

		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) →		RATING N/A	PAGE OF PAGES 1 69
2. CONTRACT NUMBER NNG12AZ11C	3. SOLICITATION NUMBER NNG11294404R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED	6. REQUISITION/PURCHASE NO.
7. ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center (GSFC) Attn: Michelle D. McIntyre, Mail Code 210.1 Greenbelt, MD 20771		CODE 210.I	8. ADDRESS OFFER TO (If other than Item 7) See solicitation provision L.20 entitled, "Proposal Marking and Delivery"		

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

SOLICITATION

9. Sealed offers in original and 8 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in **Building 16W, Shipping and Receiving Dock on January 17, 2012** until **1:30 p.m.** local time.

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: →	A. NAME Michelle D. McIntyre	B. TELEPHONE (NO COLLECT) AREA CODE NUMBER EXT. 301 286-7985	C. E-MAIL ADDRESS Michelle.D.McIntyre@nasa.gov
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8) →	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) →	ITEM Clause G.4
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24. ADMINISTERED BY (If other than Item 7)	25. PAYMENT WILL BE MADE BY NASA Shared Service Center (NSSC) Financial Management Division (FMD) - Accounts Payable Building 1111, C Road, Stennis Space Center, MS 39529
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26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA	28. AWARD DATE
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IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

**SECTION B OF NNG12AZ11C
SUPPLIES OR SERVICES AND PRICES/COSTS**

B.1 ESTIMATED COST AND FIXED FEE WITH TECHNICAL PERFORMANCE INCENTIVE FEE

The estimated cost of this contract is \$12,451,448 exclusive of the fixed fee of \$127,945* and maximum technical performance incentive fee of \$85,297.* The total estimated cost, fixed fee, and technical performance incentive fee is \$12,664,690.

*In accordance with NFS 1816.402.270(e)(1), the sum of the fixed fee and maximum technical performance incentive fee shall not exceed the limitation in FAR 15.404-4(c)(4)(i)(C) **[10 percent of the contract's estimated cost, excluding fee] and they shall be split 60% fixed fee and 40% maximum technical performance incentive fee.**

(End of text)

B.2 CONTRACT FUNDING (1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$6,386,758. This allotment is for Goddard Logistics and Technical Information contract and covers the following estimated period of performance: August 30, 2012.

(b) An additional amount of \$213,242 is obligated under this contract for payment of fees.

(End of clause)

B.3 SUPPLIES AND/OR SERVICES TO BE PROVIDED

The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to deliver and/or perform the items below in accordance with Section C of the Contract and in accordance with Clause J.1, Attachment A, Statement of Work.

**SECTION B OF NNG12AZ11C
SUPPLIES OR SERVICES AND PRICES/COSTS**

DELIVERABLES	SCHEDULE/REF.	QUANTITY	RECIPIENT
1. Financial Management Reporting (NF 533s)	Monthly and Quarterly/Clause G.3 & G.15	4 copies	Contracting Officer (CO)/Contracting Officer's Technical Representative (COTR)/Resources Analyst (RA)/Regional Finance Office Cost Team, Code 155.2
2. Contractor Requests for Government-Provided Property	As required/G.6	3 copies	Industrial Property Officer/COTR/CO
3. Financial Reporting of NASA Property in the Custody of Contractors (NF1018)	As required in Clause G.8	As required in Clause G.8	As required in Clause G.8
4. List of Employees Using GSFC Motor Pool Vehicles	As required/G.16	1 copy	CO
5. Personal Identity Verification (PIV) Documentation and Reporting	As required in Clauses H.10 & H.11	3 copies	COTR/Security Branch/PIV Mgr.
6. Safety & Health Reporting	As Required/H.7 & H.14	3 copies	CO/COTR/Code 350
7. IT Security Management Plan	30 days from the contract effective date /I.125	1 copy	CO
8. Organizational Conflicts of Interest Avoidance Plan	30 days from the contract effective date /I.129	1 copy	CO
9. Federal Automotive Statistical Tool Reporting	As Required/H.3	As Required/H.3	http://fastweb.inel.gov
10. RESERVED			
11. Small Business Subcontracting Plan Reporting	As required in Clause H.12 & I.103	As required	As required
12. NASA-GSFC Vehicle Report	As required in Clause H.16	2 copies	Logistics Mgmt Branch/274 and CO
13. Notice of Radioactive Materials	As required in Clause I.120	1 copy	CO

(End of text)

**SECTION B OF NNG12AZ11C
SUPPLIES OR SERVICES AND PRICES/COSTS**

B. 4 OPTION TO EXTEND

In accordance with FAR clause 52.217-9, "Option to Extend the Term of the Contract" of this contract, the contracting officer may exercise the following option by issuance of a unilateral contract modification. Options exercised shall be in accordance with the following:

Option	Period	Amount	
1	October 1, 2012 through September 30, 2013	Estimated Cost	\$79,413,055
		Fixed Fee	\$ 856,132*
		Technical Performance Incentive Fee	\$ 570,755*
		Total CPFF/TPIF	\$80,839,942
2	October 1, 2013 through September 30, 2014	Estimated Cost	\$82,495,154
		Fixed Fee	\$ 859,962*
		Technical Performance Incentive Fee	\$ 573,308*
		Total CPFF/TPIF	\$83,928,424
3	October 1, 2014 through September 30, 2015	Estimated Cost	\$86,051,113
		Fixed Fee	\$ 879,442*
		Technical Performance Incentive Fee	\$ 586,295*
		Total CPFF/TPIF	\$87,516,850
4	October 1, 2015 through September 30, 2016	Estimated Cost	\$89,831,478
		Fixed Fee	\$ 902,247*
		Technical Performance Incentive Fee	\$ 601,498*
		Total CPFF/TPIF	\$91,335,223
5	October 1, 2016 through July 31, 2017	Estimated Cost	\$77,927,272
		Fixed Fee	\$ 762,558*
		Technical Performance Incentive Fee	\$ 508,372*
		Total CPFF/TPIF	\$79,243,203

*In accordance with NFS 1816.402.270(e)(1), the sum of the fixed fee and maximum technical performance incentive fee shall not exceed the service limitation in FAR 15.404-4(c)(4)(i)(C) [10 percent of the contract's estimated cost, excluding nonproposed costs and excluding fee] and they shall be split 60% fixed fee and 40% maximum technical performance incentive fee.

(End of text)

**SECTION B OF NNG12AZ11C
SUPPLIES OR SERVICES AND PRICES/COSTS**

B.5 NONPROPOSED COSTS (GSFC 52.216-94) (FEB 1991)

(a) The total estimated cost of this contract includes the following estimated costs:

COST ELEMENTS	(2 months) Base	Option Year 1	Option Year 2	Option Year 3	Option Year 4	(10 months) Option Year 5	Total
Center Purchases	\$9,166,667	\$57,750,000	\$60,637,500	\$63,669,375	\$66,852,844	\$58,496,238	\$316,572,624
Warehouse Leases	\$161,333	\$997,040	\$1,026,951	\$1,057,760	\$1,089,493	\$935,148	\$5,267,725
Office Leases	\$312,500	\$1,931,250	\$1,989,188	\$2,048,863	\$2,110,329	\$1,811,366	\$10,203,495
Equipment Maintenances	\$29,167	\$180,250	\$185,658	\$191,227	\$196,964	\$169,061	\$952,326
Travel	\$10,833	\$66,950	\$68,959	\$71,027	\$73,158	\$62,794	\$353,721
MAILROOM-NISH	\$36,250	\$224,025	\$230,746	\$237,668	\$244,798	\$210,118	\$1,183,605
Computer Hardware & Software							
Maintenance	\$40,000	\$247,200	\$254,616	\$262,254	\$270,122	\$231,855	\$1,306,047
Miscellaneous	\$29,167	\$180,250	\$185,658	\$191,227	\$196,964	\$169,061	\$952,326
TOTAL Nonproposed Costs	\$9,785,917	\$61,576,965	\$64,579,274	\$67,729,402	\$71,034,672	\$62,085,641	\$336,791,870

(b) **These costs are the Government's best estimate of what the actuals will be and the total nonproposed costs are excluded from the application of Fixed Fee and Technical Performance Incentive Fee.** There will be no adjustment in the fee(s) of the contract should the actuals be different than the total nonproposed cost. The Government will not issue a change order to increase or decrease the nonproposed costs simply due to a variance between the estimates and actuals. The Government may issue a change order to increase or decrease future estimated costs due to changes to the work within the general scope of the contract, including changes in the Statement of Work.

(End of clause)

B.6 TECHNICAL PERFORMANCE INCENTIVE FEE (TPIF)

The technical performance incentive fee metrics are identified in the Government's Technical Performance Incentive Fee Plan, which is included as **Attachment C** to this contract. The technical performance incentive fee will be evaluated in accordance with the schedules in **Attachment C, Section III. A. 2.**

(End of text)

**SECTION B OF NNG12AZ11C
SUPPLIES OR SERVICES AND PRICES/COSTS**

B.7 RESERVED

B.8 PAYMENT OF FIXED FEE (1852.216-75) (DEC 1988)

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

(End of clause)

B.9 ESTIMATED COST INCREASES (GSFC 52.232-94) (DEC 2005)

(a) The Contractor shall notify the Contracting Officer in writing when the Contractor has reason to believe that the total cost for performance of this contract, or any individual task order, exclusive of any fee, will be either greater or substantially less than the total estimated cost stated in this contract or in the task order. Notification shall not be delayed pending preparation of a proposal.

(b) A proposal is required to support a request for an increase in the estimated cost of the contract or the task order. The proposal should be submitted as soon as possible after the above notification but no later than 115 days before the incurred costs are expected to exceed the estimated cost. This will allow adequate time for the Government to evaluate the proposal and to mutually establish any increase in estimated cost with the Contractor.

(c)(1) The proposal shall be submitted in the following format unless some other format is directed or approved by the Contracting Officer:

Incurred costs to date
Projected cost to completion
Total cost at completion
Current negotiated estimated cost
Requested increase in estimated cost

(2) The “projected cost to completion” shall consist of the following “other than cost or pricing data” unless the Contracting Officer requests or approves the submittal of a greater or lesser amount of information:

(i) Elements of cost with supporting detail for estimated direct labor hours, direct and indirect rates, materials and subcontracts, and other elements.

(ii) Supporting explanation for the increases and projections, sufficient for the Government to understand the reasons for the increased estimated cost.

(End of clause)

**SECTION C OF NNG12AZ11C
DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

C.1 SCOPE OF WORK

The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to perform the requirements set forth in the Statement of Work incorporated in Section J as Attachment A, and the Quality Management Plan incorporated in Section J as Attachment K.

(End of text)

**C.2 LIMITED RIGHTS DATA OR RESTRICTED COMPUTER SOFTWARE (GSFC
52.227-90) (MAR 2008)**

In accordance with the delivery requirements of this contract, all software data rights shall be delivered in accordance with the Rights in Data – General clause, specified elsewhere in this contract, except for the following:

NONE

(End of clause)

**SECTION D OF NNG12AZ11C
PACKAGING AND MARKING**

[THERE ARE NO CLAUSES IN THIS SECTION.]

**SECTION E OF NNG12AZ11C
INSPECTION AND ACCEPTANCE**

E.1 INSPECTION OF SERVICES – COST-REIMBURSEMENT (52.246-5) (APR 1984)

E.2 ACCEPTANCE—LOCATION(S) (GSFC 52.246-93) (APR 2008)

The Contracting Officer or authorized representative will accomplish acceptance at the following location(s):

<u>Authorized Item</u>	<u>Location</u>	<u>Representative</u>
All	Goddard Space Flight Center (Greenbelt, MD and Wallops Island, VA)	COTR
All	NASA Headquarters (Washington, DC)	COTR

The Contracting Officer reserves the right to designate other Government agents as authorized representatives. The Contractor will be notified by a written notice or by a copy of the delegation letter if other agents are authorized.

(End of clause)

E.3 INSPECTION SYSTEM RECORDS (GSFC 52.246-102) (OCT 1988)

The Contractor shall maintain records evidencing inspections in accordance with the Inspection clause of this contract for three (3) years after delivery of all items and/or completion of all services called for by the contract.

(End of clause)

E.4 CLAUSES INCORPORATED BY REFERENCE -- SECTION E

Clause E.1 at the beginning of this Section is incorporated by reference, with the same force and effect as if it were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(End of clause)

**SECTION F OF NNG12AZ11C
DELIVERIES OR PERFORMANCE**

F.1 STOP-WORK ORDER (52.242-15) (AUG 1989) -- ALTERNATE I (APR 1984)

F.2 F.O.B. DESTINATION (52.247-34) (NOV 1991)

F.3 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contract shall be performed at the following location(s):

- 1) Goddard Space Flight Center, Greenbelt, MD
- 2) NASA Headquarters, Washington DC
- 3) Wallops Island, VA

(End of text)

F.4 PERIOD OF PERFORMANCE

The period of performance for the base period of this contract is from the effective date of the contract, August 1, 2012, through September 30, 2012.

The period of performance for Options 1 through 4 starts October 1 through September 30 after the effective date of the contract. Option 5 starts October 1, 2016 through July 31, 2021 (5 years from the effective date of the contract). The total period of performance, including option exercise, shall not exceed 5 years.

(End of text)

F.5 SHIPPING INSTRUCTIONS--CENTRAL RECEIVING (GSFC 52.247-94) (JUN 2006)

Shipments of the items required under this contract shall be to:

Receiving Officer
Building 16W
Code 279
Goddard Space Flight Center
Greenbelt, Maryland 20771

Marked for:

Technical Officer: Thomas A. Weisz, Code 274
Building 27, Room 120
Contract No. NNG12AZ11C
Item(s) No. TBD

Compliance with this clause is necessary to assure verification of delivery and acceptance and prompt payment.

**SECTION F OF NNG12AZ11C
DELIVERIES OR PERFORMANCE**

(End of clause)

F.6 CLAUSES INCORPORATED BY REFERENCE -- SECTION F

Clauses F.1 through F.2 at the beginning of this Section is incorporated by reference, with the same force and effect as if it were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(End of clause)

**SECTION G OF NNG12AZ11C
CONTRACT ADMINISTRATION DATA**

- G.1 FREQUENCY AUTHORIZATION (1852.223-71) (DEC 1988)**
- G.2 COMMERCIAL COMPUTER SOFTWARE—LICENSING (1852.227-86) (DEC 1987)**
- G.3 NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING (1852.242-73)
(NOV 2004)**

G.4 SUBMISSION OF VOUCHERS FOR PAYMENT (1852.216-87) (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

Invoices shall be prepared in accordance with the Prompt Payment clause of this contract and submitted to the NASA Shared Services Center (NSSC), Financial Management Division (FMD) – Accounts Payable, Bldg 1111, C. Road, Stennis Space Center, MS 39529, Email: NSSC-AccountsPayable@nasa.gov. For purposes of the Prompt Payment Act, the above office is considered to be the "Designated Billing Office" and the "Designated Payment Office".

