be subject to various taxes, including but not limited to, New Mexico Gross Receipts Tax (NMGR). The NMGR 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 NMGR is applicable to all or part of the task order/delivery order process. Additional NMGR 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

~~In addition to submitting the NF533M in a hardcopy format, t~~The contractor shall submit the NF533 electronically by the ~~same due date as the hardcopy.~~ 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 ~~from the hardcopy.~~

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

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order 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

Example File Format

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	REP_END_DATE	27	34	8	DATE
Operating Days	Operating days(2).	Header field—submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SJR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure	Submitted with CONTRACTOR	Required	Required	COST_UOM	50	51	2	CHAR

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
	(SIR2047)	data							
HRWYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative(CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)
Grand Total HRWYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for				GT_COST_PLANNED_MONTH	110	122	13	CURRENCY(2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
	the prior month. (CR8197)								
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
	Grand Total Balance of Contract for the remaining estimate to complete (CR				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)

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

Example File Format

Detail (Repeating Segment)

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

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

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

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

Example File Format

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

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

Example File Format

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

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

1. DRD Title Procurement Report	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-BP-05	RFP/Contract No. <u>NNJ10336472R</u> <u>NNJ11HA02C</u>
4. Use: To determine the effectiveness of the Procurement/Business System Processes.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: TO 1TABPRO SOW 2.2.2

8. Preparation Information:

a. Data Type: 3

b. Scope: The procurement report shall provide a summary of all monthly procurement activities, as well as metrics to evaluate performance.

c. Content: At a minimum, the contractor shall report the following:

1. Number of PR's Received
2. Number of PO's Created
3. Number of Emergency PO's
4. Number of Routine PO's
5. Metric in days to complete routine PO's
6. Metric in days to complete emergency PO's
7. Number of supply PO's
8. Number of discrepant PO's
9. Metric in days to resolve discrepant PO's
10. Number of Flight or Critical Hardware PO's
11. Number of contracts valued over \$500k
12. Number of open PO's
13. Number of closed PO's
14. Number of closed contracts
15. Metric in days to close PO's
16. Metric in days to close Contracts
17. PR backlog and status
18. Blanket Purchase Orders Initiated
19. Calls made against existing blanket purchase orders
20. Delinquent invoices, reason and status to resolution
21. Number of competitive POs/Contracts issued
22. Number of sole-source POs/Contracts issued

~~d. d. Format: Contractors electronic format should be easily viewable and searchable. Hard copy of final revision shall be delivered to Contracting Officer. Distribution to all others shall be accomplished using a government provided contract management tool. Electronic distribution only.~~

e. Distribution:

- 1) BA5/WSTF Contracting Officer
- 2) RA/Contracting Officer Technical Representative

f. Submission:

- i. Initial: Contract Start + 30 days
- ii. Final: contract Start + 60 days
- iii. Approval: contract start + 75 days
- iv. Frequency: Monthly within 5 days of the end of the NASA accounting month.

1. DRD Title Task Order Fee Summary Sheet	2. Date of current version 7/14/102/23/12	3. DRL Line Item No. DRD-TEST-BP-06	RFP/Contract No. NNJ10336472RNNJ11HA02C
4. Use:			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: SOW 2.0

8. Preparation Information:

a. Data Type: 2

b. Scope: The monthly, or as needed, reporting requirements defined below apply to all cost reimbursable task orders (TO's). The purpose of this DRD is to track Task Order Fee by Fee Periods in order to determine the respective Fee Pools. Each submitted report shall have a cumulative total including the numbers and data included in the previous month's submission and shall contain all information as required per each tab in the spreadsheet.

Once an Award Fee Period has been completed, fee shall not be carried to another Award Fee Period. If a modification to the TO is required, the Award Fee for the next period should be adjusted (credit or debit).

c. Content: Provide a detailed breakout of TOs by Award Fee Period per the attached template entitled "Task Order Fee Summary".

Task Order Fee
Summary

d. Format: Electronic distribution only, using attached format, ~~through a government provided contract management tool~~

e. Distribution:

1. RA/Contracting Officer
2. RA/Contracting Officer's Technical Representative

f. Submission:

- i. Initial: Due within 10 working days following the close of the contractors monthly accounting period.
- ii. Final:
- iii. Approval:
- iv. Frequency: Monthly, or as requested by the contracting officer.

1. DRD Title Performance Assessment Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-PM-01	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
4. Use: The Performance Assessment Plan provides the overall contract performance measurement approach.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: H.24 Performance Metrics			7. Interrelationships: FPTO 1TAMGMT J-1 Performance Evaluation Plan J-19, Performance Assessment Plan

8. Preparation Information:

a. Data Type: 1

b. Scope: The Performance Assessment Plan shall describe the contractors overall approach to contract performance assessment, quality, performance metrics and the implementation process for accomplishing metric gathering, evaluation, and reporting. The scope of the Performance Assessment Plan includes all products, services and processes specified in the SOW, regardless of the performing organization (e.g. prime or subcontractor). Upon approval, the Performance Assessment Plan will become a part of the contract as Attachment J-19.

c. Content:

1. The Performance Assessment Plan shall consist of the following:

- i. Description of the contractor's approach and proposed metrics for assessing performance with respect to cost, schedule and technical elements, including rationale.
- ii. Description of the methods the contractor plans to use to assess performance, quality, and adjust to changing requirements.
- iii. Description of management systems and processes used to implement the plan including the developing, timely gathering, compiling, maintaining, auditing and analyzing, and reporting of performance metrics.
- iv. Describe metrics data that will be provided to NASA in order for NASA to perform the government's management, oversight and planning functions.

The contractor is encouraged to ensure proposed metrics are appropriate and applicable to the work to be performed.

~~d. d.——~~Format: Electronic distribution only. Contractor format is acceptable with traceability to the above listed content. ~~All electronic distribution shall be accomplished using a government provided contract management tool.~~

e. Distribution:

1. BH5/Contracting Officer
2. RA/Contracting Officer's Technical Representative
3. NASA Management and Office Chiefs

f. Submission:

- i. Initial: Due with Proposal
- ii. Final: Contract Start + 1 months

- iii. Approval: contract start + 3 months
- iv. Frequency: As required by CO.

1. DRD Title Performance Report	2. Date of current version 7/14/10 /23/12	3. DRL Line Item No. DRD-TEST-PM-02	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
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):
 - 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, Performance Assessment provided monthly.

1. DRD Title Task Order Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-PM-03	RFP/Contract No. <u>NNJ10336472RNNJ11HA02</u> <u>C</u>
4. Use: Provide response to task orders in a consistent format with the appropriate level of detail for negotiations and agreement between contractor and NASA.			5. DRD Category: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: Clause H.3, NFS 1852.216-80 Task Ordering Procedure			7. Interrelationships: DRD-TEST-PM-02 DRD-TEST-CM-06 DRD-TEST-BP-04

8. Preparation Information:

a. Data Type: 1

b. Scope: The purpose of the task order plan is to identify the technical approach, period of performance, resource and schedule requirements, and other information necessary to determine the reasonableness of the contractor's task order proposal.

c. Content:

1. The contractor shall develop and maintain a task order plan that documents the reasonableness of the contractor task order proposals and/or revisions.
2. The Task Order Plans shall contain the following elements:

2.1. BASIS-OF-ESTIMATE (BOE)

The contractor shall develop a task order BOE which shall document the reasonableness of the contractor's task order proposal. The BOE shall identify the technical approach, task scope, assumptions, exclusions, and cost risks and opportunities. The BOE may also reference agreements with other resident contractors, subcontractors or the customer if the proposed effort was developed on a partnered basis. The BOE shall identify the resources needed to accomplish the proposed scope of work including:

- 2.1.1. Identify specific labor resources, supporting rationale, and technical approach to meet task order labor requirements.
- 2.1.2. Identify direct labor resources by contractor work breakdown structure (WBS) including types and quantities of proposed labor resources.
- 2.1.3. Identify proposed resources by WBS to the subtask level agreed to by the NASA Project Manager (PM) and contractor Project Leader (PL) in the task order including loaded labor rates, materials, travel, other direct costs/price, and subcontractor cost/price.
- 2.1.4. Identify threats or constraints that may require work scope restructure or reassessment of the resource-loading requirements.

Task order BOE shall be maintained throughout the task order period of performance. Proposed changes to the BOE will be negotiated and documented. All original BOE documentation and any approved revisions will be maintained by the contractor as historical records and shall be used to develop the resource baseline of future task orders.

2.2. RESOURCE-LOADED SCHEDULE (RLS)

The contractor shall develop and maintain a resource-loaded schedule for each approved task order. The RLS shall identify time-phased task order deliverables, milestones, and work activities. The RLS shall assign resources to task order activities, monitor progress of activities toward project objectives, and forecast future schedule performance. RLS shall include the following:

- 2.2.1. Period of performance including start and end dates.
- 2.2.2. Time-phased resource loading by WBS agreed to between PM and PL.
- 2.2.3. Task order deliverables and milestones.
- 2.2.4. Revisions to resource baseline.

Note: All performance and variance analysis reporting shall be traceable to the RLS. (Reference DRD-TEST-CM-06, "Contract Review Report", DRD-TEST-PM-02, "Performance Report", and DRD-TEST-BP-04, "NF533 Cost Data Reporting".)

2.3. ADDITIONAL INFORMATION

The contractor shall identify any work or tasks that are required by other resident contractors in association with the deliverables on this task order. NASA will coordinate work authorization for other resident contractors; however, the contractor is expected to monitor tasks by resident contractors, when those tasks are related to successful completion of TEST task orders.

The Contracting Officer may require the contractor to provide additional information to determine the reasonableness of the contractor's task order proposals.

- d. Format: Contractor's format is acceptable with traceability to the above listed content. ~~Submission shall be made electronically and will be distributed using a government provided contract management tool.~~ Any applications or software used should be supported by WSTF IT. Electronic distribution only
- e. Distribution:
 - 1. NASA Project Managers
 - 2. BH5/Contracting Officer
 - 3. RA/Contracting Officer's Technical Representative
 - 4. NASA Management and Office Chiefs
- f. Submission: Variable, based on task order response date specified by the NASA Project Manager and approved by the CO.