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the contractor shall prepare and submit vouchers as follows:

- (1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:
Defense Contract Audit Agency
East Bay Branch Office, Sacramento
391 South Lexington Drive, Suite 150
Folsom, CA 95630-6898
Phone (916) 983-2851
Fax (916) 984-7411

(2) RESERVED

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to: NASA Shared Services Center (NSSC), Financial Management Division (FMD) – Accounts Payable, Bldg 1111, C. Road, Stennis Space Center,

**SECTION G OF NNG12AZ11C
CONTRACT ADMINISTRATION DATA**

MS 39529, Email: NSSC-AccountsPayable@nasa.gov [This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.]

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of clause)

G.5 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (1852.227-72) (JUL 1997)

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

<u>Title</u>	<u>Office Code</u>	<u>Address (including zip code)</u>
New Technology	504	Goddard Space Flight Center Representative Greenbelt, MD 20771
Patent	140.1	Goddard Space Flight Center Representative Greenbelt, MD 20771

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

(End of clause)

G.6 CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED EQUIPMENT (1852.245-70) (JAN 2011) ALTERNATE I (JAN 2011)

(a) The Contractor shall provide all property required for the performance of this contract. The Contractor shall not acquire or construct items of property to which the Government will have title under the provisions of this contract without the Contracting Officer's written authorization. Property which will be acquired as a deliverable end item as material or as a component for incorporation into a deliverable end item is exempt from this requirement. Property approved as part of the contract award or specifically required within the statement of work is exempt from this requirement.

**SECTION G OF NNG12AZ11C
CONTRACT ADMINISTRATION DATA**

(b)(1) In the event the Contractor is unable to provide the property necessary for performance, and the Contractor requests provision of property by the Government, the Contractor's request shall--

- (i) Justify the need for the property;
- (ii) Provide the reasons why contractor-owned property cannot be used;
- (iii) Describe the property in sufficient detail to enable the Government to screen its inventories for available property or to otherwise acquire property, including applicable manufacturer, model, part, catalog, National Stock Number or other pertinent identifiers;
- (iv) Combine requests for quantities of items with identical descriptions and estimated values when the estimated values do not exceed \$100,000 per unit; and
- (v) Include only a single unit when the acquisition or construction value equals or exceeds \$100,000.

(2) Contracting Officer authorization is required for items the Contractor intends to manufacture as well as those it intends to purchase.

(3) The Contractor shall submit requests to the Contracting Officer no less than 30 days in advance of the date the Contractor would, should it receive authorization, acquire or begin fabrication of the item.

(c) The Contractor shall maintain copies of Contracting Officer authorizations, appropriately cross-referenced to the individual property record, within its property management system.

(d) Property furnished from Government excess sources is provided as-is, where-is. The Government makes no warranty regarding its applicability for performance of the contract or its ability to operate. Failure of property obtained from Government excess sources under this clause is insufficient reason for submission of requests for equitable adjustments discussed in the clause at FAR 52.245-1, Government Property, as incorporated in this contract.

(e) In the event the Contracting Officer issues written authorization to provide property, the Contractor shall screen Government sources to determine the availability of property from Government inventory or excess property.

(1) The Contractor shall review NASA inventories and other authorized Federal excess sources for availability of items that meet the performance requirements of the requested property.

(i) If the Contractor determines that a suitable item is available from NASA supply inventory, it shall request the item using applicable Center procedures.

(ii) If the Contractor determines that an item within NASA or Federal excess is suitable, it shall contact the Center Industrial Property Officer to arrange for transfer of the item from the identified source to the Contractor.

(2) If the Contractor determines that the required property is not available from inventory or excess sources, the Contractor shall note the acquisition file with a list of sources reviewed and the findings regarding the lack of availability. If the required property is available, but unsuitable for use, the contractor shall document the rationale for rejection of available property. The Contractor shall retain appropriate cross-referenced documentary evidence of the outcome of those screening efforts as part of its property records system.

**SECTION G OF NNG12AZ11C
CONTRACT ADMINISTRATION DATA**

(End of Clause)

**G.7 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (1852.245-71)
(JAN 2011)**

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the Contracting Officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

- (1) NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual;
- (2) NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements;
- (3) NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements;
- (4) Notify the cognizant property custodian, COTR, and the Installation Security Officer immediately if theft of Government property is suspected or property cannot be located
- (5) Identify Government property equipment that is no longer considered necessary for performance of the contract.
- (6) Ensure that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. This is the only acceptable procedure for disposal of Government property.
- (7) Do not relocate Government property within Government premises or remove Government property from Government premises without written approval.
- (8) Ensure that Government property, including property leased to the Government, is used only for the purposes of performing the contract.
- (9) Ensure that Government property is protected and conserved.

Property not recorded in NASA property systems must be managed in accordance with the requirements of the clause at FAR 52.245-1, as incorporated in this contract.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. In accordance with FAR 52.245-1(h)(1) the contractor shall be liable for property lost, damaged, destroyed or stolen by the contractor or their employees when determined responsible by a NASA Property Survey Board, in accordance with the NASA guidance in this clause.

(b)(1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

**SECTION G OF NNG12AZ11C
CONTRACT ADMINISTRATION DATA**

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area.

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.

(iii) The Contractor shall establish a record for Government titled property as required by FAR 52.245-1, as incorporated in this contract, and shall maintain that record until accountability is accepted by the Government.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use requires advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property (as incorporated in this contract), until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(c) The following property and services are provided if checked:

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Property listed in Attachment G.

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities: Motor Pool and Outsourcing Desk Top Initiative for NASA (ODIN) Services.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

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G.8 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (1852.245-73) (JAN 2011)

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

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

(2) The Contractor shall mail the original signed NF 1018 directly to the Goddard Space Flight Center (GSFC), General Accounting Department, General Ledger Section, Code 157, Greenbelt, MD 20771, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(3) One copy shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address: Goddard Space Flight Center, Supply and Equipment Management Branch, Code 273, Greenbelt, MD 20771, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c)(1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, contractors' procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533 Contractor Financial Management Report) cost estimates. It should be supported and documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with NFS subpart 1845.71 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

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(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with paragraph (b)(1) through (3) of this clause.

(End of clause)

**G.9 IDENTIFICATION AND MARKING OF GOVERNMENT EQUIPMENT (1852.245-74)
(JAN 2011)**

(a) The Contractor shall identify all equipment to be delivered to the Government using NASA Technical Handbook (NASA-HDBK) 6003, Application of Data Matrix Identification Symbols to Aerospace Parts Using Direct Part Marking Methods/Techniques, and NASA Standard (NASA-STD) 6002, Applying Data Matrix Identification Symbols on Aerospace Parts or through the use of commercial marking techniques that: (1) are sufficiently durable to remain intact through the typical lifespan of the property; and, (2) contain the data and data format required by the standards. This requirement includes deliverable equipment listed in the schedule and other equipment when no longer required for contract performance and NASA directs physical transfer to NASA or a third party. The Contractor shall identify property in both machine and human readable form unless the use of a machine readable-only format is approved by the NASA Industrial Property Officer.

(b) Equipment shall be marked in a location that will be human readable, without disassembly or movement of the equipment, when the items are placed in service unless such placement would have a deleterious effect on safety or on the item's operation.

(c) Concurrent with equipment delivery or transfer, the Contractor shall provide the following data in an electronic spreadsheet format:

- (1) Item Description.
- (2) Unique Identification Number (License Tag).
- (3) Unit Price.
- (4) An explanation of the data used to make the unique identification number.

(d) For equipment no longer needed for contract performance and physically transferred under paragraph (a) of this clause, the following additional data is required:

- (1) Date originally placed in service.
- (2) Item condition.

(e) The data required in paragraphs (c) and (d) of this clause shall be delivered to the NASA center receiving activity listed below:

Goddard Space Flight Center
Building 16W, Code 279
Greenbelt, MD 20771

(f) The contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts that require delivery of equipment.

(End of clause)

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G.10 PROPERTY MANAGEMENT CHANGES (1852.245-75) (JAN 2011)

(a) The Contractor shall submit any changes to standards and practices used for management and control of Government property under this contract to the assigned property administrator prior to making the change whenever the change--

- (1) Employs a standard that allows increase in thresholds or changes the timing for reporting loss, damage, or destruction of property;
- (2) Alters physical inventory timing or procedures;
- (3) Alters recordkeeping practices;
- (4) Alters practices for recording the transport or delivery of Government property; or
- (5) Alters practices for disposition of Government property.

(End of clause)

**G.11 LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-1
(1852.245-76) (JAN 2011)**

For performance of work under this contract, the Government will make available Government property identified below or in Attachment O of this contract on a no charge-for-use basis pursuant to the clause at FAR 52.245-1, Government Property, as incorporated in this contract. The Contractor shall use this property in the performance of this contract at GSFC Greenbelt, MD/Wallops Island, VA, NASA HQ and at other location(s) as may be approved by the Contracting Officer. Under FAR 52.245-1, the Contractor is accountable for the identified property.

(End of clause)

**G.12 PHYSICAL INVENTORY OF CAPITAL PERSONAL PROPERTY (1852.245-78)
(JAN 2011)**

(a) In addition to physical inventory requirements under the clause at FAR 52.245-1, Government Property, as incorporated in this contract, the Contractor shall conduct annual physical inventories for individual property items with an acquisition cost exceeding \$100,000.

- (1) The Contractor shall inventory--
 - (i) Items of property furnished by the Government;
 - (ii) Items acquired by the Contractor and titled to the Government under the clause at FAR 52.245-1;
 - (iii) Items constructed by the Contractor and not included in the deliverable, but titled to the Government under the clause at FAR 52.245-1; and
 - (iv) Complete but undelivered deliverables.

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(2) The Contractor shall use the physical inventory results to validate the property record data, specifically location and use status, and to prepare summary reports of inventory as described in paragraph (c) of this clause.

(b) Unless specifically authorized in writing by the Property Administrator, the inventory shall be performed and posted by individuals other than those assigned custody of the items, responsibility for maintenance, or responsibility for posting to the property record. The Contractor may request a waiver from this separation of duties requirement from the Property Administrator, when all of the conditions in either (1) or (2) of this paragraph are met.

(1) The Contractor utilizes an electronic system for property identification, such as a laser bar-code reader or radio frequency identification reader, and

(i) The programs or software preclude manual data entry of inventory identification data by the individual performing the inventory; and

(ii) The inventory and property management systems contain sufficient management controls to prevent tampering and assure proper posting of collected inventory data.

(2) The Contractor has limited quantities of property, limited personnel, or limited property systems; and the Contractor provides written confirmation that the Government property exists in the recorded condition and location;

(3) The Contractor shall submit the request to the cognizant property administrator and obtain approval from the property administrator prior to implementation of the practice.

(c) The Contractor shall report the results of the physical inventory to the property administrator within 10 calendar days of completion of the physical inventory. The report shall--

(1) Provide a summary showing number and value of items inventoried; and

(2) Include additional supporting reports of--

(i) Loss in accordance with the clause at 52.245-1, Government Property;

(ii) Idle property available for reuse or disposition; and

(iii) A summary of adjustments made to location, condition, status, or user as a result of the physical inventory reconciliation.

(d) The Contractor shall retain auditable physical inventory records, including records supporting transactions associated with inventory reconciliation. All records shall be subject to Government review and/or audit.

(End of clause)

G.13 OCCUPANCY MANAGEMENT REQUIREMENTS (1852.245-82) (JAN 2011)

(a) In addition to the requirements of the clause at FAR 52.245-1, Government Property, as included in this contract, the Contractor shall comply with the following in performance of work in and around Government real property:

(1) NPD 8800.14, Policy for Real Property Management.

(2) NPR 8831.2, Facility Maintenance Management.

**SECTION G OF NNG12AZ11C
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(b) The Contractor shall obtain the written approval of the Contracting Officer before installing or removing Contractor-owned property onto or into any Government real property or when movement of Contractor-owned property may damage or destroy Government-owned property. The Contractor shall restore damaged property to its original condition at the Contractor's expense.

(c) The Contractor shall not acquire, construct or install any fixed improvement or structural alterations in Government buildings or other real property without the advance, written approval of the Contracting Officer. Fixed improvement or structural alterations, as used herein, means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. Title to such property shall vest in the Government.

(d) The Contractor shall report any real property or any portion thereof when it is no longer required for performance under the contract, as directed by the Contracting Officer.

(End of clause)

G.14 REAL PROPERTY MANAGEMENT REQUIREMENTS (1852.245-83) (JAN 2011)

(a) In addition to the requirements of the FAR Government Property Clause incorporated in this contract (FAR 52.245-1), the Contractor shall comply with the following in performance of any maintenance, construction, modification, demolition, or management activities of any Government real property:

- (1) NPD 8800.14, Policy for Real Property Management.
- (2) NPR 8831.2, Facility Maintenance Management.

(b) Within 30 calendar days following award, the Contractor shall provide a plan for maintenance of Government real property provided for use under this contract. The Contractor's maintenance program shall enable the identification, disclosure, and performance of normal and routine preventative maintenance and repair. The Contractor shall disclose and report to the Contracting Officer the need for replacement and/or capital rehabilitation. Upon acceptance by the Contracting Officer, the program shall become a requirement under this contract.

(c) Title to parts replaced by the Contractor in carrying out its normal maintenance obligations shall pass to and vest in the Government upon completion of their installation in the facilities. The Contractor shall keep the property free and clear of all liens and encumbrances.

(d) The Contractor shall keep records of all work done to real property, including plans, drawings, charts, warranties, and manuals. Records shall be complete and current. Record of all transactions shall be auditable. The Government shall have access to these records at all reasonable times, for the purposes of reviewing, inspecting, and evaluating the Contractor's real property management effectiveness. When real property is disposed of under this contract, the Contractor shall deliver the related records to the Government.

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(e) The Contracting Officer may direct the Contractor in writing to reduce the work required by the maintenance program authorized in paragraph (b) of this clause at any time.

(End of clause)

G.15 FINANCIAL MANAGEMENT REPORTING (GSFC 52.242-90) (JAN 2012)

(a) Requirements. This clause provides the supplemental instructions referred to in NASA FAR Supplement (NFS) clause 1852.242-73. The NFS clause and NASA Procedural Requirements (NPR) 9501.2E, "NASA Contractor Financial Management Reporting," establish report due dates and other financial management reporting requirements. NPR 9501.2E permits withholding of payment for noncompliance.

(b) Supplemental instructions. (1) Monthly (NF 533M) reports are required. Quarterly (NF 533Q) reports are also required. The reporting structure shall be in accordance with Attachment E of Section J of this contract.

(2) As stated in NPR 9501.2E, NASA strongly encourages electronic contractor cost reporting. The preferred formats are Excel and Adobe. Contact the Contracting Officer for any E-Mail addresses that are not provided or which become noncurrent.

Distribution shall be as follows:

Contracting Officer, Michelle D. McIntyre, Code 210.I
E-Mail: Michelle.D.McIntyre@nasa.gov

Contracting Officer's Technical Representative, Thomas A. Weisz, Code 274
E-Mail: Thomas.A.Weisz@nasa.gov

Resources Analyst, Gallette L. Borden, Code 201
E-Mail: Gallette.L.Borden@nasa.gov

Regional Finance Office Cost Team, Code 155.2
E-Mail: GSFC-rfocateam@lists.nasa.gov

Administrative Contracting Officer (if delegated)

(c) Web site. NPR 9501.2E, "NASA Contractor Financial Management Reporting":

<http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9501&s=2E>

(End of clause)

Field Code Changed

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G.16 GOVERNMENT PROVIDED MOTOR VEHICLES (GSFC 52.245-91) (AUG 2008)

(a) Authorized users. The installation accountable property and services listed in NASA FAR Supplement clause 1852.245-71 include the use of GSFC motor pool vehicles. The Contractor shall submit to the Contracting Officer, at least 20 days in advance, a list of employees intended to use the vehicles. The list shall include the type and class of State driver's license that each employee possesses. After review of the list, the Contracting Officer will provide the list to the Greenbelt Motor Pool Dispatch Office, Code 279 or to the Wallops WICC Help Desk, Code 200.C, as appropriate. The motor pool dispatcher will use the list to ensure that only Contractor employee(s) on the Contracting Officer's approved list are provided vehicles and will confirm that the Contractor employee has a valid State license for the type of vehicle being requested. Any changes to the list must also be submitted to the Contracting Officer.

(b) Restrictions and conditions. The following shall apply to the use of Government provided motor vehicles:

- (1) Title 41 CFR 102-34.230. Also, home to work/work to home transportation is not authorized.
- (2) The Motor Vehicle Safety requirements stated in subchapter 3.2 of NPR 8715.3, NASA General Safety Program Requirements.
- (3) The use of hand-held wireless (cellular) phones is prohibited when driving motor vehicles owned, leased, or rented by the Federal Government.

(End of clause)

G.17 RESERVED

**G.18 INVENTORY OF GOVERNMENT OWNED PROPERTY--SPECIAL PROCEDURES
FOR FLIGHT QUALIFIED INVENTORY (GSFC 52.245-94) (DEC 2007)**

(a) The Contractor shall ensure that flight qualified assemblies and parts that are residual inventory under this contract are properly stored in a secure area that is certified for electrostatic discharge (ESD) handling. The parts shall be handled in accordance with electrostatic discharge (ESD) standards and procedures. The Contractor shall also maintain a system to ensure that the associated heritage, test, and qualification documentation is available and traceable to such individual items of inventory.

(b) In accordance with the "Physical inventory" required in FAR clause 52.245-1(f)(iv), the Contractor shall identify any hardware, components or parts suitable for space flight or at any time such inventory is excess to the needs of this contract.

(c) Compliance with this clause is required until:

- (1) The Government exercises its right under the Government Property clause of this contract and under FAR 45.6 to require delivery of any such inventory or the transfer of such inventory to another Government contract. [Flight qualified assemblies or parts remaining in residual inventory shall remain subject to this clause]; or
- (2) The Contractor and the Government agree to, partly or completely, discontinue the requirements of this clause for specific items of flight qualified assemblies and parts; or.

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(3) The period stated in this contract for the Contractor to maintain inspection records under the Inspection clause of this contract has expired.

(d) In the event of (c)(1) above, the delivered or transferred flight qualified inventory shall be accompanied by all data and records regarding the flight certification of each of item(s) comprising the flight qualified inventory for which the Government's right is exercised.

(e) When flight qualified inventory is no longer subject to this clause because of (c)(1), (c)(2) or (c)(3) of this clause, the designated flight qualified inventory item(s), shall subsequently be managed no more stringently than other Government property in accordance with FAR 52.245-1.

(End of clause)

**G.19 PROPERTY CLAUSE APPLICABILITY—ON-SITE AND OFF-SITE (GSFC 52.245-96)
(APR 2008)**

(a) Performance of this contract requires that Contractor personnel and any furnished and/or acquired Government property be located at both Government controlled and managed premises (on-site) and at Contractor controlled and managed premises (off-site). The requirements for control and accountability of Government property differ depending upon the location of the property. The applicability of the clauses in this contract to on-site and to off-site locations is indicated below.

(b) Clauses applicable to both on-site and off-site locations.

FAR clause 52.245-1, "Government Property"

FAR clause 52.245-9, "Use and Charges"

NASA FAR Supplement clause 1852.245-70, "Contractor Requests for Government-Provided Equipment"

NASA FAR Supplement clause 1852.245-72, "Liability for Government Property Furnished for Repair or Other Services"

NASA FAR Supplement clause 1852.245-74, "Identification and Marking of Government Equipment"

NASA FAR Supplement clause 1852.245-75, "Property Management Changes"

NASA FAR Supplement clause 1852.245-78, "Physical Inventory of Capital Personal Property"

NASA FAR Supplement clause 1852.245-79, "Records and Disposition Reports for Government Property with Potential Historic or Significant Real Value"

NASA FAR Supplement clause 1852.245-83, "Real Property Management Requirements"

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(c) Clauses applicable only to off-site locations.

NASA FAR Supplement clause 1852.245-73, "Financial Reporting of NASA Property in the Custody of Contractors"

NASA FAR Supplement clause 1852.245-76, "List of Government Property Furnished Pursuant to FAR 52.245-1"

(d) Clauses applicable only to on-site locations.

FAR clause 52.245-2, "Government Property Installation Operation Services"

NASA FAR Supplement clause 1852.245-71, "Installation-Accountable Government Property"

NASA FAR Supplement clause 1852.245-77, "List of Government Property Furnished Pursuant to FAR 52.245-2"

NASA FAR Supplement clause 1852.245-82, "Occupancy Management Requirements"

GSFC clause 52.245-93, "Reports of Contractor Acquired Government Property"

(End of clause)

G.20 CLAUSES INCORPORATED BY REFERENCE -- SECTION G

Clauses G.1 through G.3 at the beginning of this Section are incorporated by reference, with the same force and effect as if it were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(End of clause)

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- H.1 RESTRICTION ON PRINTING AND DUPLICATING (1852.208-81) (NOV 2004)**
- H.2 MAJOR BREACH OF SAFETY OR SECURITY (1852.223-75) (FEB 2002)**
- H.3 FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORTING (1852.223-76) (JUL 2003)**
- H.4 EXPORT LICENSES (1852.225-70) (FEB 2000): (b) at the Goddard Space Flight Center**

H.5 CONTRACTOR PROPOSED ENHANCEMENTS

The Contractor shall provide the enhancements that are described in Attachment B, Contractor Proposed Enhancements. These enhancements, which are over and above the requirements required by the contract terms and conditions, Statement of Work and other contract attachments, were proposed by the Contractor in the proposal submitted in response to the Request for Proposal (RFP) NNG11294404R for Goddard Logistics and Technical Information. The incorporation of these enhancements does not relieve the Contractor from the responsibilities of meeting all other contract terms and conditions and the requirements in the Statement of Work and other contract attachments. The Contractor shall perform these enhancements on all work performed, unless specifically waived by the Contracting Officer in writing.

(End of Text)

H.6 LIMITATION OF FUTURE CONTRACTING (1852.209-71) (DEC 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective Offerors is invited to [FAR Subpart 9.5](#)--Organizational Conflicts of Interest.

(b) The nature of this conflict is if the GLTI contractor reviews or develops specifications and/or Statements of Work that are incorporated into one or more separate procurements for which NASA issues competitive solicitations and if the GLTI contractor then competes for those awards; and if the GLTI contractor had or has access to sensitive information related to a competitive procurement that could confer an unfair competitive advantage.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

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(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(End of clause)

H.7 SAFETY AND HEALTH (1852.223-70) (APR 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage (less than \$1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract Schedule.

(e) The Contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

(f) (1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. When the Contracting Officer becomes aware of

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noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f) (1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions and clauses, with appropriate changes of designations of the parties, in all solicitations and subcontracts of every tier, when one or more of the following conditions exist:

(1) The work will be conducted completely or partly on premises owned or controlled by the Government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the Contractor (or subcontractor or supplier) determines that the assessed risk and consequences of a failure to properly manage and control the hazard(s) warrants use of the clause.

(h) The Contractor (or subcontractor or supplier) may exclude the provisions of paragraph (g) from its solicitation(s) and subcontract(s) of every tier when it determines that the clause is not necessary because the application of the OSHA and DOT (if applicable) regulations constitute adequate safety and occupational health protection. When a determination is made to exclude the provisions of paragraph (g) from a solicitation and subcontract, the Contractor must notify and provide the basis for the determination to the Contracting Officer. In subcontracts of every tier above the micro-purchase threshold for which paragraph (g) does not apply, the Contractor (or subcontractor or supplier) shall insert the substance of paragraphs (a), (b), (c), and (f) of this clause.

(i) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and occupational health measures under this clause.

(j) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed

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hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence -

- (1) Written hazardous operating procedures for all hazardous operations; and/or
- (2) Qualification standards for personnel involved in hazardous operations.

(End of clause)

**H.8 OBSERVANCE OF LEGAL HOLIDAYS (1852.242-72) (AUG 1992) -- ALTERNATE II
(OCT 2000)**

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

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

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

- (b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

- (c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

- (d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

(End of clause)

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H.9 REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFEROR

The completed provision 52.204-8, Annual Representations and Certifications, including any amended representation(s) made at paragraph (b) of the provision; and other representations, certifications and other statements contained in Section K completed and submitted as part of the offer dated January 24, 2012 and June 6, 2012, are hereby incorporated by reference in this resulting contract.

(End of Clause)

H.10 CONTRACTOR PERSONNEL—IDENTIFICATION, ONSITE REPORTING, AND CHECKOUT PROCEDURES (GSFC 52.204-99) (SEPT 2008)

(a) In accordance with FAR 52.204-9, Personal Identity Verification of Contractor Personnel, the Contractor shall follow Steps 1 through 7 described in Attachment I, Personal Identity Verification (PIV) Card Issuance Procedures, for each contract employee (prime and subcontractor) who will have physical access to a NASA-controlled facility (also referred to as “onsite”). The Contractor must apply for permanent NASA/GSFC PIV cards for those contract employees who will be employed by the Contractor onsite for at least six months. The GSFC Security Division will consider permanent PIV cards for other employees of the Contractor on a case-by-case basis, such as employees that are not resident onsite, but must frequently visit. In the future, upon written notice from the Contracting Officer, the Contractor shall follow Steps 1 through 7 in Attachment 1 for each offsite contract employee (prime and subcontractor) who require remote access to a NASA information system for contract performance.

(b) The Contractor shall notify the GSFC Security Division, Code 240, Attention: PIV Manager, and the Contracting Officer’s Technical Representative (COTR) of the contractor’s designated PIV Requester within 15 calendar days after award of this contract. The NASA maintained PIV system contains work and home location and contact information for personnel that have permanent NASA PIV cards. The Contractor may contact the PIV Manager, Tel 301-286-2306 for assistance regarding the PIV system.

(c) Each contract employee shall provide to the Contractor’s designated PIV Requester the basic identifying information required for a PIV Request to be initiated in the PIV System. The PIV Request must be approved by the PIV Sponsor (COTR or the Contracting Officer). The COTR will resolve any housing or access issues, and review the request for accuracy and completeness. Requests that are approved by the PIV Sponsor will be forwarded to the GSFC Security Division, Code 240, PIV Authorization, Badge enrollment, and Badge issuance.

(d) The Contractor shall submit an annotated PIV Report each month. The GSFC PIV Manager will furnish a PIV print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report monthly to correct and update the information as follows:

- (1) Draw a line through the names of employees who are no longer employed by the contractor or that no longer work onsite under the contract, and;
- (2) Make handwritten changes to any other incorrect data.

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SPECIAL CONTRACT REQUIREMENTS**

The annotated PIV Report shall be separately submitted to the GSFC Security Division, Code 240, Attention: PIV Manager, and to the COTR by the 10th calendar day of the month.

For the final PIV Report under the contract, the GSFC PIV Manager will furnish a PIV print-out to the Contractor no later than two weeks prior to the end of the contract. The Contractor shall submit its annotated final PIV Report no later than 3 days prior to the end of the contract.

If this is a follow-on contract, at the end of the phase-in period (if any)/start of the basic contract period, the GSFC Security Division will provide the Contractor a copy of the final PIV Report from the previous contract. The Contractor shall review the list and redline it as necessary to reflect its employees requiring PIV cards. The redlined list shall be provided to the GSFC Security Division within 30 days after the start of the contract.

(e) The Contractor shall ensure that all personnel who have NASA/GSFC issued PIV cards, keys or other property who leave its employment or that no longer work onsite, process out through the GSFC Security Division, Code 240. Employees must return all GSFC issued identification and any Government property no later than the last day of their employment or the last day they work onsite under this contract. The Contractor shall establish appropriate procedures and controls to ensure this is accomplished. Failure to comply may result in the exercise of Government rights to limit and control access to Government premises, including denial of access and invalidation of NASA issued PIV cards and identification.

(End of clause)

H.11 GOVERNMENT PREMISES—PHYSICAL ACCESS AND COMPLIANCE WITH PROCEDURES (GSFC 52.211-95) (FEB 2012)

(a)(1) The Contractor must apply for permanent NASA/GSFC Personal Identity Verification (PIV) cards (badges) for those employees that will be employed by the Contractor and subcontractors and that will be resident for at least six months at GSFC or at locations controlled by GSFC, such as GSFC leased space. Other personnel may be issued a temporary badge. All personnel must conspicuously display the GSFC PIV card at, or above, the waistline. Refer to GSFC clause 52.204-99, “Contractor Personnel—Identification, Onsite Reporting, and Checkout Procedures” for permanent PIV card issuance procedures.

(2) Visits by foreign nationals are restricted and must be necessary for the performance of the contract and concurred with by the Contracting Officer or by the Contracting Officer’s Technical Representative. Approval of such visits must be approved in advance in accordance with GPR 1600.1.

(3) Access to the GSFC may be changed or adjusted in response to threat conditions or special situations.