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) NNJ10336472R/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
- 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 Environmental Compliance Plan	2. Date of current version 7/14/10 2/23/12	3. DRL Line Item No. DRD-TEST-EN-01	RFP/Contract No. NNJ10336472R NNJ11HA02 C
4. Use: Establishes Environmental Compliance Plan for contractors providing support to JSC WSTF.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: JSC 52.223-93 Environmental and Energy Conservation Requirements			7. Interrelationships: SOW 2.8 J-12, Environmental Compliance Plan

8. Preparation Information:

a. Data Type: 1

b. Scope: Describe the offeror/contractor's program for performing work in accordance with existing environmental permits laws and regulations. Upon approval, the Environmental Compliance Plan will become a part of the contract as Attachment J-12.

c. Content:

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

1. **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.**

1.1. Policy: Provide the contractor's environmental compliance policy statement with the plan. Compare the contractor's policy statement with that of NASA and discuss any differences.

1.2. Goals and Objectives: Describe the environmental goals and objectives to be met for the following:

- 1.2.1 Pollution Prevention and Source Reduction of: Hazardous and Industrial Solid Wastes, Solid Wastes (trash, refuse) Wastewater Discharges (sanitary sewerage), and Air Emissions.
- 1.2.2 Affirmative Procurement (Purchase of Environmentally Preferable Material) per Executive Order.(Purchase Request-Purchase Order Infrastructure Process note 3)
- 1.2.3 Hazardous Materials Handling/Purchasing/Reduction/Replacement
- 1.2.4 Elimination from specifications and standards requirements for the use of hazardous/toxic substances & materials where practical.
- 1.2.5 Use of and Environmental Planning Checklist to review & document impacts of New and Modified Programs, Projects, Activities, and Operations.
- 1.2.6 Life cycle analysis and costing
- 1.2.7 Support WSTF Recycling Program
- 1.2.8 Incorporating Environmental Requirements in Subcontracts

1.3. Management Leadership: Describe management's procedures for implementing its commitment to environmental compliance activities and initiatives. Describe processes and

procedures for incorporating this commitment in all contract and subcontract activities and products. Include a statement from the project manager or designated environmental official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

- 1.4. **Employee Involvement:** Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in the environmental compliance program development, implementation, and decision-making. Describe the scope and breadth of employee participation to be achieved.
 - 1.5. **Assignment of Responsibility:** Describe line and staff responsibilities for environmental compliance program implementation. Identify any other personnel or organization that provides or supports environmental compliance at WSTF. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the Environmental Official who will be trained and certified in accordance with WSTF to be responsive to Center-wide environmental concerns and goals, and who will participate in meetings and other activities related to the WSTF Environmental Program.
 - 1.6. **Provision of Authority:** Describe consistency of the plan for compliance with applicable NASA and WSTF requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
 - 1.7. **Accountability:** Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in an environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
 - 1.8. **Disciplinary System:** Describe your system for ensuring environmental compliance discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant compliance performance.
2. **WORKSITE ANALYSIS.** Environmental non-conformances shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of environmental compliance data such as reports on hazardous substance spills and inadvertent releases to the environment. Identify methods to encourage employees reports of environmental non-compliances.
 3. **HAZARD PREVENTION AND CONTROL.** Identified environmental non-conformances must be resolved and eliminated. In the multiple employer environment of WSTF, it is required that environmental non-conformances and corrective actions be collected in a center wide information system such as the WSTF Safety Inspection Management System as described in WSI 25SW-0015 for risk management purposes. Describe your approach to collecting information from this contract and other WSTF-resident contractors, integrating and analyzing results, and fulfilling environmental non-conformance tracking and communication of risks to NASA management.
 4. **EMERGENCY PREPAREDNESS.** Discuss approach to emergency preparedness and contingency planning, which addresses environmental spills or releases, and agency timely notifications.
 5. **ENVIRONMENTAL COMPLIANCE TRAINING.** Describe the contractor's training program including identification of responsibility for training employees to assure understanding of environmental compliance requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community Right-to-know (EPCRA).]

d. Format:

Cover Page: Include as a minimum:

- The contract number and title;
- Current version effective date
- Contract program manager signature
- Contract Environmental Official (upon contract award and for subsequent revisions)
- Approval signature of the NASA Contracting Officer
- Approval signature of the NASA Environmental Program Manager.
- Other signatures may be required at the discretion of the Government.

Table of Contents and body of plan: See content above.

Electronic distribution only.

e. Distribution:

1. Contracting Officer will retain the approved plan in the contract file
2. Contracting Officer's Technical Representative
3. NASA Environmental Program Manager.

f. Submission:

1. Initial: Due with proposal per the instructions in Section L
2. Final: Contract Start +30 days
3. Approval Contract Start +45 days
4. Frequency: Update as required by CO or Environmental Program Manager

1. DRD Title Environmental Compliance – Risk Management Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-EN-02	RFP/Contract No. <u>NNJ10336472RNNJ11HA02</u> <u>C</u>
4. Use: Comply with Clean Air Act by preparing a Risk Management Plan (RMP) as required in Section 112(r) of the Clean Air Act.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: Clean Air Act, Title I, Part A, Sec 112 (US Code 7412), (r) Prevention of Accidental Releases (7),(B),(ii)			7. Interrelationships: SOW 2.8

8. Preparation Information:

a. Data Type: 2

b. Scope: The EPA requires that stationary sources, such as WSTF (as defined by the Clean Air Act), provide a risk management plan on a 5 year basis to prevent and mitigate accidental releases of hazardous substances.

c. Content:

The Risk Management Plan (RMP) shall include:

- hazard assessments that detail the potential effects of an accidental release of chemicals that exceed certain threshold amounts,
- an accident history of the last five years, and
- an evaluation (through air dispersion modeling) of worst-case and alternative accidental releases scenarios.
- an emergency response program defining:
 - emergency health care,
 - employee training measures and
 - procedures for informing the public and response agencies should an accident occur.
- A prevention program including:
 - safety precaution and maintenance,
 - monitoring and employee training measures

The contractor shall address all questions in the EPA required submittal document.

d. Format: Format for EPA submittal software titled "RMP*eSubmit".

e. Distribution:

- Contracting Officer electronic ~~and hard~~ copy of final revision.
- COTR electronic copy of the final revision
- NASA Environmental Program Manager electronic copy of the final revision.

f. Submission:

- i. Initial: Q1 CY2014
- ii. Final: Q2 of CY2014
- iii. Approval: End of Q2 of CY2014
- iv. Frequency: Final submission + 5 years

<p>1. DRD Title</p> <p>Supply Reports</p>	<p>2. Date of current version</p> <p><u>7/14/02/23/12</u></p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-LS-01</p>	<p>RFP/Contract No.</p> <p><u>NNJ10336472RNNJ11HA02 C</u></p>
<p>4. Use:</p> <p>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.</p>			<p>5. DRD Category:</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>
<p>6. References:</p> <p>NPD 4100, Supply and Materials Management Policy, NPR 4100, NASA Materials Inventory Management Manual</p>			<p>7. Interrelationships:</p> <p>SOW 5.10 TO 1TCSUPL</p>

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 Stock/Program Stock Report: The report requirements include but are not limited to: Number of Line Items, Number of Program Stock, Number of Stores Stock, and Value. Electronic submission to JSC Financial Management Division. Due: 25th of each month~~
2. Store Stock Inventory Adjustment Report: Provide a report of store stock inventory adjustments with rationale for adjustments. Submitted on NASA Form 1256 and forwarded to the WSTF SEMO for approval. Due: 5th of each month

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 5, April 5, July 5, and October 5.
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.

~~The following report will be required on a BI-ANNUAL basis:~~

5. RESERVED

~~5. NASA Form 1324, Semi-Annual Report of Personal Property Management Operations: This semi-annual report defines the following line item data elements:~~

- a. ~~Material Inventory Status~~
- b. ~~Material Inventory Activity~~
- c. ~~Material Acquisition Activity~~
- d. ~~Material Receiving Activity~~
- e. ~~Logistics Personnel Resources~~

~~The NASA Form 1324 is due 3/15 and 9/15 of each year.~~

~~The following reports will be required on an ANNUAL basis:~~

6. RESERVED

~~6. NASA Form 1619, Physical Inventory of Materials Annual Report: This annual report identifies the inventory actions completed by the contractor. Report shall contain the following data by object class code:~~

- a. ~~Line items and dollar value of items inventoried~~
- b. ~~Number of line items with variance~~
- c. ~~Dollar value of discrepant items, including overage, shortage and gross discrepancies~~
- d. ~~Identify whether inventory items are stores or program stock and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.~~
- e. ~~A brief explanation of cause of discrepancies and action to minimize the change for recurrence.~~

~~The NASA Form 1619 is due on 9/25 each year.~~

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:
 - 5. RA/Contracting Officer
 - 6. RA/Contracting Officer's Technical Representative
 - 7. RC/WSTF Property Administrator
- f. Submission: See individual report description for submission frequency.

1. DRD Title Equipment Reports	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-LS-02	RFP/Contract No. <u>NNJ10336472R</u> <u>NNJ11HA02</u> <u>C</u>
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 1TCEQP

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 5, April 5, July 5 and October 5.

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 5, Apr 5, Jul 5, and Oct 5 and Annually on Oct 5.

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: ~~Sept 30~~ 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:
 8. RA/Contracting Officer
 9. RA/Contracting Officer's Technical Representative
 10. RC/WSTF NASA Property Administrator
- f. Submission: See individual report description for submission frequency.

<p>1. DRD Title</p> <p>Mail Reports</p>	<p>2. Date of current version</p> <p><u>7/14/102/23/12</u></p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-LS-03</p>	<p>RFP/Contract No.</p> <p><u>NNJ10336472RNNJ11HA02C</u></p>
<p>4. Use:</p> <p>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</p>			<p>5. DRD Category:</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>
<p>6. References:</p>			<p>7. Interrelationships:</p> <p>TO 1TCMAIL</p>

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. 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 5, April 5, July 5, and October 5. 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. NNJ10336472RNNJ11HA02 C
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 1TCREC

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 Wylder 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

The following report shall be provided on a **SEMI-ANNUAL** basis:

2. **Semi-Annual K-Bottle Inventory Report**
 - 2.1. Submit to the NASA WSTF SEMO, a **Semi-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: ~~April 5 and October 30~~ **305**.
- d. Format: Contractor's electronic format is acceptable, unless stated otherwise within the description of the report. **Electronic distribution only.**
- e. Distribution:
 6. RA/Contracting Officer
 7. RA/Contracting Officer's Technical Representative
 8. 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. <u>NNJ10336472RNNJ11HA02</u> <u>C</u>
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: Within 5 working days after sale is complete.

1. DRD Title Transportation Reports	2. Date of current version 7/14/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-LS-06	RFP/Contract No. <u>NNJ10336472R</u> <u>NNJ11HA02C</u>
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 versus quoted rates and submit monthly audit reports to GSA and JSC. Due date: 5th of each month.
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.
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.
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.
5. Maintain Alternative fuel metrics and cost savings measures. Due Date: 10th of each month.

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 5, April 5, July 5, October 5.

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: ~~September~~ 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:
 9. RA/Contracting Officer
 10. RA/Contracting Officer's Technical Representative
 11. RC/WSTF Transportation Officer
 - f. Submission: See individual report description for submission frequency.

<p>1. DRD Title</p> <p>Government Property Management Plan</p>	<p>2. Date of current version</p> <p>7/14/10</p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-LS-07</p>	<p>RFP/Contract No.</p> <p>NNJ10336472RNNJ11HA02C</p>
<p>4. Use:</p> <p>To describe the method of administering Government property.</p>			<p>5. DRD Category:</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>
<p>6. References:</p> <p>FAR 52.245-1</p>			<p>7. Interrelationships:</p> <p>J-22, Government Property Management Plan</p>

8. Preparation Information:

a. Data Type: 1

b. Scope: The Government Property Management plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting, and issuing Government property. The plan should include interaction and Departmental/Office responsibilities. The delegated Property Administrator will request detailed procedures after contract start.

Upon approval, the Government Property Management Plan will become a part of the contract as Attachment J-22.

c. Content: This plan shall consist of those procedures which constitute the Contractor's Property Management Manual and shall include at a minimum the following categories:

1. Property Management,
2. Acquisition,
3. Receiving,
4. Identification,
5. Records,
6. Movement,
7. Storage,
8. Physical Inventories,
9. Reports,
10. Consumption,
11. Utilization,
12. Maintenance,
13. Subcontractor Control,
14. Disposition,
15. Reconcile Contractor Records with Financial Records,
16. Center – Unique Considerations,
17. Contractor Closeout,
18. Facility.

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

e. Distribution: Per Contracting Officer's letter.

f. Submission:

1. Initial: Due with proposal per the instructions in Section L.
2. Final: Contract award + 30 days.
3. Approval: Contract start + 120 days.

4. Frequency: As required

g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

1. DRD Title Repro curement Data Package	2. Date of current version 7/14/10 2/23/12	3. DRL Line Item No. DRD-TEST-PC-01	RFP/Contract No. NNJ10336472RNNJ11HA02 C
4. Use: Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future repro curement activities. Data contained in Part IV, "Technical and Process information" may be disclosed to competing offerors in the future.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References: H.21			7. Interrelationships: None

8. Preparation Information:

a. Data Type: 2

b. Scope: Analytical models, unique tools, supporting documentation, equipment, and resource/cost information shall be submitted in accordance with this DRD.

c. Content: Data package containing the following:

1. Labor resources:

- 1.1. List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)
- 1.2. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
- 1.3. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
- 1.4. The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.
- 1.5. Seniority level of all skills on the current contract

2. Non-labor resources:

- 2.1. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS. Only include significant items that are used to perform the technical requirements of this contract.
- 2.2. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.

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

4. Models and Tools Information:

- 4.1. A catalog of models and tools provided according to any DRD on this contract shall be developed which contains the following:
 - 4.1.1. Unique name of item,
 - 4.1.2. Version number, revision number, or release date as appropriate,
 - 4.1.3. Abstract which describes purpose or use of item,
 - 4.1.4. Location of electronic copy.
- 4.2. A listing and description of tools or models that will not be redelivered for this DRD.

- 4.3. Supporting documentation for the use of each item, including those submitted per other DRDs on this contract where that DRD doesn't require it, shall be submitted. The documentation shall include, at a minimum, the following information:
 - 4.3.1. Purpose of the model or tool;
 - 4.3.2. Inputs required;
 - 4.3.3. Governing assumptions or constraints;
 - 4.3.4. Model or tool certification history, including description of validation methods used and results of correlation activities;
 - 4.3.5. Association with other models;
 - 4.3.6. For models, necessary tools such as a specific software modeling environment required to operate the model;
 - 4.3.7. For tools, necessary platforms such as computer processor requirements or operating system limitations.
5. List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
 - 5.1. Description of the equipment (include make and model #)
 - 5.2. Location of the equipment (address, building and room #)
 - 5.3. Date purchased
 - 5.4. Purchase price of the equipment
 - 5.5. Current depreciated value of the equipment
- d. Format: Electronic format of all submissions shall be compatible with WSTF IT desktop standard applications. Organizational format of the supporting documentation shall be the Contractor's format.
- e. Distribution: Contractor's electronic format is acceptable with traceability to the content listed above.
Electronic distribution only.
- f. Submission:
 1. Initial: 1 year prior to contract end or at the Contracting Officer's direction
 2. Final: End of period of performance: submission of current version of all models, tools and supporting documentation which have been updated since first submission.
- g. Frequency: As required. No periodic submissions required per this DRD (this does not relieve the requirement for periodic or incremental deliveries per other DRDs).
- h. Maintenance: All models/tools and data items shall be maintained electronically. All documentation developed to support the use of each model/tool and data items shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

<p>1. DRD Title</p> <p>Contract Closeout Plan</p>	<p>2. Date of current version</p> <p>7/14/102/23/12</p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-PC-02</p>	<p>RFP/Contract No.</p> <p>NNJ10336472RNNJ11HA02C</p>
<p>4. Use:</p> <p>Define contractor closeout activities and cost</p>			<p>5. DRD Category:</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>
<p>6. References:</p> <p>F.7</p>			<p>7. Interrelationships:</p>

8. Preparation Information:

- a. Data Type: 2
- b. Scope: This plan shall provide the details necessary to transition the contract to any follow-on contract and to closeout out the existing contract
- c. Content: the content and deliverables shall include:
 - 1. Implementation Strategy
 - 2. Task description and schedule
 - 3. Staffing Profile
 - 4. Cost Estimate
 - 5. Plan for delivery of final documentation, including electronic copies of all contract files
- d. Format: Contractor's format is acceptable
- e. Distribution: ~~Hard copy and e~~Electronic submission to contracting officer. ~~Electronic submission shall be accomplished using a government provided contract management tool.~~
- f. Submission:
 - 1. Initial: 1 year prior to end date of contract, unless otherwise requested by the CO.
 - 2. Final:
 - 3. Approval: 1 year minus 30 days prior to end date of contract
 - 4. Frequency: Once

1. DRD Title Safety and Health Plan	2. Date of current version <u>7/14/102/23/12</u>	3. DRL Line Item No. DRD-TEST-SQ-01	RFP/Contract <u>NNJ40336472RNNJ11HA02</u> <u>C</u>
4. Use: Describes safety and health planning for the TEST contract.			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References: a) OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual b) NPR 8715.3, NASA Safety Manual, Appendices c) JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations d) JPR 1700.1 JSC Safety and Health Handbook e) WSTF MSM 25 series documents			7. Interrelationships: SOW 3.1 J-5, Safety and Health Plan

8. Preparation information:

a. Data Type: 1

b. Scope: Describe the Contractor's program to protect the safety and health of employees and comply with applicable laws and regulations. WSTF Safety and Mission Assurance Office has the primary responsibility for this DRD. After approval, the Safety and Health Plan will become part of the contract as Attachment J-5.

c. Content:

1. **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION**

1.1. Policy: Provide the contractor's safety and health policy statement with the plan. Compare the contractor's policy statement with those of NASA and OSHA and discuss any differences.

1.2. Goals and Objectives: Describe specific safety and health goals and objectives to be met. Establish appropriate goals based on current trends and needs associated with aerospace test and evaluation industry practices. Discuss status of safety program using the NASA "Performance Evaluation Profile" or OSHA Voluntary Protection Program safety performance criteria. Describe the contractor's approach to continual improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.

1.3. Management Leadership: Describe management's procedures for implementing its commitment to safety and health through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4. Employee Involvement: Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety and health program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5. Assignment of Responsibility: Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or

exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following:

- 1.5.1. *Safety Representative* - identify by title the individual who will be trained and certified in accordance with WSTF to be responsive to facility-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the WSTF Safety and Health program.
 - 1.5.2. *Company Physician/Occupational Injury/illness case manager* - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the WSTF Medical Dispensary. This will facilitate communication of medical data to contractor management. Prompt notification to the WSTF Medical Dispensary shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start. Describe how the WSTF Medical Dispensary will be utilized to fulfill occupational health monitoring and employee wellness programs.
 - 1.5.3. *Building Evacuation Coordinators (Fire Wardens)* - provide a roster of evacuation coordinators (their names, telephone numbers, pagers, and mail codes) that will fulfill the requirements of the WSTF Fire Safety Program stipulated in WSP 25-0003. Contractor evacuation coordinators are needed to facilitate coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Evacuation coordinators will be trained in accordance with WSP 25-0003. The roster shall be maintained by letter to NS3/WSTF Safety & Mission Assurance, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
 - 1.5.4. *Designated Safety Official* - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
- 1.6. Provision of Authority: Describe consistency of the plan for compliance with applicable NASA and WSTF requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
 - 1.7. Accountability: Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
 - 1.8. Program Evaluation: Describe your approach to safety and health program evaluation. The program evaluation consists of:
 - 1.8.1. *Participation in a Safety Culture Survey (SCS) at the request of the Government*. The SCS normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the SCS in a given year, the contractor may at its option initiate its own SCS by contacting WSTF S&MA Office, code NS3, for assistance.
 - 1.8.2. [Reserved.]

1.8.3. *A written self-evaluation report to be delivered by September 30 of each year* - The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Programs (VPP) Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self evaluation shall as a minimum cover the elements of the approved safety and health plan.

1.9. Miscellaneous Reports :The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1. *Roster of Terminated Employees.* Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, contractor identity and contract number
- b. For each person listed, provide name, social security number, and date of termination
- c. Name, address, and telephone number of contractor representative to be contacted for questions or other information

1.9.2. *Material Safety Data Sheets (MSDS).* The contractor shall prepare and/or deliver MSDS for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. One (1) copy of each Material Safety Data Sheet (MSDS) will be sent upon receipt of the material for use on NASA property to the WSTF Central Repository in accordance with WSI 25-SW-0002, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.