(b) While on Government premises, the Contractor shall comply with requirements governing the conduct of personnel and the operation of the facility. These requirements are set forth in NASA-wide or installation directives, procedures, handbooks and announcements. The following cover many of the requirements:

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- (1) Harassment and Discrimination Announcements
<http://eeo.gsfc.nasa.gov/policy.html>
- (2) GSFC Workplace Violence Announcement
https://gs279gdmsias.gsfc.nasa.gov/srv/GDMSNEWDatabaseObject?document_id=21144
- (3) GPR 1600.1, GSFC Security Requirements
- (4) GPR 1700.1, Occupational Safety Program at GSFC
- (5) GPR 1700.2, Chemical Hygiene Plan
- (6) GPR 1700.8 GSFC Hazard Communication Program
- (7) GPR 1800.1, GSFC Smoking and Other Tobacco Use Requirements
- (8) GPR 1800.6, Occupational Health, Medicine and Employee Assistance Programs
- (9) GPR 1860.1, Ionizing Radiation Protection
- (10) GPR 1860.2, Laser Radiation Protection
- (11) GPR 1860.3, Radio Frequency Radiation Protection
- (12) GPR 1860.4, Ultraviolet and High Intensity Light Radiation Protection
- (13) GPR 2570.1, Spectrum Management and Radio Frequency (RF) Equipment Licensing
- (14) GPD 8500.1, Environmental Policy and Program Management
- (15) GPR 8710.2, GSFC Emergency Management Program Plan
- (16) GPR 8710.7, Cryogenic Safety
- (17) GPR 8710.8, GSFC Safety Program Management
- (18) GPD 8715.1, GSFC Safety Policy
- (19) GPR 8715.1, Processing of NASA Safety Reporting System (NSRS) Incident Reports

Copies of the current issuances may be obtained at <http://gdms.gsfc.nasa.gov> or from the Contracting Officer. The above list may be modified by the Contracting Officer to include additional issuances pertaining to the conduct of personnel and the operation of the facility.

(c) The Contractor may not use official Government mail (indicia or "eagle" mail). Contractors found in violation could be liable for a fine of \$300 per piece of indicia mail used. However, the Contractor is allowed to use internal GSFC mail to the extent necessary for purposes of the contract.

(End of clause)

**H.12 SMALL BUSINESS SUBCONTRACTING PLAN AND REPORTS (GSFC 52.219-90)
(JUL 2006)**

a. Subcontracting Plan (Contractor)

FAR clause 52.219-9, "Small Business Subcontracting Plan" is included in this contract. The agreed to Subcontracting Plan required by the clause is included as an attachment to the contract.

b. Subcontracting Plan (Subcontractors)

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In accordance with FAR clause 52.219-9, the Contractor must require that certain subcontractors adopt a plan similar to the Plan agreed to between the Contractor and the Government.

c. Individual Subcontract Reports (ISRs)

The Contractor shall prepare and submit their Individual Subcontract Reports (ISRs) (formerly known as the Standard Form 294), in accordance with the instructions listed in the Electronic Subcontract Reporting System (eSRS), available at <http://esrs.gov>.

ISRs must be submitted electronically in eSRS on a semi-annual basis. This report must be received no later than April 30 and October 30 each year for the reporting periods ending March 31 and September 30, respectively. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the last reporting period.

A final Individual Subcontract Report (ISR) must be submitted after contract completion. The final ISR submittal must be received no later than the due date for what would have been the next semi-annual report.

d. Summary Subcontract Reports (SSRs)

The Contractor shall prepare and submit Summary Subcontract Reports (SSRs)(formerly known as the Standard Form 295), in accordance with the instructions listed in the Electronic Subcontract Reporting System (eSRS), available at <http://esrs.gov> and in accordance with NASA FAR Supplement clause 1852.219-75, "Small Business Subcontracting Reporting" of this contract.

The SSRs must be submitted electronically in eSRS on a semi-annual basis no later than April 30 and October 30 each year for the reporting periods ending March 31 and September 30, respectively.

e. Subcontractor Reporting

FAR Clause 52.219-9 and NASA FAR Supplement clause 1852.219-75 require that the Contractor ensure that ISR and SSR reports are submitted by those subcontractors that have been required to adopt a Subcontracting Plan under the terms of the clause. These subcontractor reports must be submitted as required by paragraphs (c) and (d) above. The reports may be submitted through the Contractor or submitted directly. Regardless, the Contractor is responsible for ensuring proper and timely submittal of the required reports.

(End of clause)

H.13 RESERVED

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**H.14 SAFETY AND HEALTH -- ADDITIONAL REQUIREMENTS (GSFC 52.223-91)
(JUN 2012)**

In addition to compliance with all Federal, state, and local laws as required by paragraph (b) of NFS clause 1852.223-70, the Contractor shall comply with the following:

(a) Incident Reporting: The immediate notification and prompt reporting requirement included in paragraph (d) of NFS clause 1852.223-70 shall be to the following based on performance location:

Goddard Space Flight Center Occupational Safety and Health Division, Code 350, Telephone 301-356-3224 and to the Contracting Officer (CO). This verbal notification should be confirmed in writing via E-Mail to the CO and Jimmy.R.McLaughlin@nasa.gov and entered into IRIS within 24 hours.

Field Code Changed

OR

Wallops Flight Facility Safety and Mission Assurance Branch, Code 803.2, Telephone 757-824-2463 and to the Contracting Officer (CO). This verbal notification should be confirmed in writing via E-Mail to the CO and Olive.V.Finney@nasa.gov and entered into IRIS within 24 hours.

OR

NASA Headquarters Safety and Occupational Health, Dept HQ:LM032, Telephone 202-358-0854 and to the Contracting Officer (CO). This verbal notification should be confirmed in writing via E-Mail to the CO and christopher.a.craig@nasa.gov and entered into IRIS within 24 hours.

This notification is also required for any unsafe or environmentally hazardous condition associated with Government-owned property that is provided or made available for the performance of the contract.

(b) Submit a monthly safety and health report using NASA Incident Reporting Information System (IRIS). Specify incidents (mishaps and close calls), total number of employees working on this contract, and man-hours worked/month. Access to IRIS must be requested through the NASA Access Management System (NAMS) at <https://idmax.nasa.gov>. Until access is approved, use the [Monthly Safety & Health Report Template](http://safety1st.gsfc.nasa.gov) available at <http://safety1st.gsfc.nasa.gov> under Contractor Safety and e-mail the completed form to: Hernan.Castellanos@nasa.gov for GSFC, Greenbelt, MD; Olive.V.Finney@nasa.gov for WFF, Wallops Island, VA; or christopher.a.craig@nasa.gov for NASA Headquarters, Washington, DC.

(End of clause)

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H.15 REPORT OF NASA-GSFC VEHICLES (GSFC 52.251-90) (JUL 2006)

The Contractor shall prepare a monthly report using GSFC Form 26-5 "Report of NASA/GSFC Vehicles" for each general purpose motor vehicle that is assigned and provided to the Contractor under the terms of this contract. "Assigned" means provided to the Contractor for a period of 30 or more consecutive days.

The report shall be submitted to the Logistics and Transportation Management Branch, Code 274, with a copy to the Contracting Officer. The report(s) are due no later than the 15th day of the month following the reporting month.

(End of clause)

H.16 CLAUSES INCORPORATED BY REFERENCE -- SECTION H

Clause(s) H.1 through H.4 at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(End of text)

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CONTRACT CLAUSES**

I.1	52.202-1	DEFINITIONS (JAN 2012)
I.2	52.203-3	GRATUITIES (APR 1984)
I.3	52.203-5	COVENANT AGAINST CONTINGENT FEES (APR 1984)
I.4	52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
I.5	52.203-7	ANTI-KICKBACK PROCEDURES (OCT 2010)
I.6	52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
I.7	52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
I.8	52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (OCT 2010)
I.9	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (APR 2010)
I.10	52.203-14	DISPLAY OF HOTLINE POSTER(S) (DEC 2007) Inspector General Hotline Posters may be obtained from NASA Office of Inspector General, Code W, Washington, DC 20546-0001; and the website for obtaining the poster is www.nasa.gov/office/oig/hq
I.11	52.203-16	PREVENTING PERSONAL CONFLICTS OF INTEREST (DEC 2011)
I.12	52.204-2	SECURITY REQUIREMENTS (AUG 1996)
I.13	52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (MAY 2011)
I.14	52.204-7	CENTRAL CONTRACTOR REGISTRATION (FEB 2012)
I.15	52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
I.16	52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (FEB 2012)
I.17	52.208-9	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY OR SERVICES (OCT 2008)
I.18	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (DEC 2010)
I.19	52.209-10	PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS (MAY 2012)
I.20	52.210-1	MARKET RESEARCH (APR 2011)
I.21	52.211-5	MATERIAL REQUIREMENTS (AUG 2000)
I.22	52.215-2	AUDIT AND RECORDS—NEGOTIATIONS (OCT 2010)
I.23	52.215-8	ORDER OF PRECEDENCE—UNIFORM CONTRACT FORMAT (OCT 1997)
I.24	52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA — MODIFICATIONS (AUG 2011)
I.25	52.215-13	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA—MODIFICATIONS (OCT 2010)
I.26	52.215-14	INTEGRITY OF UNIT PRICES (OCT 2010)
I.27	52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS (OCT 2010)

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I.28	52.215-18	REVERSION OR ADJUSTMENTS OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (JUL 2005)
I.29	52.215-19	NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)
I.30	52.215-21	REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA – MODIFICATIONS (OCT 2010)
I.31	52.215-23	LIMITATION ON PASS-THROUGH CHARGES (OCT 2009)
I.32	52.216-7	ALLOWABLE COST AND PAYMENT (JUN 2011) -- on the 30th
I.33	52.216-8	FIXED FEE (JUN 2011)
I.34	52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS (JAN 2011)
I.35	52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2011) – ALTERNATE II (OCT 2001)
I.36	52.219-16	LIQUIDATED DAMAGES--SMALL BUSINESS SUBCONTRACTING PLAN (JAN 1999)
I.37	52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (APR 2012)
I.38	52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)
I.39	52.222-3	CONVICT LABOR (JUN 2003)
I.40	52.222-19	CHILD LABOR—COOPERATION WITH AUTHORITIES AND REMEDIES (MAR 2012)
I.41	52.222-20	WALSH-HEALEY PUBLIC CONTRACTS ACT (OCT 2010)
I.42	52.222-21	PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
I.43	52.222-26	EQUAL OPPORTUNITY (MAR 2007)
I.44	52.222-35	EQUAL OPPORTUNITY FOR VETERANS (SEP 2010)
I.45	52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (OCT 2010)
I.46	52.222-37	EMPLOYMENT REPORTS VETERANS (SEP 2010)
I.47	52.222-41	SERVICE CONTRACT ACT OF 1965 (NOV 2007)
I.48	52.222-50	COMBATING TRAFFICKING IN PERSONS (FEB 2009)
I.49	52.222-54	EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)
I.50	52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (MAY 2011) ALTERNATE I (MAY 2011) and ALTERNATE II (MAY 2011)
I.51	52.223-6	DRUG FREE WORK PLACE (MAY 2001)
I.52	52.223-10	WASTE REDUCTION PROGRAM (MAY 2011)
I.53	52.223-12	REFRIGERATION EQUIPMENT AND AIR CONDITIONERS (MAY 1995)
I.54	52.223-15	ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS (DEC 2007)
I.55	52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
I.56	52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
I.57	52.225-1	BUY AMERICAN ACT – SUPPLIES (FEB 2009)
I.58	52.225-8	DUTY-FREE ENTRY (OCT 2010)
I.59	52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
I.60	52.227-1	AUTHORIZATION AND CONSENT (DEC 2007)
I.61	52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT (DEC 2007)

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I.62	52.227-3	PATENT INDEMNITY (APR 1984)
I.63	52.227-11	PATENT RIGHTS - OWNERSHIP BY THE CONTRACTOR (DEC 2007) -- as modified by NFS 1852.227-11
I.64	52.227-17	RIGHTS IN DATA - SPECIAL WORKS (DEC 2007) -- as modified by NFS 1852.227-17
I.65	52.228-7	INSURANCE - LIABILITY TO THIRD PERSONS (MAR 1996)
I.66	52.229-3	FEDERAL, STATE, AND LOCAL TAXES (APR 2003)
I.67	52.230-2	COST ACCOUNTING STANDARDS (MAY 2012)
I.68	52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES (MAY 2012)
I.69	52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS (JUN 2010)
I.70	52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS (APR 1984)
I.71	52.232-17	INTEREST (OCT 2010)
I.72	52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984) – GFY13
I.73	52.232-22	LIMITATION OF FUNDS (APR 1984)
I.74	52.232-23	ASSIGNMENT OF CLAIMS (JAN 1986)
I.75	52.232-25	PROMPT PAYMENT (OCT 2008) -- ALTERNATE I (FEB 2002)
I.76	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION (OCT 2003)
I.77	52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
I.78	52.233-1	DISPUTES (JULY 2002) -- ALTERNATE I (DEC 1991)
I.79	52.233-3	PROTEST AFTER AWARD (AUG 1996)--ALTERNATE I (JUN 1985)
I.80	52.235-18	AVAILABILITY OF FUNDS (APR 1984)
I.81	52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
I.82	52.237-3	CONTINUITY OF SERVICES (JAN 1991)
I.83	52.242-1	NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)
I.84	52.242-3	PENALTIES FOR UNALLOWABLE COSTS (MAY 2001)
I.85	52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)
I.86	52.242-13	BANKRUPTCY (JUL 1995)
I.87	52.243-2	CHANGES--COST-REIMBURSEMENT (AUG 1987) -- ALTERNATE II (APR 1984)
I.88	52.244-2	SUBCONTRACTS (OCT 2010) (d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer’s written consent before placing the following subcontracts: NISH/ServiceSource, Mailroom Services; Leases: Warehouse, St. John Properties; Office/Warehouse, Vertex Non-Profit Holding, Inc; Office, Diversified Realty Ventures; and Professional and Consultant costs as defined in FAR 31.205-33 and (j) None
I.89	52.244-5	COMPETITION IN SUBCONTRACTING (DEC 1996)
I.90	52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2010)
I.91	52.245-1	GOVERNMENT PROPERTY (APR 2012)
I.92	52.245-9	USE AND CHARGES (APR 2012)
I.93	52.246-25	LIMITATION OF LIABILITY -- SERVICES (FEB 1997)
I.94	52.247-1	COMMERCIAL BILL OF LADING NOTATIONS (FEB 2006)

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I.95	52.247-68	REPORT OF SHIPMENT (REPSHIP) (FEB 2006)
I.96	52.249-6	TERMINATION (COST-REIMBURSEMENT) (SEP 1996)
I.97	52.249-14	EXCUSABLE DELAYS (APR 1984)
I.98	52.251-1	GOVERNMENT SUPPLY SOURCES (APR 2012)
I.99	52.251-2	INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (JAN 1991)
I.100	52.253-1	COMPUTER GENERATED FORMS (JAN 1991)
I.101	1852.216-89	ASSIGNMENT AND RELEASE FORMS (JUL 1997)
I.102	1852.219-74	USE OF RURAL AREA SMALL BUSINESSES (SEP 1990)
I.103	1852.219-75	SMALL BUSINESS SUBCONTRACTING REPORTING (MAY 1999)
I.104	1852.219-77	NASA MENTOR PROTÉGÉ PROGRAM (MAY 2009)
I.105	1852.219-79	MENTOR REQUIREMENTS AND EVALUATION (MAY 2009)
I.106	1852.227-70	NEW TECHNOLOGY (MAY 2002)
I.107	1852.228-75	MINIMUM INSURANCE COVERAGE (OCT 1988)
I.108	1852.237-70	EMERGENCY EVACUATION PROCEDURES (JAN 1997)
I.109	1852.243-71	SHARED SAVINGS (MAR 1997)

(End of By Reference Section)

I.110 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

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

NASA FAR Supplement (NFS) clauses:

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

I.111 AUTHORIZED DEVIATIONS IN CLAUSES (52.252-6) (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any NASA FAR Supplement Regulation (48 CFR Chapter 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

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I.112 APPROVAL OF CONTRACT (52.204-1) (DEC 1989)

This contract is subject to the written approval of the Procurement Officer and shall not be binding until so approved.