1.9.3. *Hazardous Materials Inventory.* The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery shall be accomplished in accordance with WSI 25-SW-0002. This information shall use the format used by WSTF for chemical inventory compilation to provide the following:

- a. the identity of the material (product number, chemical, manufacturer, and NSN as available)
- b. the location of the material by building and room and area/cabinet number.
- c. the quantity of each material normally kept at each location(number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
- d. peak quantity stored

- e. actual or estimated rate of annual usage of each chemical

- 1.10. Government Access to Safety and Health Program Documentation: The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook" and the WSTF Management System Manual series 25 documentation. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.
- 1.11. Safety Requirement Modification: The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of NS3/WSTF Safety & Mission Assurance, WSTF Institutional Safety, or the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- 1.12. Procurement: Identify procedures used to assure that procurements are reviewed for safety and health considerations, and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts. Describe the method to ensure contracts and subcontractors are selected to ensure safety is maintained. Assure past safety performance is considered.
- 1.13. Certified Professional Resources: Discuss your access to certified professional resources for safety, health, emergency planning, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
- 1.14. Disciplinary System: Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

2. WORKSITE ANALYSIS

- 2.1. Analysis of Worksite Hazards: Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Describe methods used to analyze and control hazards, consult with other on-site contractor expertise, and consistently communicate hazard controls and regulatory obligations. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to NS3/WSTF S&MA. All safety engineering products that address operational hazard control, personal protective equipment, etc., on NASA property will be subject to NS3/WSTF S&MA review and concurrence in accordance with WSI 25-SW-0007.
- 2.2. Industrial Hygiene: Describe your industrial hygiene program and how it will be coordinated with the WSTF government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to WSTF-resident JSC Occupational Health representatives within 15 days of receipt of results.

- 2.3. Hazard Identification: Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Inventory of hazards will include assurance that items are tracked to completion or residual hazards approved/accepted by NS3/WSTF S&MA and NASA Management as necessary. Specific techniques to be considered include:
- 2.3.1. *Hazard Analysis* – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Instructions for Preparation of Hazard Analyses for JSC Ground Operations," WSI 04-SW-0002, and WSI 25-SW-0032.
 - 2.3.2. *Failure Modes and Effects Analysis* – may address facilities, systems/subsystems, or functional components. Analyses and report formats will be in accordance with WSI 04SW-0002.
 - 2.3.3. *System Safety Analysis* – may address critical operations, projects, processes, or changes in materials, operations, or processes. Analyses and report formats will be in accordance with MSM System Safety Analysis Infrastructure Process.
 - 2.3.4. *Comprehensive Survey* - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.
 - 2.3.5. *Change (Pre-use) Analysis* - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
 - 2.3.6. The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.
- 2.4. Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for regularly scheduled inspections for safety, health, and fire hazards, and methods to assure employee involvement in inspection activities as stipulated in WSP 25-0010 and WSI 25SW-0015, ensuring 100 percent coverage is accomplished on a quarterly basis. Describe maintenance of training and qualifications for personnel fulfilling Deputy Facility Health, Safety and Environmental Management positions. Describe methods to analyze inspection results and assure timely resolution of identified hazards. Inspections will identify:
- a. Discrepancies between observed conditions and current requirements, and
 - b. New (not previously identified) or modified hazards.
 - c. Use WSTF's Safety Inspection Management System (SIMS) to manage hazards on site.

- 2.5. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject in accordance with WSI 25-SW-0007. Set forth methods for keeping records of such inspections and maintenance programs. Describe interaction with and utilization of other on-site safety and health professionals including JSC Occupational Health representatives.
- 2.6. Employee Reports of Hazards: Identify methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards in accordance with WSTF MSM Close Call Infrastructure Process requirements. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities. Describe interaction with and utilization of other on-site safety and health professionals including JSC Occupational Health representatives for tracking, analysis, and consultation regarding employee safety and health concerns.
- 2.7. Process Safety Management (29 CFR 1910.119): Describe the method of assurance that OSHA requirements are fulfilled in accordance with WSI 25-SW-0005.
- 2.8. Accident and Record Analysis:
- 2.8.1. *Mishap Investigation* – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third party property. The contractor will describe its procedures for implementing use of NASA forms as specified in JPR 1700.1 and WSI 25-SW-0009, and any other forms used by contractor with emphasis on timely notification of NASA; investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Form 1627, "Mishap Report" and requisite timeliness protocols for notification of NS2/JSC Occupational Safety and NS3/WSTF-S&MA.

Note: NASA Form 1627 is an electronic form that can be found at <http://jschandbook.jsc.nasa.gov/>

- a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, "JSC Safety and Health Handbook". The plan will identify the method of immediately notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The Contractor will immediately contact the WSTF S&MA Office at 575-524-5321 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation.
- b. For Type C injuries and all lower level mishaps, the Contractor will coordinate an investigation with the S&MA Office, and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation.
- c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and

collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.

- d. The Contractor will deliver to NASA, mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.

2.8.2. *Trend Analysis* – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. Discuss methods of communicating hazard and injury trends to the workforce. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:

- a. **Accident/Incident Summary Report.** The contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics". All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th day of the month following each month reported. Report to be delivered to the RAWSTF Manager, NS3/WSTF S&MA and NS2/JSC Occupational Safety, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.isc.nasa.gov.
- b. **Log of Occupational Injuries and Illnesses.** For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 30 days after the end of the year to be reported (e.g. not later than February 1 of the year following).

3. HAZARD PREVENTION AND CONTROL.

- 3.1. **Identified hazards must be eliminated or controlled.** In the multiple employer environment of the facility, it is required that hazards including discrepancies and corrective actions be collected in a facility wide information system such as the WSTF Safety Inspection Management System as described in WSI 25-SW-0015 for risk management purposes. Describe your approach to fulfilling hazard tracking and communication of risks to NASA management.
- 3.2. **Appropriate Controls:** Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1 and WSI 04-SW-0002). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss methods of notification, coordination, and consultation with WSTF Emergency Services, and WSTF-resident JSC Occupational Health representatives as necessary to resolve hazards.
- 3.3. **Hazardous Operations and Processes:** Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes when the material or process meets the requirements therein. Discuss methods of coordinating and communicating hazardous operational activities with involved

employees and support organizations in a manner that provides adequate support preparation and awareness of hazardous area restrictions and/or special access requirements. Describe process for selection and development of personnel conducting hazardous operations, and methods for demonstrating readiness to conduct hazardous operations in accordance with WSTF MSM Safety & Readiness Review Infrastructure Process provisions.

- 3.4. Written Procedures: Identify methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety instructions or area specific emergency response guidelines) and be readily available to personnel as required to correctly perform their duties.
- 3.5. Hazardous Operations Permits: Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 and WSP 25-0002 (such as confined space entry, hot work, etc.). Set forth guidance to adhere to established NASA WSTF procedures. Clearly state the role of WSTF Institutional Safety, Emergency Services, WSTF-resident JSC Occupational Health, or other WSTF function proposed to control such permits.
- 3.6. Operations Involving Potential Asbestos Exposures: Set forth method by which compliance is assured with WSTF Asbestos Control Program as established in WSP 25-0004 and JPR 1700.1, as revised.
- 3.7. Operations Involving Exposures to Toxic or Unhealthful materials: Describe methods to identify operations involving potential exposures to toxic materials. Describe process for determining appropriate controls for toxic material handling, testing, or analysis, including but not limited to application of WSTF Chemical Hygiene Plan (WSI 25-SW-0011), Process Safety Management (WSI 25-SW-0005), or specific controls developed in consultation with WSTF-resident JSC Occupational Health representatives.
- 3.8. Facility Baseline Documentation: Discuss responsibilities for maintaining facilities baseline documentation in accordance with WSP 25-0011. Describe methods for determining deficiencies in facility baseline documentation and quantifying and communicating risk associated with facility operation.
- 3.9. Preventive Maintenance: Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.10. Hazard Correction and Tracking: Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with the WSTF Safety Inspection Management System. This includes the following:
 - 3.10.1. *Personnel awareness of hazards*. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.
 - 3.10.2. *Interim and Final Abatement Plans*. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss

your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss the role of facility managers in abatement planning, implementation, and verification (WSP 25-0010).

4. MEDICAL (OCCUPATIONAL HEALTHCARE) PROGRAM.

- 4.1. Discuss the contractor's medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures.
- 4.2. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and return to work policies. Describe interface with WSTF-resident JSC Occupational Health personnel and the use of government provided medical and emergency facilities for medical observation programs, medical records maintenance, and the initial treatment of occupational injuries/illnesses in accordance with WSI 25SW-0019 provisions.

5. EMERGENCY PREPAREDNESS.

- 5.1. Discuss approach to emergency preparedness and contingency planning which addresses the risks cited in WSP 25-0009 attachment P. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and contractor role in WSTF Incident Command System (WSP 25-0009).
- 5.2. Discuss methods to be used for notification of emergency services including emergency dispatch, safety hotline, etc. Also describe methods for notifying employees and responders of emergencies and determining effectiveness of emergency alerts.
- 5.3. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness, including: equipment, communications and materials maintenance; compliance with New Mexico Health Department emergency medical response regulations; and maintenance and activation of mutual aid support.

6. FIRE PROTECTION PROGRAM.

- 6.1. The contractor will describe how NASA fire protection and suppression requirements (NASA STD 8719.11) as well as National Fire Protection Association (NFPA) requirements will be incorporated into the fire prevention/protection program (WSP 25-0003).
- 6.2. Describe fire prevention/protection activities, including those performed through the contract and those accomplished through interface with Emergency Services resources.
- 6.3. Describe methods to emphasize fire prevention awareness and implement corrective action upon identification of potential fire hazards. The description shall also contain details of how alarm response time and personnel complement requirements will be met including participation in auxiliary fire fighter programs and resources provided by WSTF Emergency Services.
- 6.4. A summary of fire, medical, and emergency response runs (including response and on-scene times, and manning levels), fire inspection results and noncompliance status, areas of concern and improvements that have been accomplished shall be provided to NS3/WSTF S&MA on a monthly basis (due by the 5th of each month).

7. SAFETY AND HEALTH TRAINING.

- 7.1. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements.

- 7.2. Describe approach to identifying training needs including traceability to exercises such as job hazard analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc.
- 7.3. Describe approach to training personnel in the proper use and care of protective equipment (PPE).
- 7.4. Discuss tailoring of training toward specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations).
- 7.5. Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance).
- 7.6. Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. If the Contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with the WSTF S&MA office prior to beginning training.
- 7.7. Describe approach to making all training materials and training records available to NASA, and other federal, State, and local agencies for their review upon request.
- 7.8. Describe how any corporate or commercially provided training will be integrated or made consistent with safety and health training available from WSTF Institutional Safety or other NASA sanctioned resources.

d. Format:

1. Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); upon contract award and for subsequent revisions, the plan shall be submitted for approval by the NASA Contracting Officer and NS3/WSTF Safety & Mission Assurance. Other signatures may be required at the discretion of the Government.
2. Table of Contents. See content above.
3. Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content above.
4. When preparing its plan, the offeror/contractor is expected to review all the items above and tailor its plan accordingly. The plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

4- Electronic distribution only.

e. Distribution:

- 1) BH5/Contracting Officer
- 2) RA/Contracting Officer Technical Representative
- 3) NS/Safety & Test Operations
- 4) NS3/S&MA – WSTF
- 5) SD/Occupational Health

6) JA131/Environmental Services

f. Submission:

- i. Initial: Due with proposal per instructions in Section L.
- ii. Final: Contract start + 60 days.
- iii. Approval: Contract start + 90 days.
- iv. Frequency: Annually or as directed by the CO

g. Maintenance:

Subsequent Revisions to the Plan: Review the plan annually or as directed by the CO. The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

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

1. DRD Title Quality Plan and Report	2. Date of current version 7/14/10 2/23/12	3. DRL Line Item No. DRD-TEST-SQ-02	RFP/Contract No. NNJ10336472RNNJ11HA02 C
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.
- 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 7/14/02 /23/12	3. DRL Line Item No. DRD-TEST-SQ-03	RFP/Contract No. <u>NNJ10336472RNNJ11HA02</u> <u>C</u>
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.

1. DRD Title Training Plan and Report	2. Date of current version <u>7/14/12</u>	3. DRL Line Item No. DRD-TEST-TR-01	RFP/Contract No. <u>NNJ10336472RNNJ11HA02C</u>
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:
 11. RA/Contracting Officer
 12. RA/Contracting Officer's Technical Representative
 13. 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

4. Frequency: Plan: Update as necessary. Report: Due monthly.

1. DRD Title Maintenance, Operations, and Repair Plan	2. Date of current version <u>7/15/10</u> <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-MO-01	RFP/Contract No. <u>NNJ10336472R</u> <u>NNJ11HA02</u> <u>C</u>
4. Use: This plan will document the Contractor's approach to maintenance, operation, and repairs performed by all the WSTF Service Providers			5. DRD Category: <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References:			7. Interrelationships: J-23, Maintenance, Operations, and Repair Plan

8. Preparation Information:

a. Data Type: 1

b. Scope:

The Maintenance, Operations, and Repair Plan shall encompass all work of the service providers including all programmatic and institutional/facility system activities.

Upon approval, the Maintenance, Operations and Repair Plan will become a part of the contract as Attachment J-23.

c. Content:

1. Maintenance

- 1.1. Describe approach to establishing and maintaining a proactive preventive maintenance program that is safe and successfully supports the WSTF mission, including continuous improvement, cost effective technical practices and resource management, and maximization of Reliability Centered techniques and philosophies including, benchmarking and implementation of best practices, the use of predictive testing and inspection techniques and equipment, periodic review and update of maintenance procedures and equipment lists, and using the CMMS to capture meaningful and appropriate metrics such as mean time between corrective measures, direct maintenance work hours per maintenance activity, and availability.
- 1.2. Include approaches to the coordination of system outages with customers and operations personnel, the configuration of systems to enable the performance of maintenance,
- 1.3. Describe approach to populating and maintaining a list of all "deferred/backlog maintenance" and generating a schedule and cost plan for proper reduction.

2. Operations

- 2.1. Describe approach to operating institutional and programmatic facility and utility systems to ensure safe and successful support of the WSTF mission including no service interruptions during critical program and testing activities
- 2.2. Include approaches to monitoring of all systems and start-ups, shutdowns, return-to-service, diagnosis and analysis of failures and deficiencies, trouble-shooting, isolation of faults, configuration of systems to allow maintenance, repair, or modifications, communication to customers of system status.
- 2.3. Describe approaches to the methods of identifying and prioritizing specific necessary system repairs, modifications, and identifying and managing critical spares,

3. Repair

- 3.1. Describe approach to the performance of scheduled and unforeseen incidental system repairs of value \$2500 or less, including techniques for integration of the repair program into the operations and maintenance programs and WSTF testing schedules.

- 3.2. Describe approach to the performance of scheduled and unforeseen system repairs of value greater than \$2500, including techniques for integration of the repair program into the operations and maintenance programs and WSTF testing schedules.
 - 3.3. Describe approach to populating and maintaining a list of all "deferred/backlog repairs" and generating and scheduling a cost plan for proper reduction of these repairs.
4. Quality Assurance
 - 4.1. Describe approaches to balancing the allocation of all resources between programmatic and institutional schedules and priorities.
 - 4.2. Describe approaches to ensure that all work activities are performed and tracked using an approved work authorizing document and assigned a unique tracking number for each work request/order that includes tracking/logging and individually capturing of all resources associated with that number, including labor hours, labor costs, charge number, and all materials and services.
 - 4.3. Describe approaches to ensure that all work orders/requests are characterized and coded properly in the CMMS
 - 4.4. Describe approaches to ensure that all work activities are approved and inspected by cognizant system engineers.
 - 4.5. Describe approaches to ensure and verify that charges and costs are timely and accurate for work orders and traceable to NF533, Cost and Data Reporting.
 - 4.6. Describe approach for performing re-work and resolving complaints from unsatisfied customers that have requested work from the service providers.
 5. General
 - 5.1. Describe approach to ensure compliance with NPR 8831.2E "Facilities Maintenance and Operations Management" and the generation of the WSTF Annual Work Plan and the Five-Year Work Plan.
 - 5.2. Describe approach to populating the data and information required in all the DRDs in the MO series.
 - 5.3. Describe approach to maximize the use of paperless and wireless technologies
 - 5.4. Describe approach to ensure that all personnel are trained and certified for performance of all work activities and duties.
 - 5.5. Describe approach to ensure that management, supervision, and cognizant system engineers are appropriately educated and trained and are aware of the technical and physical interrelationships among all the combined systems.
 - 5.6. Describe approach to keeping customers and requesting organizations notified of current information relating to individual work requests, for example but not limited to: request number/identifier; requestor name; requestor organization; description of work requested; location of work requested; work order number; task order number; charge number; priority; type of work requested; status of work; date work request opened; date work order issued to service provider; completion date requested; completion date negotiated; comments about status of the work in progress; final date work completed; date work order closed.
 - 5.7. Describe approach for receiving and dispositioning work requests at any time from any WSTF customer via phone, e-mail message, net-based screens, CMMS outputs, written hardcopy, and in-person.
- d. Format: Contractor discretion, unless otherwise agreed upon between NASA and the contractor.
Electronic distribution only
- e. Distribution: Per Contracting Officer's Letter.
- f. Submission:
6. Initial: Due with proposal per the instructions in Section L.
 7. Final: Start of Phase-In + 35 calendar days
 8. Approval: Start of Phase-In + 55 calendar days
 9. Frequency: Self evaluation performed and updated as needed or at a minimum, once per year

- g. Maintenance: Revisions shall be incorporated by change paper or complete reissue.

1. DRD Title Maintenance and Operations (M&O)-Status Reporting and Work Plans	2. Date of current version <u>7/15/102/23/12</u>	3. DRL Line Item No. DRD-TEST-MO-02	RFP/Contract No. <u>NNJ10336472RNNJ11HA02 C</u>
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) 200 Area Nitrogen System 300 DACS 300 Area Facility Electrical Systems 300 Area Water System 300 Area Fuel System 300 Area Oxidizer System 300 Area Helium System 300 Area Nitrogen System 300 Area Breathing Air System 300 Area Damper Air Compressor 300 Area Small Altitude Simulation System (SASS)	400 Area Fuel System 400 Area Oxidizer System 400 Area Helium System 400 Area Nitrogen System 400 Area Breathing Air System 400 Area Steam Generator (LASS) – Diesel Pad 400 Area Steam Generator (LASS) – Nitrogen 400 Area Steam Generator (LASS) – Isopropyl Alcohol (IPA) 400 Area Steam Generator (LASS) – Liquid Oxygen (LOX) 400 Area Steam	400 Area Small Altitude Simulation System (SASS) Steam System 400 Area Small Altitude Simulation System (SASS) Diesel Fuel System 400 Area Small Altitude Simulation System (SASS) Nitrogen 400 Area Small Altitude Simulation System (SASS) Electrical Controls and Instrumentation 400 Area Small Altitude Simulation System (SASS) Vacuum System 500 Area LN2/GN2 System 500 Area Primary (New)	T-202 Fuel Aspirator T-201 Oxidizer Aspirator T-200 Oxidizer Aspirator T-176 Oxidizer Molecular-sieve T-165 GN2 Purge Heater Cart T-163 625 Gallon Oxidizer Tanker T-162 625 Gallon Fuel Tanker T-152 Helium Booster Unit T-129 300 Gallon LN2 Dewar T-128 300 Gallon LN2 Dewar T-127 1k Gallon LN2 Dewar T-109 3000 psig Helium Tube Trailer
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<p>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>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>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>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) TS-328 Fuel System (MMH) TS-303 IAPU Lubrication System TS-303 IAPU Gas Generator Cooling System TS-303 Lexasol System TS-303 IAPU Lubrication System TS-303 IAPU Lubrication 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 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 Lexasol 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 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 Lexasol 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) 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</p>

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 3,000 psi Mixed Gas 'C' Distribution System HPTA Gas Mixing Station Breathing Air System (HFTA)	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 System 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 Propane System - Ox Burner Oxidizer Vent Line System (HFTA) Fuel Vent Line System (HFTA)	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