(End of clause)

**I.113 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING
RESPONSIBILITY MATTERS (52.209-9) (FEB 2012)**

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database at <http://www.ccr.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

FAPIIS consists of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for—

(i) Past performance reviews required by subpart 42.15;

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

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(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

I.114 OPTION TO EXTEND SERVICES (52.217-8) (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days before the contract expires.

(End of clause)

I.115 OPTION TO EXTEND THE TERM OF THE CONTRACT (52.217-9) (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

I.116 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (52.219-4) (JAN 2011)

(a) *Definitions.* See 13 CFR 125.6(e) for definitions of terms used in paragraph (d).

(b) *Evaluation preference.* (1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except—

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference; and

(ii) Otherwise successful offers from small business concerns.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base

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offer. These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(4) When the two highest rated offerors are a HUBZone small business concern and a large business, and the evaluated offer of the HUBZone small business concern is equal to the evaluated offer of the large business after considering the price evaluation preference, award will be made to the HUBZone small business concern.

(c) *Waiver of evaluation preference.* A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraphs (d) and (e) of this clause do not apply if the offeror has waived the evaluation preference.

Offeror elects to waive the evaluation preference.

(d) *Agreement.* A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for—

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) *General construction.* (i) At least 15 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns; or

(4) *Construction by special trade contractors.* (i) At least 25 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns.

(e) A HUBZone joint venture agrees that the aggregate of the HUBZone small business concerns to the joint venture, not each concern separately, will perform the applicable percentage of work requirements.

(f)(1) When the total value of the contract exceeds \$25,000, a HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business concern manufacturers.

(2) When the total value of the contract is equal to or less than \$25,000, a HUBZone small business concern nonmanufacturer may provide end items manufactured by other than a HUBZone small

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business concern manufacturer provided the end items are produced or manufactured in the United States.

(3) Paragraphs (f)(1) and (f)(2) of this section do not apply in connection with construction or service contracts.

(g) *Notice.* The HUBZone small business offeror acknowledges that a prospective HUBZone awardee must be a HUBZone small business concern at the time of award of this contract. The HUBZone offeror shall provide the Contracting Officer a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If the apparently successful HUBZone offeror is not a HUBZone small business concern at the time of award of this contract, the Contracting Officer will proceed to award to the next otherwise successful HUBZone small business concern or other offeror.

(End of clause)

**I.117 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42)
(MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C. 5341](#) or [5332](#).

*This Statement is for Information Only:
It is not a Wage Determination*

EMPLOYEE CLASS	MONETARY WAGE-FRINGE BENEFITS	
LABOR CATEGORIES	HOURLY RATES*	GRADE/STEP
General Schedule (GS) Positions		
Acquisition Specialist I	\$20.22	GS-7/1
Acquisition Specialist II	\$24.74	GS-9/1
Administrative Support Clerk	\$14.59	GS-4/1
Audiovisual Technician	\$16.33	GS-5/1
Cataloger	\$20.22	GS-7/1
Computer Programmer II	\$20.22	GS-7/1
Computer Systems Analyst II	\$29.93	GS-11/1
Computer Systems Analyst III	\$35.88	GS-12/1
Data Entry Clerk	\$14.59	GS-4/1

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LABOR CATEGORIES	HOURLY RATES*	GRADE/STEP
General Schedule (GS) Positions		
Dispatcher, Motor Vehicle	\$16.33	GS-5/1
Disposal Clerk II	\$16.33	GS-5/1
Equipment Specialist	\$16.33	GS-5/1
Expediter	\$18.20	GS-6/1
General Clerk III	\$14.59	GS-4/1
Graphics Designer III	\$24.74	GS-9/1
Graphics Designer IV	\$29.93	GS-11/1
Logistics Analyst	\$24.74	GS-9/1
Logistics Systems Analyst	\$29.93	GS-11/1
Mail Clerk III	\$13.00	GS-3/1
Material Coordinator	\$20.22	GS-7/1
Move Coordinator	\$20.22	GS-7/1
Photographer IV	\$29.93	GS-11/1
Property Disposal Specialist	\$16.33	GS-5/1
Property Management Specialist	\$16.33	GS-5/1
Records Specialist	\$20.22	GS-7/1
Secretary II	\$16.33	GS-5/1
Supply Clerk I	\$14.59	GS-4/1
Supply Clerk II	\$15.57	GS-4/3
Supply Clerk III	\$16.33	GS-5/1
Supply Clerk, Lead	\$18.20	GS-6/1
Supply Technician I	\$20.22	GS-7/1
Technical Editor	\$29.93	GS-11/1
Traffic Management Specialist III	\$29.93	GS-11/1
Traffic Management Specialist IV	\$35.88	GS-12/1
Transportation Clerk	\$16.33	GS-5/1
Wage Grade (WG) Positions		
Bus Driver	\$22.04	WG-7/2
Packer/Crater	\$23.61	WG-8/2

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LABOR CATEGORIES	HOURLY RATES*	GRADE/STEP
General Schedule (GS) Positions		
Tractor Trailer Driver	\$23.61	WG-8/2
Utility Driver	\$20.30	WG-6/2
Receiving Clerk	\$20.30	WG-6/2
Receiving Inspector	\$23.61	WG-8/2
Vehicle/Equipment Mechanic	\$26.40	WG-10/2
Warehouseman	\$18.58	WG-5/2
Warehouseman, Lead	\$19.35	WG-5/3

The monetary wages (hourly rates) are computed in accordance with FAR 22.1016(b).

* Fringes are as follows:

1. Holidays: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and Inauguration Day (when applicable).
2. Annual Leave: Two hours of annual leave each week for an employee with less than three years service; three hours of annual leave each week for an employee with three but less than fifteen years of service; and four hours of annual leave each week for an employee with fifteen or more years of service.
3. Sick Leave: Two hours of sick leave each week for all employees.
4. Life insurance, health insurance, workers' compensation, and Federal Insurance Compensation Act (for temporary employees) at 7 percent of basic hourly rate.
5. Retirement: 7.0 percent of basic hourly rates for employees hired through December 31, 1985. Retirement at 0.8 percent for employees hired on January 1, 1986, or after.
6. Medicare: 1.45 percent of basic hourly rates for all employees.
7. Social Security: 4.2 percent of basic hourly rates for employees hired on or after January 1, 1986, up to a maximum gross annual salary of \$106,800.

(End of clause)

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**I.118 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR
RELATIONS ACT (52.222-40) (JAN 2011)**

(a) During the term of this contract, the Contractor shall post an employee notice, of such size and in such form, and containing such content as prescribed by the Secretary of Labor, in conspicuous places in and about its plants and offices where employees covered by the National Labor Relations Act engage in activities relating to the performance of the contract, including all places where notices to employees are customarily posted both physically and electronically, in the languages employees speak, in accordance with 29 CFR 471.2 (d) and (f).

(1) Physical posting of the employee notice shall be in conspicuous places in and about the Contractor's plants and offices so that the notice is prominent and readily seen by employees who are covered by the National Labor Relations Act and engage in activities related to the performance of the contract.

(2) If the Contractor customarily posts notices to employees electronically, then the Contractor shall also post the required notice electronically by displaying prominently, on any website that is maintained by the Contractor and is customarily used for notices to employees about terms and conditions of employment, a link to the Department of Labor's website that contains the full text of the poster. The link to the Department's website, as referenced in (b)(3) of this section, must read, "Important Notice about Employee Rights to Organize and Bargain Collectively with Their Employers."

(b) This required employee notice, printed by the Department of Labor, may be—

(1) Obtained from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW., Room N-5609, Washington, DC 20210, (202) 693-0123, or from any field office of the Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Provided by the Federal contracting agency if requested;

(3) Downloaded from the Office of Labor-Management Standards website at www.dol.gov/olms/regs/compliance/EO13496.htm; or

(4) Reproduced and used as exact duplicate copies of the Department of Labor's official poster.

(c) The required text of the employee notice referred to in this clause is located at Appendix A, Subpart A, 29 CFR Part 471.

(d) The Contractor shall comply with all provisions of the employee notice and related rules, regulations, and orders of the Secretary of Labor.

(e) In the event that the Contractor does not comply with the requirements set forth in paragraphs (a) through (d) of this clause, this contract may be terminated or suspended in whole or in part, and the Contractor may be suspended or debarred in accordance with 29 CFR 471.14 and subpart 9.4. Such other sanctions or remedies may be imposed as are provided by 29 CFR part 471, which implements Executive Order 13496 or as otherwise provided by law.

(f) *Subcontracts.* (1) The Contractor shall include the substance of this clause, including this paragraph (f), in every subcontract that exceeds \$10,000 and will be performed wholly or partially in the United States, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 3 of Executive Order 13496 of January 30, 2009, so that such provisions will be binding upon each subcontractor.

(2) The Contractor shall not procure supplies or services in a way designed to avoid the applicability of Executive Order 13496 or this clause.

(3) The Contractor shall take such action with respect to any such subcontract as may be directed by the Secretary of Labor as a means of enforcing such provisions, including the imposition of sanctions for noncompliance.

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(4) However, if the Contractor becomes involved in litigation with a subcontractor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of clause)

**I.119 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA
(52.223-3) (JAN 1997) ALTERNATE I (JULY 1995)**

- (a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).
- (b) The Offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material

Identification No.

See Attachment Q – Hazardous Materials List, Inventory Detail Report

- (c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.
- (d) The apparently successful Offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful Offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful Offeror being considered nonresponsible and ineligible for award.
- (e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.
- (f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.
- (g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.
- (h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:
- (1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to-
- (i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;
- (ii) Obtain medical treatment for those affected by the material; and
- (iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

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(2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(End of clause)

I.120 NOTICE OF RADIOACTIVE MATERIALS (52.223-7) (JAN 1997)

(a) The Contractor shall notify the Contracting Officer or designee, in writing, **3 days** prior to the delivery of, or prior to completion of any servicing required by this contract of, items containing either (1) radioactive material requiring specific licensing under the regulations issued pursuant to the Atomic Energy Act of 1954, as amended, as set forth in Title 10 of the *Code of Federal Regulations*, in effect on the date of this contract, or (2) other radioactive material not requiring specific licensing in which the specific activity is greater than 0.002 microcuries per gram or the activity per item equals or exceeds 0.01 microcuries. Such notice shall specify the part or parts of the items which contain radioactive materials, a description of the materials, the name and activity of the isotope, the manufacturer of the materials, and any other information known to the Contractor which will put users of the items on notice as to the hazards involved (OMB No. 9000-0107).

* The Contracting Officer shall insert the number of days required in advance of delivery of the item or completion of the servicing to assure that required licenses are obtained and appropriate personnel are notified to institute any necessary safety and health precautions. See FAR 23.601(d).

(b) If there has been no change affecting the quantity of activity, or the characteristics and composition of the radioactive material from deliveries under this contract or prior contracts, the Contractor may request that the Contracting Officer or designee waive the notice requirement in paragraph (a) of this clause. Any such request shall-

(1) Be submitted in writing;

(2) State that the quantity of activity, characteristics, and composition of the radioactive material have not changed; and

(3) Cite the contract number on which the prior notification was submitted and the contracting office to which it was submitted.

(c) All items, parts, or subassemblies which contain radioactive materials in which the specific activity is greater than 0.002 microcuries per gram or activity per item equals or exceeds 0.01 microcuries, and all containers in which such items, parts or subassemblies are delivered to the

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Government shall be clearly marked and labeled as required by the latest revision of MIL-STD 129 in effect on the date of the contract.

(d) This clause, including this paragraph (d), shall be inserted in all subcontracts for radioactive materials meeting the criteria in paragraph (a) of this clause.

(End of clause)

I.121 OZONE-DEPLETING SUBSTANCES (52.223-11) (MAY 2001)

(a) *Definition.* "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as—

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

(2) Class II, including, but not limited to, hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by [42 U.S.C. 7671j](#) (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

WARNING

Contains (or manufactured with, if applicable) *_____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

* The Contractor shall insert the name of the substance(s).

(End of clause)

I.122 RIGHTS IN DATA-GENERAL (52.227-14) (DEC 2007) -- as modified by NASA FAR Supplement 1852.227-14—ALTERNATE II (DEC 2007) AND ALTERNATE III (DEC 2007)

(a) *Definitions.* As used in this clause-

"Computer database" or "database means" a collection of recorded information in a form capable of, and for the purpose of, being stored in, processed, and operated on by a computer. The term does not include computer software.

"Computer software"-

(1) Means

(i) Computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and

(ii) Recorded information comprising source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.

(2) Does not include computer databases or computer software documentation.

"Computer software documentation" means owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.

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"Data" means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

"Form, fit, and function data" means data relating to items, components, or processes that are sufficient to enable physical and functional interchangeability, and data identifying source, size, configuration, mating and attachment characteristics, functional characteristics, and performance requirements. For computer software it means data identifying source, functional characteristics, and performance requirements but specifically excludes the source code, algorithms, processes, formulas, and flow charts of the software.

"Limited rights" means the rights of the Government in limited rights data as set forth in the Limited Rights Notice of paragraph (g)(3) if included in this clause.