Table 3 Maintenance, Programmatic				
T-270A/COPV Stress Rupture Testing, Mechanical Systems T-270A/COPV Stress Rupture Testing, Gas Systems T-270A/COPV Stress Rupture Testing, Electrical Controls and Data	.17 Caliber Gun Range, Mechanical Systems .17 Caliber Gun Range, Gas Systems .17 Caliber Gun Range, Electrical Controls and Data Acquisition .17 Caliber Gun Range, Facility	Low Velocity Launcher, Mechanical systems Low Velocity Launcher, Gas Systems Low Velocity Launcher, Electrical Controls and Data Acquisition Low Velocity Launcher, Facility	.30/.17 Caliber Gun Range, Mechanical Systems .30/.17 Caliber Gun Range, Gas Systems .30/.17 Caliber Gun Range, Electrical Controls and Data Acquisition .30/.17 Caliber Gun Range, Facility	1-inch (1.00 Caliber) Gun Range, Mechanical Systems 1-inch (1.00 Caliber) Gun Range, Gas Systems 1-inch (1.00 Caliber) Gun Range, Electrical and Data Acquisition 1-inch (1.00 Caliber) Gun Range, Facility Mechanical

Acquisition T-270A/COPV Stress Rupture Testing, Facility Mechanical T-270A/COPV Stress Rupture Testing, Facility Electrical T-270A/COPV Stress Rupture Testing, Facility Other T-275A/COPV Sustained load testing, Electrical Controls and Data Acquisition T-275A/COPV Sustained load testing, Facility Electrical T-275A/COPV Sustained load testing, Facility Other	Mechanical .17 Caliber Gun Range, Facility Electrical .17 Caliber Gun Range, Facility Other T-270 POV FLOW TEST Trailer Hypervelocity Barrel Fabrication System T-275A/COPV Sustained load testing, Mechanical Systems T-275A/COPV Sustained load testing, Gas Systems T-275A/COPV Sustained load testing, Facility Mechanical	Mechanical Low Velocity Test Facility, Facility Electrical Low Velocity Test Facility, Other System Low Velocity Test Facility, Other System Walk-in Freezer	Mechanical .30/.17 Caliber Gun Range, Facility Electrical .30/.17 Caliber Gun Range, Facility Other .50 Caliber Gun Range, Mechanical Systems .50 Caliber Gun Range, Gas Systems .50 Caliber Gun Range, Electrical Controls and Data Acquisition .50 Caliber Gun Range, Facility Mechanical .50 Caliber Gun Range, Facility Electrical .50 Caliber Gun Range, Facility	1-inch (1.00 Caliber) Gun Range, Facility Electrical 1-inch (1.00 Caliber) Gun Range, Facility Other Breathing Air Supply, 272, Mechanical Breathing Air Supply, 272, Electrical Hypervelocity Impact Test Facility, Mechanical Hypervelocity Impact Test Facility, Electrical Hypervelocity Impact Test Facility, HVAC Hypervelocity Impact Test Facility, Grounding and Lightning Protection
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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	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	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	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 Balance Room, Other Systems Electrical Cal Lab, Mechanical	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
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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 Reassembly Clean Room Class 100, Gas Reassembly Clean Room Class 100, Other	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 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	Systems OMS Decon Clean Room, Electrical Systems OMS Decon Clean Room, Gas Systems OMS Decon Clean Room, Other Systems Depot Bonded Storage, Mechanical Systems Depot Bonded Storage, Electrical Systems Depot Bonded Storage, Gas Systems Depot Bonded Storage, Other Systems	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 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	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, 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:

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	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	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
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(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		Washing System Facility Sand blasting System Vehicle Weigh Scale system Other "Operations" activities not capture above RCM Equipment	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
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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	T-202 Fuel Aspirator
200 Area Nitrogen System	400 Area Water System	(SASS) Steam System	T-201 Oxidizer Aspirator
300 DACS	Emergency and Spill Response Equipment	400 Area Small Altitude Simulation System	T-200 Oxidizer Aspirator
300 Area Facility	400 Area Fuel System	(SASS) Diesel Fuel System	T-176 Oxidizer Molecular-sieve
Electrical Systems	400 Area Oxidizer System	400 Area Small Altitude Simulation System	T-165 GN2 Purge Heater Cart
300 Area Water System	400 Area Helium System	(SASS) Nitrogen	T-163 625 Gallon Oxidizer Tanker
300 Area Fuel System	400 Area Nitrogen System	400 Area Small Altitude Simulation System	T-162 625 Gallon Fuel Tanker
300 Area Oxidizer System	400 Area Breathing Air System	(SASS) Electrical Controls and Instrumentation	T-152 Helium Booster Unit
300 Area Helium System	400 Area Steam Generator (LASS) – Diesel Pad	400 Area Small Altitude Simulation System	T-129 300 Gallon LN2 Dewar
300 Area Nitrogen System	400 Area Steam Generator (LASS) – Nitrogen	(SASS) Vacuum System	T-128 300 Gallon LN2 Dewar
300 Area Breathing Air System	400 Area Steam Generator (LASS) – Isopropyl Alcohol (IPA)	500 Area LN2/GN2 System	T-127 1k Gallon LN2 Dewar
300 Area Damper Air Compressor	400 Area Steam Generator (LASS) – Liquid Oxygen (LOX)	500 Area Primary (New) LN2/GN2 System	T-109 3000 psig Helium Tube Trailer
300 Area Small Altitude Simulation System (SASS)	400 Area Steam Generator (LASS) – Steam Piping	500 Area Breathing Air System	Roll Around Data Acquisition and Control System (RADACS)
400 DACS	400 Area Steam Generator (LASS) – Water System	500 Area Water System	TS-403 Water System
Propulsion Video System	400 Area Steam Generator (LASS) – Hydraulic Oil	400 Area Cryo System	TS-403 Nitrogen System
400 Area Lightning Detection Electric Field Mill System	400 Area Steam Generator (LASS) – Diesel Fuel	T-9001 Helium Transporter Sampling Panel PSU	TS-403 Helium System
Astrodata signal conditioner & amplifier units	400 Area Steam Generator (LASS) – Diesel Fuel	T-104, Helium Tube Trailer	TS-403 Oxidizer System (N2O4)
400 Area Facility	400 Area Steam Generator (LASS) – Diesel Fuel	T-106 6k Hydrogen Tube Bank	TS-403 Fuel System (MMH)
Electrical Systems	400 Area Steam Generator (LASS) – Diesel Fuel	T-221 Fuel (MMH) Aspirator	TS-403 Altitude Test Chamber
Instrum signal conditioner/amplifier units	400 Area Steam Generator (LASS) – Diesel Fuel	TS-403 Oxidizer (N2O4) Aspirator	Test Stand 403 - Miscellaneous Items
Propulsion Intercom System	400 Area Steam Generator (LASS) – Diesel Fuel	T-219 Breathing Air Cart	
Test Stand 405 CSM Circuit	400 Area Steam Generator (LASS) – Diesel Fuel		

	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-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 (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)	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 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
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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, 272 Breathing Air Supply
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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
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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	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	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	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/

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 "Operations" activities not capture above RCM Equipment	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	Presentation Generation CMMS Other Requirements
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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:

<p align="center">5-Spreadsheets Required for each Table 1-5 Above, General Supporting Activities</p> 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 Yearly Totals from OPERATIONS SUBWARRANT and Yearly Totals from Programmatic Sources	Maintenance Costs Yearly Totals from Technical Activities Tab and Yearly Totals from Programmatic Sources for PMA PMA w/PRI Planned Repairs FCRI Restoration/Modification
NA	4207	1	NASA RE ENTRANCE SIGN	\$	\$
NA	4209	100	ADMINISTRATION BUILDING	\$	\$
NA	4209	101	ADMINISTRATION BUILDING	\$	\$
NA	4250	103	FLAG POLE	\$	\$
NA	4211	104	EMERGENCY CENTER	\$	\$
NA	9707	106	FIRE RANGAR	\$	\$
NA	10042	107	WEST Fitness Center	\$	\$
NA	4212	110	ALTOCIUM (FOUNDA)	\$	\$
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	10057	116B	WESTP Visitors Processing Center	\$	\$
NA	10079	117	Forward Security Guard Gate	\$	\$
NA	4218	119	RADIO COMMUNICATIONS BUILDING	\$	\$
NA	4218	120	WATER HOUSE BUILDING	\$	\$
NA	4220	121	FACILITY MAINTENANCE BUILDING	\$	\$
NA	4221	122	GAS FLUIDS AND UNDERGROUND TANKS	\$	\$
NA	10078	124	Lithium-Ion Battery Building	\$	\$
NA	4222	128	COMMUNICATIONS SYSTEM 400 AREA	\$	\$
NA	4222	150	SUPPORT WAREHOUSE BUILDING	\$	\$
NA	4224	151	GAS HOUSE MAINTENANCE BUILDING	\$	\$
NA	4225	152	STORAGE BUILDING	\$	\$
NA	4226	153	GENERAL STORAGE BUILDING	\$	\$
NA	4226	156	STORAGE BUILDING	\$	\$
NA	4229	156	HEAVY EQUIP. MAINTENANCE BLDG	\$	\$
NA	4230	157	DRUM STORAGE SHED	\$	\$
NA	4231	158	CONSTRUCTION SERVICES BUILDING	\$	\$
NA	4232	159	HAZARDOUS WASTE STORAGE BUILDING	\$	\$
NA	4233	160	50 TON MOTOR VEHICLE SCALE	\$	\$
NA	4234	161	DRUM STORAGE BUILDING	\$	\$
NA	10021	162	Construction Material Storage Area	\$	\$
NA	4236	160	STORAGE MACHINERY	\$	\$
NA	4236	168	LOADING DOOR HEAVY EQUIPMENT	\$	\$
NA	4237	200	LABORATORY BUILDING	\$	\$
NA	4238	201	LABORATORY BUILDING	\$	\$
NA	4239	203	LABORATORY BUILDING	\$	\$
NA	5997	205	TSE STORAGE BUILDING	\$	\$
NA	10089	205B	Hydrogen 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	10095	214	LN2 Dewar	\$	\$
NA	4245	250	GASEOUS OXYGEN HFLOW TEST BLDG	\$	\$
NA	4244	250A	GASEOUS OXYGEN H FLOW TEST FAC.	\$	\$
NA	4246	282	GENERAL PURPOSE BUILDING	\$	\$
NA	10204	283	LIQUID HYDROGEN REDUCATION PUMP TEST FACILITY	\$	\$
NA	4248	269	200 AREA MATERIALS PROCESSING FAC.	\$	\$
NA	4248	267	LIQUID OXYGEN DEWAR (VERTICAL)	\$	\$
NA	4250	270	270 AREA TEST BUILDING	\$	\$
NA	4251	271	271 EQUIPMENT BUILDING	\$	\$
NA	4252	272	HYPERBOLICITY 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	4259	311	TERMINAL ROOM (T301)	\$	\$
NA	4258	312	BATTERY BUILDING	\$	\$
NA	4261	315	BOILER BUILDING	\$	\$
NA	4262	316	WATER TREATMENT BUILDING	\$	\$
NA	4260	316A	TREATED WATER STORAGE FACILITY	\$	\$
NA	4264	317A	HYDRAINE CONDITIONING UNIT	\$	\$
NA	4265	318A	300 AREA COOLING PAD	\$	\$
NA	4267	320	STAND SUPPORT BUILDING	\$	\$
NA	4269	321	TERMINAL ROOM	\$	\$
NA	4268	322	BATTERY BUILDING	\$	\$
NA	4270	325	DECON PAD (300 AREA)	\$	\$
NA	4271	326	FUEL READY STORAGE UNIT	\$	\$
NA	4272	327	CRACKER READY STORAGE UNIT	\$	\$
NA	4273	328	ENGINE TEST STAND (300 AREA)	\$	\$
NA	4279	330	ENGINE TEST COMPLEX WATER SYSTEM	\$	\$
NA	4277	330	STORAGE TANKS (GROUND LEVEL)	\$	\$
NA	4278	332	ENGINEERS BUILDING	\$	\$
NA	4279	333	SPACE STATION SUPPORT BUILDING	\$	\$
NA	4280	334	ENGINEERS BUILDING	\$	\$
NA	4282	400	TEST CONTROL CENTER	\$	\$
NA	4280	401	ENGINE TEST STAND	\$	\$
NA	4284	402	ENGINE TEST STAND	\$	\$
NA	4285	403	ENGINE TEST STAND	\$	\$
NA	4290	405	ENGINE TEST STAND	\$	\$
NA	4297	410	MINI HEAT EXCHANGER COOLANT SYSTEM	\$	\$
NA	4288	411	STAND SUPPORT BUILDING	\$	\$
NA	4289	412	STAND SUPPORT BUILDING	\$	\$
NA	9004	413	SPECIAL PROJECTS BLDG	\$	\$
NA	4291	414	DECON PAD (400 AREA)	\$	\$
NA	4294	415	BOILER BUILDING	\$	\$

FACILITY OPERATING MAINTENANCE COSTS					
Record ID	ID	Property Number	Property Name	Operating Costs Yearly Totals from OPERATIONS SUBWARRANT and Yearly Totals from Programmatic Sources	Maintenance Costs Yearly Totals from Technical Activities Tab and Yearly Totals from Programmatic Sources for PMA PMA w/PRI Planned Repairs FCRI Restoration/Modification
NA	9006	416A	FUEL STORAGE FACILITY	\$	\$
NA	4298	416	PROJECT SUPPORT BUILDING	\$	\$
NA	4299	416	INSTRUMENTATION LINES LHM	\$	\$
NA	4299	421	STEAM GENERATOR SWITCH GEAR BLDG	\$	\$
NA	4294	421A	FL-10 SUBSTATION	\$	\$
NA	4276	425	ENGINE TEST FUEL LIQUANT COMPLEX SYSTEM	\$	\$
NA	4295	427	STEAM GENERATOR DIESEL CONTROL BLDG	\$	\$
NA	10030	427B	Battery Building	\$	\$
NA	4298	440	GENERAL PURPOSE BUILDING	\$	\$
NA	4297	445	ENGINE TEST FUEL STORAGE	\$	\$
NA	4288	446	ENGINE TEST FUEL LIQUANT STORAGE	\$	\$
NA	4289	447	ALTTUDS SIMULATION BUILDING	\$	\$
NA	4300	448	STEAM GENERATOR SUPPORT BUILDING	\$	\$
NA	4301	450	ENGINE TEST COMPLEX WATER SYSTEM LHM	\$	\$
NA	4302	451A	EMERGENCY SHELTER	\$	\$
NA	4303	460	CESS-ELT 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	4309	481A	ALTTUDS SIMULATION SYSTEM	\$	\$
NA	4308	483	CRYOGENIC TANK FARM FUEL STORAGE	\$	\$
NA	4310	483	WASTEWATER TREATMENT FACILITY	\$	\$
NA	6900	489	GROUNDWATER SUPPLY BUILDING	\$	\$
NA	4378	493	WELL HOUSE	\$	\$
NA	4317	493	WELL HOUSE	\$	\$
NA	4318	493	WELL HOUSE	\$	\$
NA	4350	492	BOOSTER STATION #1 BLDG	\$	\$
NA	4319	490	STORAGE BUILDING	\$	\$
NA	4320	494	FACILITY SHOP BUILDING	\$	\$
NA	10481	495	Piping Manifold Building	\$	\$
NA	4391	499	BOOSTER STATION #2 BLDG	\$	\$
NA	4321	497	GROUND WATER ASSESSMENT BUILDING	\$	\$
NA	9045	498	Environmental Support Building	\$	\$
NA	10391	498A	Environmental Shelter Storage	\$	\$
NA	10392	498B	Environmental Shelter Storage	\$	\$
NA	10393	498C	Environmental Shelter Storage	\$	\$
NA	4222	640	OVERFLOW SPILLAGE LAGOON (100 AREA)	\$	\$
NA	10111	650	POLLUTANT REMEDIATION FACILITY	\$	\$
NA	4232	700	HIGH ENERGY BLAST FAC (HEBF)	\$	\$
NA	4254	800	MATERIAL TEST FACILITY	\$	\$
NA	4225	801	MATERIAL TEST FAC (TEST PREP)	\$	\$
NA	4226	802	ENGINEERS BUILDING	\$	\$
NA	4227	803	TEST MATERIALS STORAGE BUILDING	\$	\$
NA	4283	804	MATERIALS PREPARATION BUILDING	\$	\$
NA	5998	805	TEST MATERIALS STORAGE BUILDING	\$	\$
NA	4299	810	DECONTAMINATION STATION	\$	\$
NA	4299	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 LOCK STORAGE AREA	\$	\$
NA	4339	846	ROADS (OTHER)	\$	\$
NA	4340	847	GROUND WATER MONITORING WELLS	\$	\$
NA	4341	848	INSTRUMENTATION TUNNELS	\$	\$
NA	4342	851	ROADS (TUNNELS)	\$	\$
NA	4343	852	PARKING AREA (STIMULUS)	\$	\$
NA	4344	853	SIGNALS (CONCRETE)	\$	\$
NA	4345	894	FEDERATION TRAFFIC CONTROL	\$	\$
NA	4347	897	LOCK STORAGE PAD	\$	\$
NA	4348	893	SECURITY FENCING	\$	\$
NA	4349	830	FIRE PROTECTION SYSTEM	\$	\$
NA	4351	832	METEOROLOGICAL SYSTEM	\$	\$
NA	4352	833	AREA WARNING SYSTEM	\$	\$
NA	4370	900	FUEL LAGOON #402	NR	NR
NA	4371	901	EASEMENT OCCUPY CRITERIA #390	NR	NR
22846	4372	902	AGREEMENT DOD NM 1059-91A	NR	NR
NA	10780	902A	Agreement DOD NM 1059-91A	NR	NR
NA	4373	903	EASEMENT DASH-006 ENG-3771	NR	NR
NA	4374	904	EASEMENT GRANT #186	NR	NR
NA	4375	905	EASEMENT PERMIT #194-18941	NR	NR
NA	4376	906	EASEMENT AMENDED #194-18941	NR	NR
NA	4377	907	EASEMENT PERMIT #194-18710	NR	NR
NA	4378	908	AGREEMENT SUPPORT SERVICES #194-18941	NR	NR
NA	9020	909	AGREEMENT SUPPORT SERVICES (#194)	NR	NR
NA	10577	910	Shawnee Hill CHAND 14	NR	NR
NA	4384	911	377.264 ACRE FLOODAGE	NR	NR
NA	10678	912	Easement Right of Way NM 66393	NR	NR
NA	4385	991	WARNING SYSTEM 400 AREA	\$	\$
NA	4386	HANGER#1	STA HANGER AT EL. PASO INTERNATIONAL AP	NR	NR
NA	4387	HANGER#2	T-30 HANGER AT EL. PASO INTERNATIONAL AP	NR	NR
NA	4388	T-116	PAINT STORAGE BUILDING	\$	\$
NA	4389	T-351	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.
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
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 7/14/10 2/23/12	3. DRL Line Item No. DRD-TEST-MO-03	RFP/Contract No. NNJ10336472R NNJ11HA02 C
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 LOGISTICS INFORMATION (Insert as many columns as required); QUANTITY 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.	SYSTEM	ITEM DESCRIPTION	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%)	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 schedule(s)	PRIORITY NUMBER WITHIN EACH SYSTEM (1-xx FOR EACH SYSTEM)
		INSTITUTIONAL e.g.								
		Electrical Distribution System, all 25KV not including building risers and transformers								
		Water, Potable, Supply and Distribution System								
		Water, Waste/Sewer, Collection, Distribution, and Laguna System								
		CONTINUE FOR REMAINING SYSTEMS								
		HVAC System - does not include the EMC system components nor programmatics items								
		Natural Gas, Distribution System (from and including the Grade service point to the isolation valves at each building)								
		Life Safety (not particular to a building, e.g. central fire alarm console, sirens, and apparatuses)								
		BPS/UPS (E100, B104, B105, B272, NH8, B202, 900, 300)								
		Grounds Care, including exterior pest and weed control not associated with any other system								
		Refrigeration System								
		Chilled Water Air System 100 Complex								
		Quarantine Structures								
		Fence								
		Elevators								
		Special Doors								
		Loading Docks								
		Storage Yards/areas								
		Pathways: concrete or other								
		Chimneys								
		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								
		Sanitorial Services								
		MAN Facility Pressure Systems								
		Steam Cleaning and Pressure Washing System								
		Facility Sand Washing System								
		Vehicle Weigh Scale system								
		Other "Operational" activities not capture above PCM Equipment								
		ETC								
		Building Systems								
		Electrical Distribution and Utilization System, not itemized elsewhere (all downstream and including the service riser equipment or drop to each building transformation building)								
		Water Potable (all downstream and including supply/service line)								
		Water Waste (all upstream from and including the into main sewer line)								
		Structural								
		Paint Control								
		Ceilings and Ceiling Tile								
		Roofing and roof eave								
		Wall Systems								
		Floors								
		Stairways								
		Natural Gas								
		Lighting								
		Lighting and Grounding								
		Personnel Protection/Fire 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 critical spares, 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 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%)