"Limited rights data" means data, other than computer software, that embody trade secrets or are commercial or financial and confidential or privileged, to the extent that such data pertain to items, components, or processes developed at private expense, including minor modifications.

"Restricted computer software" means computer software developed at private expense and that is a trade secret, is commercial or financial and confidential or privileged, or is copyrighted computer software, including minor modifications of the computer software.

"Restricted rights," as used in this clause, means the rights of the Government in restricted computer software, as set forth in a Restricted Rights Notice of paragraph (g) if included in this clause, or as otherwise may be provided in a collateral agreement incorporated in and made part of this contract, including minor modifications of such computer software.

"Technical data" means recorded information (regardless of the form or method of the recording) of a scientific or technical nature (including computer databases and computer software documentation). This term does not include computer software or financial, administrative, cost or pricing, or management data or other information incidental to contract administration. The term includes recorded information of a scientific or technical nature that is included in computer databases (See [41 U.S.C. 403\(8\)](#)).

"Unlimited rights" means the rights of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.

(b) Allocation of rights.

(1) Except as provided in paragraph (c) of this clause, the Government shall have unlimited rights in-

- (i) Data first produced in the performance of this contract;
- (ii) Form, fit, and function data delivered under this contract;
- (iii) Data delivered under this contract (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation, or routine maintenance and repair of items, components, or processes delivered or furnished for use under this contract; and
- (iv) All other data delivered under this contract unless provided otherwise for limited rights data or restricted computer software in accordance with paragraph (g) of this clause.

(2) The Contractor shall have the right to-

- (i) Assert copyright in data first produced in the performance of this contract to the extent provided in paragraph (c)(1) of this clause;

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(ii) Use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of this contract, unless provided otherwise in paragraph (d) of this clause;

(iii) Substantiate the use of, add, or correct limited rights, restricted rights, or copyright notices and to take other appropriate action, in accordance with paragraphs (e) and (f) of this clause; and

(iv) Protect from unauthorized disclosure and use those data that are limited rights data or restricted computer software to the extent provided in paragraph (g) of this clause.

(c) Copyright-

(1) Data first produced in the performance of this contract.

(i) Unless provided otherwise in paragraph (d) of this clause, the Contractor may, without prior approval of the Contracting Officer, assert copyright in scientific and technical articles based on or containing data first produced in the performance of this contract and published in academic, technical or professional journals, symposia proceedings, or similar works. The prior, express written permission of the Contracting Officer is required to assert copyright in all other data first produced in the performance of this contract.

(ii) When authorized to assert copyright to the data, the Contractor shall affix the applicable copyright notices of [17 U.S.C. 401 or 402](#), and an acknowledgment of Government sponsorship (including contract number).

(iii) For data other than computer software, the Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive, irrevocable, worldwide license in such copyrighted data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly by or on behalf of the Government. For computer software, the Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive, irrevocable, worldwide license in such copyrighted computer software to reproduce, prepare derivative works, and perform publicly and display publicly (but not to distribute copies to the public) by or on behalf of the Government.

(2) *Data not first produced in the performance of this contract.* The Contractor shall not, without the prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract unless the Contractor-

(i) Identifies the data; and

(ii) Grants to the Government, or acquires on its behalf, a license of the same scope as set forth in paragraph (c)(1) of this clause or, if such data are restricted computer software, the Government shall acquire a copyright license as set forth in paragraph (g)(4) of this clause (if included in this contract) or as otherwise provided in a collateral agreement incorporated in or made part of this contract.

(3) *Removal of copyright notices.* The Government will not remove any authorized copyright notices placed on data pursuant to this paragraph (c), and will include such notices on all reproductions of the data.

(d) *Release, publication, and use of data.* The Contractor shall have the right to use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of this contract, except-

(1) As prohibited by Federal law or regulation (*e.g.*, export control or national security laws or regulations);

(2) As expressly set forth in this contract; or

(3) If the Contractor receives or is given access to data necessary for the performance of this contract that contain restrictive markings, the Contractor shall treat the data in accordance with such markings unless specifically authorized otherwise in writing by the Contracting Officer.

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(i) The Contractor agrees not to establish claim to copyright, publish or release to others any computer software first produced in the performance of this contract without the Contracting Officer's prior written permission.

(ii) If the Government desires to obtain copyright in computer software first produced in the performance of this contract and permission has not been granted as set forth in paragraph (d)(3)(i) of this clause, the Contracting Officer may direct the contractor to assert, or authorize the assertion of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(iii) Whenever the word "establish" is used in this clause, with reference to a claim to copyright, it shall be construed to mean "assert".

(e) Unauthorized marking of data.

(1) Notwithstanding any other provisions of this contract concerning inspection or acceptance, if any data delivered under this contract are marked with the notices specified in paragraph (g)(3) or (g) (4) if included in this clause, and use of the notices is not authorized by this clause, or if the data bears any other restrictive or limiting markings not authorized by this contract, the Contracting Officer may at any time either return the data to the Contractor, or cancel or ignore the markings. However, pursuant to [41 U.S.C. 253d](#), the following procedures shall apply prior to canceling or ignoring the markings.

(i) The Contracting Officer will make written inquiry to the Contractor affording the Contractor 60 days from receipt of the inquiry to provide written justification to substantiate the propriety of the markings;

(ii) If the Contractor fails to respond or fails to provide written justification to substantiate the propriety of the markings within the 60-day period (or a longer time approved in writing by the Contracting Officer for good cause shown), the Government shall have the right to cancel or ignore the markings at any time after said period and the data will no longer be made subject to any disclosure prohibitions.

(iii) If the Contractor provides written justification to substantiate the propriety of the markings within the period set in paragraph (e)(1)(i) of this clause, the Contracting Officer will consider such written justification and determine whether or not the markings are to be cancelled or ignored. If the Contracting Officer determines that the markings are authorized, the Contractor will be so notified in writing. If the Contracting Officer determines, with concurrence of the head of the contracting activity, that the markings are not authorized, the Contracting Officer will furnish the Contractor a written determination, which determination will become the final agency decision regarding the appropriateness of the markings unless the Contractor files suit in a court of competent jurisdiction within 90 days of receipt of the Contracting Officer's decision. The Government will continue to abide by the markings under this paragraph (e)(1)(iii) until final resolution of the matter either by the Contracting Officer's determination becoming final (in which instance the Government will thereafter have the right to cancel or ignore the markings at any time and the data will no longer be made subject to any disclosure prohibitions), or by final disposition of the matter by court decision if suit is filed.

(2) The time limits in the procedures set forth in paragraph (e)(1) of this clause may be modified in accordance with agency regulations implementing the Freedom of Information Act ([5 U.S.C. 552](#)) if necessary to respond to a request thereunder.

(3) Except to the extent the Government's action occurs as the result of final disposition of the matter by a court of competent jurisdiction, the Contractor is not precluded by paragraph (e) of the clause from bringing a claim, in accordance with the Disputes clause of this contract, that may arise as the result of the Government removing or ignoring authorized markings on data delivered under this contract.

(f) Omitted or incorrect markings.

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(1) Data delivered to the Government without any restrictive markings shall be deemed to have been furnished with unlimited rights. The Government is not liable for the disclosure, use, or reproduction of such data.

(2) If the unmarked data has not been disclosed without restriction outside the Government, the Contractor may request, within 6 months (or a longer time approved by the Contracting Officer in writing for good cause shown) after delivery of the data, permission to have authorized notices placed on the data at the Contractor's expense. The Contracting Officer may agree to do so if the Contractor-

- (i) Identifies the data to which the omitted notice is to be applied;
- (ii) Demonstrates that the omission of the notice was inadvertent;
- (iii) Establishes that the proposed notice is authorized; and
- (iv) Acknowledges that the Government has no liability for the disclosure, use, or reproduction of any data made prior to the addition of the notice or resulting from the omission of the notice.

(3) If data has been marked with an incorrect notice, the Contracting Officer may-

- (i) Permit correction of the notice at the Contractor's expense if the Contractor identifies the data and demonstrates that the correct notice is authorized; or
- (ii) Correct any incorrect notices.

(g) Protection of limited rights data and restricted computer software.

(1) The Contractor may withhold from delivery qualifying limited rights data or restricted computer software that are not data identified in paragraphs (b)(1)(i), (ii), and (iii) of this clause. As a condition to this withholding, the Contractor shall-

- (i) Identify the data being withheld; and
- (ii) Furnish form, fit, and function data instead.

(2) Limited rights data that are formatted as a computer database for delivery to the Government shall be treated as limited rights data and not restricted computer software.

(3) Notwithstanding paragraph (g)(1) of this clause, the contract may identify and specify the delivery of limited rights data, or the Contracting Officer may require by written request the delivery of limited rights data that has been withheld or would otherwise be entitled to be withheld. If delivery of that data is required, the Contractor shall affix the following "Limited Rights Notice" to the data and the Government will treat the data, subject to the provisions of paragraphs (e) and (f) of this clause, in accordance with the notice:

Limited Rights Notice (Dec 2007)

(a) These data are submitted with limited rights under Government Contract No. _____ (and subcontract _____, if appropriate). These data may be reproduced and used by the Government with the express limitation that they will not, without written permission of the Contractor, be used for purposes of manufacture nor disclosed outside the Government; except that the Government may disclose these data outside the Government for the following purposes, if any; provided that the Government makes such disclosure subject to prohibition against further use and disclosure:

- (i) Use (except for manufacture) by support service contractors.
- (ii) Evaluation by nongovernment evaluators.
- (iii) Use (except for manufacture) by other contractors participating in the Government's program of which the specific contract is a part.
- (iv) Emergency repair or overhaul work.

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(v) Release to a foreign government, or its instrumentalities, if required to serve the interests of the U.S. Government, for information or evaluation, or for emergency repair or overhaul work by the foreign government.

(vi) or any other legitimate government use

(b) This notice shall be marked on any reproduction of these data, in whole or in part.

(End of notice)

(4)(i) Notwithstanding paragraph (g)(1) of this clause, the contract may identify and specify the delivery of restricted computer software, or the Contracting Officer may require by written request the delivery of restricted computer software that has been withheld or would otherwise be entitled to be withheld. If delivery of that computer software is required, the Contractor shall affix the following "Restricted Rights Notice" to the computer software and the Government will treat the computer software, subject to paragraphs (e) and (f) of this clause, in accordance with the notice:

Restricted Rights Notice (Dec 2007)

(a) This computer software is submitted with restricted rights under Government Contract No. _____ (and subcontract _____, if appropriate). It may not be used, reproduced, or disclosed by the Government except as provided in paragraph (b) of this notice or as otherwise expressly stated in the contract.

(b) This computer software may be-

(1) Used or copied for use with the computer(s) for which it was acquired, including use at any Government installation to which the computer(s) may be transferred;

(2) Used or copied for use with a backup computer if any computer for which it was acquired is inoperative;

(3) Reproduced for safekeeping (archives) or backup purposes;

(4) Modified, adapted, or combined with other computer software, *provided* that the modified, adapted, or combined portions of the derivative software incorporating any of the delivered, restricted computer software shall be subject to the same restricted rights;

(5) Disclosed to and reproduced for use by support service Contractors or their subcontractors in accordance with paragraphs (b)(1) through (4) of this notice; and

(6) Used or copied for use with a replacement computer and other legitimate government use.

(c) Notwithstanding the foregoing, if this computer software is copyrighted computer software, it is licensed to the Government with the minimum rights set forth in paragraph (b) of this notice.

(d) Any other rights or limitations regarding the use, duplication, or disclosure of this computer software are to be expressly stated in, or incorporated in, the contract.

(e) This notice shall be marked on any reproduction of this computer software, in whole or in part.

(End of notice)

(ii) Where it is impractical to include the Restricted Rights Notice on restricted computer software, the following short-form notice may be used instead:

Restricted Rights Notice Short Form (Jun 1987)

Use, reproduction, or disclosure is subject to restrictions set forth in Contract No. _____ (and subcontract, if appropriate) with _____ (name of Contractor and subcontractor).

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(End of notice)

(iii) If restricted computer software is delivered with the copyright notice of [17 U.S.C. 401](#), it will be presumed to be licensed to the Government without disclosure prohibitions, with the minimum rights set forth in paragraph (b) of this clause.

(h) *Subcontracting*. The Contractor shall obtain from its subcontractors all data and rights therein necessary to fulfill the Contractor's obligations to the Government under this contract. If a subcontractor refuses to accept terms affording the Government those rights, the Contractor shall promptly notify the Contracting Officer of the refusal and shall not proceed with the subcontract award without authorization in writing from the Contracting Officer.

(i) *Relationship to patents or other rights*. Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government.

(End of clause)

**I.123 SUBMISSION OF TRANSPORTATION DOCUMENTS FOR AUDIT (52.247-67)
(FEB 2006)**

(a) The Contractor shall submit to the address identified below, for prepayment audit, transportation documents on which the United States will assume freight charges that were paid-

- (1) By the Contractor under a cost-reimbursement contract; and
- (2) By a first-tier subcontractor under a cost-reimbursement subcontract thereunder.

(b) Cost-reimbursement Contractors shall only submit for audit those bills of lading with freight shipment charges exceeding \$100. Bills under \$100 shall be retained on-site by the Contractor and made available for on-site audits. This exception only applies to freight shipment bills and is not intended to apply to bills and invoices for any other transportation services.

(c) Contractors shall submit the above referenced transportation documents to-

NASA Goddard Space Flight Center
Transportation Officer, Code 274
Greenbelt, MD 20771

(End of clause)

I.124 SECURITY CLASSIFICATION REQUIREMENTS (1852.204-75) (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of Secret. See Federal Acquisition Regulation clause [52.204-2](#) in this contract and DD Form 254, Contract Security Classification Specification, Attachment N.

(End of clause)

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**I.125 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION
TECHNOLOGY RESOURCES (1852.204-76) (JAN 2011)**

(a) The contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.

(b) This clause is applicable to all NASA contractors and sub-contractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA's missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at: <http://www.nasa.gov/offices/ocio/itsecurity/index.html>. For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.

(c) Definitions.

(1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.

(2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.

(3) IT Security Management Plan—This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.

(4) IT Security Plan—this is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer; the approval authority will be included in the ADL. All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security Web site at <https://itsecurity.nasa.gov/policies/index.html>.

(d) The contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.

(e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract in accordance with retention documentation available in the ADL. The contractor shall provide a listing of all NASA Electronic information and IT resources generated in performance of the contract. At that time, the contractor shall

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request disposition instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor's request. Parts of the clause and referenced ADL may be waived by the contracting officer, if the contractor's ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.

(f) The contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.

(End of clause)

I.126 OMBUDSMAN (1852.215-84) (NOV 2011)

(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. The current list of Center Ombudsman is available at http://prod.nais.nasa.gov/pub/pub_library/Omb.html. 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. 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)

I.127 NASA 8 PERCENT GOAL (1852.219-76) (JUL 1997)

(a) Definitions.

"Historically Black Colleges or University," as used in this clause, means an institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

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"Minority institutions," as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

"Small disadvantaged business concern," as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

"Women-owned small business concern," as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

(b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.

(c) The contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of clause)

I. 128 RESTRICTION ON FUNDING ACTIVITY WITH CHINA (1852.225-71) (FEB 2012)

(a) Definition - "China" or "Chinese-owned company" means the People's Republic of China, any company owned by the People's Republic of China or any company incorporated under the laws of the People's Republic of China.

(b) Public Laws 112-10, Section 1340(a) and 112-55, Section 539, restrict NASA from contracting to participate, collaborate, coordinate bilaterally in any way with China or a Chinese-owned company using funds appropriated on or after April 25, 2011. Contracts for commercial and non developmental

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items are exempted from the prohibition because they constitute purchase of goods or services that would not involve participation, collaboration, or coordination between the parties.

(c) This contract may use restricted funding that was appropriated on or after April 25, 2011. The contractor shall not contract with China or Chinese-owned companies for any effort related to this contract except for acquisition of commercial and non-developmental items. If the contractor anticipates making an award to China or Chinese-owned companies, the contractor must contact the contracting officer to determine if funding on this contract can be used for that purpose.

(d) Subcontracts - The contractor shall include the substance of this clause in all subcontracts made hereunder.

(End of clause)

I.129 ACCESS TO SENSITIVE INFORMATION (1852.237-72) (JUNE 2005)

(a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.

(b) To assist NASA in accomplishing management activities and administrative functions, the Contractor shall provide the services specified elsewhere in this contract.

(c) If performing this contract entails access to sensitive information, as defined above, the Contractor agrees to -

(1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.

(2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.

(3) Allow access to sensitive information only to those employees that need it to perform services under this contract.

(4) Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.

(5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.

(6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.

(7) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.

(d) The Contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.

(e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's

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performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a contractor.

(f) The Contractor shall include the substance of this clause, including this paragraph (f), suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

(End of clause)

I.130 RELEASE OF SENSITIVE INFORMATION (1852.237-73) (JUN 2005)

(a) As used in this clause, "Sensitive information" refers to information, not currently in the public domain, that the Contractor has developed at private expense, that may embody trade secrets or commercial or financial information, and that may be sensitive or privileged.

(b) In accomplishing management activities and administrative functions, NASA relies heavily on the support of various service providers. To support NASA activities and functions, these service providers, as well as their subcontractors and their individual employees, may need access to sensitive information submitted by the Contractor under this contract. By submitting this proposal or performing this contract, the Contractor agrees that NASA may release to its service providers, their subcontractors, and their individual employees, sensitive information submitted during the course of this procurement, subject to the enumerated protections mandated by the clause at 1852.237-72, Access to Sensitive Information.

(c) (1) The Contractor shall identify any sensitive information submitted in support of this proposal or in performing this contract. For purposes of identifying sensitive information, the Contractor may, in addition to any other notice or legend otherwise required, use a notice similar to the following:

Mark the title page with the following legend:

This proposal or document includes sensitive information that NASA shall not disclose outside the Agency and its service providers that support management activities and administrative functions. To gain access to this sensitive information, a service provider's contract must contain the clause at NFS 1852.237-72, Access to Sensitive Information. Consistent with this clause, the service provider shall not duplicate, use, or disclose the information in whole or in part for any purpose other than to perform the services specified in its contract. This restriction does not limit the Government's right to use this information if it is obtained from another source without restriction. The information subject to this restriction is contained in pages [*insert page numbers or other identification of pages*]. Mark each page of sensitive information the Contractor wishes to restrict with the following legend:

Use or disclosure of sensitive information contained on this page is subject to the restriction on the title page of this proposal or document.

(2) The Contracting Officer shall evaluate the facts supporting any claim that particular information is "sensitive." This evaluation shall consider the time and resources necessary to protect the information in accordance with the detailed safeguards mandated by the clause at 1852.237-72, Access to Sensitive Information. However, unless the Contracting Officer decides,

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with the advice of Center counsel, that reasonable grounds exist to challenge the Contractor's claim that particular information is sensitive, NASA and its service providers and their employees shall comply with all of the safeguards contained in paragraph (d) of this clause.

(d) To receive access to sensitive information needed to assist NASA in accomplishing management activities and administrative functions, the service provider must be operating under a contract that contains the clause at 1852.237-72, Access to Sensitive Information. This clause obligates the service provider to do the following:

- (1) Comply with all specified procedures and obligations, including the Organizational Conflicts of Interest Avoidance Plan, which the contract has incorporated as a compliance document.
- (2) Utilize any sensitive information coming into its possession only for the purpose of performing the services specified in its contract.
- (3) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
- (4) Allow access to sensitive information only to those employees that need it to perform services under its contract.
- (5) Preclude access and disclosure of sensitive information to persons and entities outside of the service provider's organization.
- (6) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in its contract and to safeguard it from unauthorized use and disclosure.
- (7) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
- (8) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.

(e) When the service provider will have primary responsibility for operating an information technology system for NASA that contains sensitive information, the service provider's contract shall include the clause at 1852.204-76, Security Requirements for Unclassified Information Technology Resources. The Security Requirements clause requires the service provider to implement an Information Technology Security Plan to protect information processed, stored, or transmitted from unauthorized access, alteration, disclosure, or use. Service provider personnel requiring privileged access or limited privileged access to these information technology systems are subject to screening using the standard National Agency Check (NAC) forms appropriate to the level of risk for adverse impact to NASA missions. The Contracting Officer may allow the service provider to conduct its own screening, provided the service provider employs substantially equivalent screening procedures.

(f) This clause does not affect NASA's responsibilities under the Freedom of Information Act.

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(g) The Contractor shall insert this clause, including this paragraph (g), suitably modified to reflect the relationship of the parties, in all subcontracts that may require the furnishing of sensitive information.

(End of clause)

I.131 CLAUSES INCORPORATED BY REFERENCE -- SECTION I

Clauses I.1 through I.109 at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(End of clause)

**SECTION J OF NNG12AZ11C
LIST OF ATTACHMENTS**

J.1 LIST OF ATTACHMENTS

The following documents are attached hereto and made a part of this contract:

Attachment	Description	Date	No. of Pages
A	Statement of Work	November 2011	86
B	Contractor Proposed Enhancements	January 2012	69
C	Technical Performance Incentive Fee Plan	November 2011	31
D	Work Breakdown Structure (WBS)	January 2011	1
E	Financial Management Reporting Requirements	November 2011	3
F	Safety and Health Plan	January 2012	55
G	List of Installation Accountable Government Property	January 2011	14
H	IT Security Management Plan	To be submitted 30 days from contract effective date	TBP
I	Personal Identity Verification (PIV) Card Issuance Procedures	May 2010	5
J	IT Security Applicable Documents List	January 2012	6
K	Quality Management Plan (QMP)	January 2012	25
L	Organizational Conflicts of Interest Avoidance Plan	To be submitted 30 days from contract effective date	TBP
M	Wage Determination: 2005-2104 Wage Determination: 2005-2096	June 2011 June 2011	10 10
N	DD-254	January 2011	3
O	List of Government Furnished Property	January 2011	2
P	Small Business Subcontracting Plan	January 2012	33
Q	Hazardous Materials List	June 2012	23

(End of clause)

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Attachment A

STATEMENT OF WORK

GODDARD LOGISTICS AND
TECHNICAL INFORMATION CONTRACT

November 2011

MISSION STATEMENT AND CONTRACT OVERVIEW

The purpose of the Goddard Logistics and Technical Information Contract (GLTIC) is to support the Centerwide mission responsibilities of the Information and Logistics Management Division (ILMD) by providing logistics support, technical information management and other services to the National Aeronautics and Space Administration (NASA), Goddard Space Flight Center (GSFC), at its Greenbelt, MD location, including some on-site tenant organizations and near off-site Government and contract locations. Selected logistics services will also be provided through the GLTIC to GSFC at its Wallops Island, VA location and NASA Headquarters. Additionally, work is occasionally performed supporting GSFC at other locations (e.g., the NASA Independent Verification and Validation Facility (IV&V) in WV and the Goddard Institute for Space Studies in NY). In accordance with the “commercialization clause” in the contract, the services in this Statement of Work (SOW) may also be provided to other government agencies and commercial (non-government) customers.

Unless specifically stated otherwise, the requirements of this SOW shall apply to GSFC - Greenbelt. These services shall be provided to both institutional and technical programs/projects, and include: project support, supply management, transportation, equipment management, management services, creative services, and audio visual services. Appendix A contains a Work Breakdown Structure of the functions performed in this SOW. Appendix B identifies those services provided for GSFC (Greenbelt and Wallops) and NASA HQ.

All requirements listed in this SOW are considered either “core” services, “reimbursable” services or a combination of both. Core services are services that are provided at no cost to customers. Reimbursable services are services that are paid for by the customer. The majority of the reimbursable services will focus on project mission work. However, the contractor shall pursue opportunities for additional work in all service areas that can potentially and efficiently be performed on a reimbursable basis. The contractor shall provide analysis and recommendations on ways of expanding reimbursable services, in many cases working directly with customers. Reimbursable services may also be provided to other NASA Centers and other U.S. Government agencies when approved by ILMD. Appendix C identifies those services that are core services and those that are reimbursable. The workload data associated with the requirements in this SOW are contained in a separate document.

The contractor will be involved with ILMD in a variety of policy and operational activities. However, as a U.S. Government organization, ILMD has overall responsibility for those activities. These ILMD management functions and responsibilities include, but are not limited to:

- a. Policy and program planning,
- b. Review and approval of Work Instructions,
- c. Approval of management systems,
- d. Quality management/quality assurance policy,
- e. Interagency and intra-agency agreements,

- f. Interpreting federal laws and regulations,
- g. Contract budgeting and funding and allocation of resources,
- h. Direction to support new customers or cease supporting existing customers,
- i. Marketing of services,
- j. Contractor performance evaluation,
- k. Contract management system review and operational audits,
- l. Determining customer service levels, and
- m. Approval of cost reimbursement support to customers.

The intent of this procurement is to obtain logistics and technical information services in an environment in which the contractor manages the daily operations while achieving: maximum cost-effectiveness, highest customer satisfaction; and compliance with applicable federal laws, regulations, and ILMD procedures. The contractor shall establish and administer a joint ILMD-GLTIC quality management program as described in the SOW. The contractor shall maintain a cost accounting system that is also capable of recording and reporting cost by function, by responsible Government organization and by individual GLTIC customer.

The contractor shall manage the day-to-day operations of the GLTIC at GSFC (Greenbelt, Maryland, and Wallops Island, Virginia) and NASA HQ. The contractor shall designate a Program Manager, located at Greenbelt, as the full-time manager responsible for overall administration and supervision of this contract at Greenbelt, Wallops, and NASA HQ. In performing the work of this SOW, the contractor shall coordinate directly with customers and other contractors (e.g., the Wallops Institutional Consolidated Contract at Wallops). Additionally, the contractor shall actively market the services provided in this SOW to potential customers located at GSFC.

1.0 PROGRAM MANAGEMENT

The contractor shall institute and maintain an effective, efficient, and responsive program management organization which is responsible for management and oversight of contractor personnel, other contract resources, and contract performance, deliverables, and cost. The contractor shall promptly alert the Contracting Officer's Technical Representative and/or Contracting Officer of any problems which may adversely impact the timely and cost-effective delivery of quality products or services under this contract.

1.1 Program Management

The contractor shall maintain adequate staffing levels to meet contract requirements, analyze future needs, and develop specific operational procedures and documentation as required. As GLTIC support requirements and workload change, the contractor shall develop plans, communicate analyses and impact assessments to ILMD, and take action to respond to these changes as necessary. All activities shall be appropriately coordinated across functional areas or with other contractors, and all operational issues shall be resolved expeditiously.

Performance Requirements

- a. Milestones identified for studies and analyses shall be completed on schedule.
- b. The quality and timeliness of support to customers shall meet or exceed requirements.

1.1.1 Management Reviews

The contractor shall participate in the following management reviews at GSFC:

Logistics Staff Meeting - The contractor shall provide an overview of GLTIC operations, including accomplishments, problems, corrective actions and other details. The meetings will be held monthly, or as otherwise scheduled, and shall be attended by cognizant contractor and ILMD personnel. The contractor shall also provide a performance indicators summary report for discussion at the staff meeting. The contractor shall provide an agenda in advance of the meetings to ILMD management.

Program Review - The contractor shall conduct a program review on a quarterly basis. The program review shall cover all aspects of GLTIC operations, both technical and business, including a summary of accomplishments in each functional area. The review shall be attended by the ILMD and GLTIC management team, and other division or contractor representatives as required.

Project Support Meeting - The contractor shall conduct a review for ILMD management on a bi-monthly basis to report on the status of support activities for each project supported by the contractor. The contractor shall provide an updated matrix at the review, which includes pertinent information about the project, including type of support being provided, points of contact, schedule dates, and changes since the last review.

Division Staff Meetings - The contractor shall attend these weekly staff meetings with the ILMD managers, and provide status as necessary on current activities/problems that are important to the management team.

1.1.2 Program Analysis

The contractor shall establish the expertise and capabilities to perform in-depth analysis for each major functional area. This analysis shall be required for, but not limited to, the following reasons: responding to changes in laws, regulations or policies; changing or improving operations; taking corrective action resulting from audits, surveys, or other reviews; and implementing new programs and activities. The contractor shall conduct ongoing analysis and conduct studies on logistics and technical information concepts, policies, procedures and application of information technology to enhance processes for each of the major functional areas, and provide reports of findings, conclusions, and recommendations to ILMD.

1.1.3 Personnel Management

The contractor shall provide personnel management capability to maintain the necessary GLTIC staff to meet the requirements of this SOW. Personnel with a “Secret” security clearance are required to perform work supporting export control and NASA HQ records management.

1.1.4 Reporting Requirements

The contractor shall prepare and forward the reports listed in the deliverables clause of the contract schedule as well as those contained in Appendix D.

1.1.5 Hours of Operation

Unless otherwise specified in this SOW, the contractor’s hours of operation for the GLTIC shall be 8 a.m. - 4:30 p.m., Monday through Friday (i.e., the operation shall be continuously open including lunch and break periods, excluding Federal holidays). When the Center is closed, the contractor operation will also be closed, except for those employees identified as emergency personnel. Contractor personnel shall also be available to meet emergency overtime work requirements.