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:

~~Post using government-provided contract management tool~~ 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

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>7/14/10 7/23/12</p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-MO-04</p>	<p>RFP/Contract No.</p> <p>NNJ10336472RNNJ11HA02 <u>C</u></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 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 Administrative <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 WITHIN EACH SYSTEM (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 *** 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 print 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,NH8,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 Ceiling 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						

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. ~~Post using government-provided contract management tool.~~

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

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 7/15/10 <u>2/23/12</u>	3. DRL Line Item No. DRD-TEST-MO-05	RFP/Contract No. <u>NNJ10336472RNNJ11HA02</u> <u>C</u>
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 ~~Post using government-provided contract management tool.~~

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

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 7/14/10 7/23/12	3. DRL Line Item No. DRD-TEST-MO-06	RFP/Contract No. NNJ10336472R NNJ11HA02 C
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)

- 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:

Rate Per 1000 Gallons
\$ 3.00

		FY2010											
		OCT	NOV	DEC				MAY	JUN				
ADF													
AFCSF Total Month Gallons		532,290	442,700	385,740	360,430	447,500	2,168,660	2,168,660	2,168,660	2,168,660	2,168,660	2,168,660	
AFCSF YTD Gallons		532,290	974,990	1,360,730	1,721,160	2,168,660	2,168,660	2,168,660	2,168,660	2,168,660	2,168,660	2,168,660	
AFCSF Quarter, Gallons				1,360,730			807,930						
\$ MONTH @\$3/Kgal		\$ 1,597	\$ 1,328	\$ 1,157	\$ 1,081	\$ 1,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ YTD		\$ 1,597	\$ 2,925	\$ 4,082	\$ 6,163	\$ 6,506	\$ 6,506	\$ 6,506	\$ 6,506	\$ 6,506	\$ 6,506	\$ 6,506	
\$ QUARTER				\$ 4,082			\$ 2,424						
WSC													
STGT		15,000	11,000	76,790	125,640	127,580							
WSTG		37,500	25,000	7,000	97,900	389,160							
WSC Total Month, gallons		52,500	36,000	83,790	223,540	516,740							
WSC YTD, GALLONS		52,500	88,500	172,290	395,830	912,570	912,570	912,570	912,570	912,570	912,570	912,570	
WSC QUARTER, GALLONS				172,290			740,280						
\$ MONTH @\$3/Kgal		\$ 158	\$ 108	\$ 251	\$ 671	\$ 1,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ YTD		\$ 158	\$ 266	\$ 517	\$ 1,187	\$ 2,738	\$ 2,738	\$ 2,738	\$ 2,738	\$ 2,738	\$ 2,738	\$ 2,738	
\$ QUARTER				\$ 517			\$ 2,221						
WSTF													
Total Month, gallons		2,512,975	1,968,300	2,570,888	1,613,410	2,018,501	10,684,074	10,684,074	10,684,074	10,684,074	10,684,074	10,684,074	
YTD, GALLONS		2,512,975	4,481,275	7,052,163	8,665,573	10,684,074	10,684,074	10,684,074	10,684,074	10,684,074	10,684,074	10,684,074	
QUARTER, GALLONS				7,052,163			3,631,911						
\$ MONTH @\$3/Kgal		\$ 7,539	\$ 5,905	\$ 7,713	\$ 4,840	\$ 6,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ YTD		\$ 7,539	\$ 13,444	\$ 21,156	\$ 25,997	\$ 32,052	\$ 32,052	\$ 32,052	\$ 32,052	\$ 32,052	\$ 32,052	\$ 32,052	
\$ QUARTER				\$ 21,156			\$ 10,696						
ALL													
TOTAL MONTH ALL, GAL		3,097,765	2,447,000	3,040,418	2,197,380	2,982,741	13,765,304	13,765,304	13,765,304	13,765,304	13,765,304	13,765,304	
YTD ALL, GAL		3,097,765	5,544,765	8,585,183	10,782,563	13,765,304	13,765,304	13,765,304	13,765,304	13,765,304	13,765,304	13,765,304	
\$ MONTH @\$3/Kgal		\$ 9,293	\$ 7,341	\$ 6,121	\$ 6,562	\$ 8,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ YTD		\$ 9,293	\$ 16,634	\$ 25,756	\$ 32,348	\$ 41,296	\$ 41,296	\$ 41,296	\$ 41,296	\$ 41,296	\$ 41,296	\$ 41,296	
\$ QUARTER				\$ 25,756			\$ 15,540						
CV													
		Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10
Well I (x 100)													
Initial Reading		521,584	521,584	521,584	521,584	521,584				521,584	521,584	521,584	521,584
Final Reading		521,584	521,584	521,584	521,584	521,584				521,584	521,584	521,584	521,584
Monthly total		0	0	0	0	0	0	0	0	0	0	0	0
Yearly total		0	0	0	0	0	0	0	0	0	0	0	0
Well J													
		2,750 Acre Ft	2,750 Acre Ft	2,917 Acre Ft	5,272 acre ft	10,341 acre ft							
Initial Reading		871,327	896,081	896,081	896,081	1,717,888	3,389,630						
Final Reading		896,081	896,081	896,081	896,081	1,717,888	3,389,630						
Monthly total		24,755	0	54,418	787,380	1,651,741	-3,388,830						
Yearly total		24,755	24,764	79,182	846,582	2,498,303	-871,327	-871,327	-871,327	-871,327	-871,327	-871,327	-871,327
Well K (x 1000)													
Initial Reading x 1000		691,013	694,086	696,533	698,519	700,949	702,280	0	0	0	0	0	0
Final Reading x 1000		694,066	696,533	698,519	700,949	702,280	702,280						
Monthly total x 1000		3,073	2,447	2,986	1,430	1,331	-702,280	0	0	0	0	0	0
Yearly total x 1000		3,073	5,520	8,506	8,938	11,287	-691,013	-691,013	-691,013	-691,013	-691,013	-691,013	-691,013
WELL J													
		24,755	0	54,418	787,380	1,651,741							
Well K		3,073,000	2,447,000	2,986,000	1,430,000	1,331,000							
Total		3,097,765	2,447,000	3,040,418	2,197,380	2,982,741							
		584780	478700	489530	583970	864240							
		2,512,975	1,968,300	2,570,888	1,613,410	2,018,501							
Booster 4 Meter From Tank 1													
Initial Reading													
Final Reading													
Monthly total													
Yearly total													
Booster 4 Meter From Tank 2 to Tank 3													
Initial Reading													
Final Reading													
Monthly total													
Yearly total													
Booster 3 Meter Into Tank 2													
Initial Reading													
Final Reading													
Monthly total													
Yearly total													
Booster 3 Meter From Tank 2 to Tank 3													
Initial Reading													
Final Reading													
Monthly total													
Yearly total													
Well J Meter on Overboard/Purge Line													
Initial Reading													
Final Reading													
Monthly total													
Yearly total													

MONTH	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	
NOVEMBER	20476	20487	11	\$33.00	
DECEMBER	20487	20491	4	\$12.00	
DECEMBER	0	73	73	\$218.37	New meter installed
JANUARY	73	199	126	\$376.92	
FEBRUARY	199	326	128	\$382.74	
MARCH	326		-326	(\$978.66)	
APRIL	0		0	\$0.00	
MAY	0		0	\$0.00	
JUNE	0		0	\$0.00	
JULY	0		0	\$0.00	
AUGUST	0		0	\$0.00	
SEPTEMBER	0		0	\$0.00	
YEAR TO DATE TOTAL			30	\$89.37	

MONTH	PREVIOUS READING (KGAL)	CURRENT READING (KGAL)	TOTAL CONSUMPTION (KGAL)	Bldg. 15 CONSUMPTION (KGAL)	Billable Consumption (KGAL)	TOTAL COST (\$3.0/KGAL)	COMMENTS
Fiscal Year 2010 WSGT Water Consumption							
OCTOBER	10035	10081	46	17.00	29	\$ 87.00	
NOVEMBER	10081	10121	40	15.20	25	\$ 74.40	
DECEMBER	10121	10142	21	14.00	7	\$ 21.00	
JANUARY	10142	10164	22	16.60	5	\$ 16.20	
JANUARY	0	93	93		93	\$ 277.50	Installed new meter
FEBRUARY	93	498	405	15.93	389	\$ 1,167.48	
MARCH	498		-498		-498	\$ (1,492.77)	
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

MONTH *****	PREVIOUS READING (KGAL) *****	CURRENT READING (KGAL) *****	SITE CONSUMPTION (KGAL) *****	Bldg. 15 CONSUMPTION (KGAL) *****	Total Consumption	COMMENTS *****
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:

~~Post using government-provided contract management tool or forward to TMR as shown below~~
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: ~~Monthly~~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

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 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

~~Recloser, Quarterly~~

~~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: 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:~~

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

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

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

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

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

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

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.

<p>1. DRD Title</p> <p>Maintenance and Operations (M&O)- Record of Personnel Certifications and Licenses</p>	<p>2. Date of current version</p> <p>7/44/02<u>2/23/12</u></p>	<p>3. DRL Line Item No.</p> <p>DRD-TEST-MO-07</p>	<p>RFP/Contract No.</p> <p>NNJ10336472R<u>NNJ11HA02C</u></p>
<p>4. Use:</p> <p>These reports will document, compile, and archive the certifications and licenses of personnel that are responsible for the operations and maintenance of institutional systems.</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 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:
~~Posted using government-provided contract management tool~~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

g. Maintenance
Revision shall be incorporated by change paper or complete reissue.

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1. DRD Title Maintenance and Operations (M&O)- Lifting Devices and Equipment Reporting	2. Date of current version 7/14/10 /23/12	3. DRL Line Item No. DRD-TEST-MO-08	RFP/Contract No. NNJ10336472RNNJ11HA02 C
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. ~~Post using government-provided contract management tool~~

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

g. Maintenance

Revision shall be incorporated by change paper or complete reissue.