1.1.6 Policies, Directives, and Publications

The contractor shall comply with all applicable federal/local laws and regulations, and NASA and GSFC policies and directives during performance of this contract. A list of the applicable documents for this contract is in Appendix E.

1.1.7 Property Control

The contractor shall establish controls and procedures to ensure the proper control, use and maintenance of government property provided to support GLTIC operations. In accordance with government regulations, serve as the Property Custodian for all Installation Accountable Property provided to the GLTIC.

The contractor shall establish and administer a program for the prevention of losses of Government equipment and supplies managed under the GLTIC or in the custody of the contractor (e.g., property in delivery vehicles or warehouse space). The emphasis shall be on the security of all GLTIC operations. The program shall include educational efforts in these areas for all GLTIC personnel.

1.1.8 Health and Safety Program

The contractor shall establish and administer a health and safety program in accordance with GPR 1700.2, *GSFC Health and Safety Program*. This program shall stress safety in the work place through strict adherence to all applicable health and safety regulations and the development

of new procedures, as required. The contractor shall designate Assistant Facilities Operation Managers (FOMs) for Building 16W and other facilities, as specified by ILM. The contractor shall designate Building Managers or FOMs for offsite leased space, as specified by ILM.

The contractor shall maintain and revise, as directed, an ILM-approved hazardous materials management plan including, but not limited to: procuring, receiving, storing, issuing, delivering, shipping, disposing, and maintaining appropriate data such as Material Safety Data Sheets (MSDS) and Hazardous Materials Management System (HMMS) records or other documentation. The contractor shall incorporate into its plan actions for protecting the health and safety of personnel handling and storing hazardous materials. The contractor shall maintain inspection records of safety devices and stations, and actively participate in the NASA Alerts Program.

1.1.9 Work Order Tracking

The contractor shall develop a work order tracking process for managing customer service requests and work activities under the contract. This process shall include the capability to track status of requests (as appropriate) and provide workload data. The overall process is not required to be a single integrated information system, but may consist of multiple independent systems and processes (including the existing work tracking system used for the Customer Service Office, as well as the various IT systems identified in Appendix F.).

1.2 Quality Management

The contractor shall participate with the Government in developing and implementing a joint quality management program, which incorporates the basic elements of quality management in all aspects of GLTIC management and operations. The contractor shall implement GSFC's Management System (including ISO 9001 and AS9100) as described in GPR 1280.1, *The GSFC Quality Manual*. The contractor shall have an associated quality control (QC) program. This QC program shall provide for simple and practical inspection techniques which provide an effective measure of contract performance, and which encourages working level identification and control of deficiencies, appropriate corrective action, and documentation.

1.2.1 Continuous Improvement

The contractor shall propose to ILM changes or new ways of doing business that will result in efficiencies, eliminate obsolete or unduly high cost efforts, or provide enhancements or program changes to anticipate future requirements and to improve services to GLTIC customers.

1.2.2 Work Instructions

The contractor shall write, maintain, and revise work instructions (WIs) for all functional areas and operations and deliver them to the Government for approval. These WIs shall document the processes and procedures followed for accomplishing the requirements of this SOW, and shall

comply with the ISO 9001 or AS9100 Quality Assurance Standard as implemented by GSFC's Management System. The existing work instructions and Standard Operating Procedures shall be followed until the new/updated WIs have been approved. Once approved by the Government, the contractor shall operate in accordance with the WIs. During the contract, the contractor shall maintain and revise the WIs, when required, using relevant current procedures as appropriate under this contract.

1.3 Cost Control

1.3.1 Supply Financial Management

The contractor shall perform supply financial management functions necessary to support the supply operation. This requires daily interaction between numerous personnel: customers, NASA financial and resources personnel, GLTIC and ILMD supply personnel, supply vendors and others. These supply financial management functions include, but are not limited to, the following: processing vendor invoices for inventory pool purchases; ensuring that the AMMS general ledger is balanced and daily extracts of the supply transactions to SAP are correct and reconciled; researching discrepancies between the Advanced Materials Management System (AMMS), Funds Control System (FCS), Business Warehouse (BW) and the NASA Systems, Applications, and Products in Data Processing (SAP) financial system; and analyzing supply transactions to ensure compliance with NASA and government policies and procedures.

1.3.2 Inventory Pool Management

The contractor shall provide inventory pool management support to the GSFC. The contractor shall be responsible for working with customers on collection of funds and reconciliation efforts. If a customer is non-responsive after three documented attempts to collect funding or information, the contractor shall notify the ILMD Government Resources Analyst for assistance.

The contractor shall be responsible for providing status reports to the ILMD Government Resources Analyst on a bi-weekly basis and communicating any issues/concerns with funding regularly.

The contractor shall gain access to NASA financial systems (e.g., BW, SAP and FCS) to run the above listed reports and any other reports that may be necessary to ensure appropriate operation of the inventory pool.

1.3.3 Cost Reimbursement Support to Customers

The contractor shall be prepared to provide support in all areas of the SOW to GSFC, HQ and other NASA Center customers on a cost reimbursement basis (i.e., either through dedicated work years or via a fee-for-service approach). The contractor shall work with customers to find cost effective ways of providing support. Support provided with dedicated work years will require a reimbursable agreement with the customers detailing the level of support to be provided in the

required areas, estimated hours and cost, identification of how to request the support, and a customer Resources Analyst point of contact. The contractor shall have a cost accounting system that will also calculate and track customer charges (identifying both the organizations and individuals) for work performed, and provide proper identification and reporting of customer charges for each area of requested support. These customer charges shall include all direct and indirect charges such as labor, warehouse leases, supplies, equipment and facility usage fees/costs, and other items.

The contractor shall provide monthly 533 reports to identify hours charged in each support area, any associated other direct costs (ODCs), and any other information to facilitate the financial transactions required and reporting of the costs. The contractor shall provide analysis and recommendations on ways of expanding reimbursable services, in many cases working directly with customers. Implementation of these reimbursable services will come at the approval of ILMD.

1.4 Customer Service Office

The GSFC Management Operations Directorate has a Customer Service Office that serves as the point of entry for requesting many of its services at the GSFC Greenbelt location. These services also include those for Wallops customers that are performed by Greenbelt organizations. The Management Operations Directorate provides support in the following areas: procurement; facilities management; protective services; environmental management; logistics; library services; and technical information services.

The contractor shall operate and maintain the Service/Work Reception Desk, which shall operate during GSFC business/core hours. The contractor shall provide a wide range of services from customer work intake to work tracking and productivity measurement, support concerning forms, data entry and retrieval, work status reporting, handling of customer inquiries, and delivery of work to customers. The Service/Work Reception Desk staff shall be knowledgeable in the services provided by the Directorate in order to provide customers with informed responses to their questions. It is the role of Service/Work Reception Desk staff to provide support to Center users by answering questions and tracking workflow through various computer information systems. These systems include, but are not limited to: eMOD, Maximo, SAP, BW, Studio-8 and AMMS. All data entered into the eMOD work tracking database remains the property of the Government. The requester of a service call made by telephone shall be given a work order number and phone number to call for future status inquiries.

The contractor shall provide support in the planning and execution of marketing and outreach activities to heighten Center awareness and will play an instrumental role in training Center employees on the use of the web-based ticketing system.

The contractor shall provide Service/Work Reception Desk Support that includes, but are not limited to: answering customer inquiries and providing work status; submitting work requests; processing work tickets; providing data entry and routing tickets; and providing immediate technical and training support to customers as needed.

Performance Requirement

eMOD work requests shall be entered into eMOD the same day of receipt. Work requests received after 4:30 p.m. shall be entered the next workday by 10:00 a.m.

2.0 INFORMATION SYSTEMS

The contractor shall operate, maintain, and upgrade existing information systems necessary to support the requirements of this SOW. The contractor shall develop or purchase additional systems through the contract to support new requirements, automate existing requirements, and pursue opportunities to utilize information systems to enhance integration across functions. The contractor shall use and provide support for the hardware and software contained in Appendix F. This support shall include the preparation, maintenance, and issuance of original and revised documentation, such as user's manuals, operator's manuals, system generated forms and reports, and user guides and training materials. The contractor shall prepare and distribute all documents generated by the supported systems. Any programs or source code developed under the contract shall belong to the Government.

2.1 Advanced Materials Management System (AMMS) Operations

The contractor shall operate, maintain, and upgrade AMMS; the system that supports the supply operations at GSFC. The system is capable of performing online inquiry/response and interactive updates. The contractor shall maintain and update the existing system, and participate in the development and implementation of any enhancements. The contractor shall identify, develop and maintain interfaces and all software, necessary flowcharts, narrative descriptions and explanations. The contractor shall maintain and operate the AMMS Web Order Entry System which provides authorized supply support (stores stock) customers with on-line requisitioning, catalog and status inquiry capabilities. Activities include, but are not limited to: processing customer access requests and advising new customers when they have access to AMMS; updating and maintaining customer account information and passwords; publishing, maintaining and distributing an AMMS Web Order Entry User's Manual; and providing specific immediate technical and training support to customers as needed.

2.2 Goddard Directives Management System (GDMS) Operations

The contractor shall operate, maintain, and upgrade GDMS. The GDMS is a web-based system and serves as the GSFC repository for Center Level directives, organizational directives, forms, announcements, and other technical documents. Various GDMS reports and other related functions are included. The GDMS facilitates the review of draft policy documents, document

tracking and archival processes. There are approximately 120 Center-level directives and 650 organizational directives in the GDMS library. The contractor shall provide day-to-day maintenance, system development, programming changes as directed by the Center Directives Manager, and sustaining engineering for the GDMS. The contractor shall process user account requests (User ID and password assignments).

2.3 Hazardous Materials Management System (HMMS) Operations

The contractor shall operate, maintain, and upgrade HMMS; the system that supports the management of hazardous materials at GSFC. The system is capable of performing online inquiry/response and interactive updates. The contractor shall maintain and update the existing system, and participate in the development and implementation of any enhancements. The contractor shall identify, develop and maintain interfaces and all software, necessary flowcharts, narrative descriptions and explanations. Activities include, but are not limited to: processing customer access requests and advising new customers when they have access to HMMS; updating and maintaining customer account information and passwords; publishing, maintaining and distributing HMMS user's manuals; and providing specific immediate technical and training support to customers as needed.

2.4 Information Systems Implementations, Modifications, and Operations

The contractor shall identify and propose, as appropriate, any system improvements and enhancements that benefit operations or provide cost savings achievable through further automation, interfacing with other ILMD or government systems, software development/acquisition or innovation. The contractor shall acquire, develop, and implement improvements in a timely manner. The contractor shall assure adequate, cost effective, efficient and timely computerized support of all functions, elements and requirements specified or implied within this SOW.

The contractor shall ensure complete systems coordination within ILMD and shall ensure that ILMD receives all required management information whether generated manually or by computer. The contractor shall be responsible for interface and coordination of program changes with other elements of GSFC, particularly the Regional Finance Office. The contractor shall implement appropriate security for information systems in accordance with NPR 2810.1, *Security of Information Technology*, and coordinate all information technology security activities with the ILMD computer security official.

The contractor shall ensure that all information systems comply with the requirements of the following Section 508 standards (electronic and information technology accessibility standards):

- Section 1194.21 - Software applications and operating systems
- Section 1194.22 - Web-based intranet and internet information and applications
- Section 1194.23 - Telecommunications products
- Section 1194.24 - Video and multimedia products

3.0 PROJECT LOGISTICS

The contractor shall provide the necessary expertise and capabilities required to support GSFC (Greenbelt and Wallops) in all phases of acquisition and operational logistics services, including planning, coordinating, and implementation, for NASA programs and projects. Requirements may include development, coordination, evaluation, and execution of logistics plans and engineering analyses and studies; life cycle cost analysis, and logistics support analysis, in accordance with specified program policies and procedures, work instructions or other guidance provided by ILMD or ILMD customers. The contractor shall provide support to ILMD in the development and review of logistics support sections of project plans. The major categories of project logistics support provided include: logistics planning and coordination, transportability engineering, project storage, and export control.

Performance Requirement

Logistics and engineering activities shall be completed on schedule.

3.1. Logistics Planning and Coordination [Reimbursable only]

The contractor shall apply various elements of logistics and transportability engineering to GSFC's flight project and engineering offices. These elements are described in NPR 7120.5, *NASA Program and Project Management Processes and Requirements*, NPD 7500.1, *Program and Project Logistics Policy*, and general logistics literature. Logistics and transportability engineering elements supported include:

- a. Transportation and Traffic Management;
- b. Flight Hardware Shipping Container Design, Fabrication and Modification;
- c. Hardware Instrumentation for Shock and Vibration;
- d. Packing and Crating; and
- e. Project Storage.

The contractor, in coordination with ILMD, shall act as the focal point for assigned projects. This includes, but is not limited to: identifying support requirements, coordinating logistics support activities with ILMD and other GLTIC activities, and ensuring an integration and efficient implementation of support activities. Logistics/transportation plans, memorandums of understanding and trip (or after action) reports shall be prepared for major moves in accordance with 270-WI-7060.0.1, *Project Logistics Support*. These documents include roles and responsibilities, equipment lists, detailed schedules, and descriptions of activities to be accomplished. Trip reports include a synopsis of events, descriptions of any significant unplanned events, and "lessons learned."

3.2 Transportability Engineering

The contractor, in coordination with ILMD, shall act as the focal point for transportability engineering reviews and analyses for space flight projects.

3.2.1 Transportation Engineering and Consulting Services

The contractor shall provide transportation engineering and consulting services to support ILMD and space flight projects and conduct studies for GSFC for safe and efficient movement of space flight material. The contractor shall maintain concurrency with state-of-the-art mechanical engineering functional areas and provide guidance to internal organizations that affect or benefit operations. Support shall also be provided for spaceflight hardware shipping container (including environmental control system and isolation system) design, fabrication and modification.

The contractor shall provide mechanical engineering support to ILMD to accomplish space flight project objectives. This includes development and/or technical review of transportation plans, instrumentation (shock and vibration) plans, and other documents associated with the physical movement of space flight material.

3.2.2 Hardware Instrumentation for Shock and Vibration [Reimbursable only]

The contractor shall install monitoring equipment on shipping containers and other items to record shock, vibration, and/or temperature data. The contractor shall also store and maintain this monitoring equipment. The contractor shall provide technical oversight of the instrumentation of shipping containers and space flight vehicles during transportation and on-site movements, escort the shipment in transit, and provide detailed analysis of the instrumentation data. Instrumentation plans and associated instrumentation analysis reports may also be required depending on the customer's requirements. These plans define roles and responsibilities, instrumentation procedures, and provide configuration information and acceptance criteria. Reports contain an analysis of the instrumentation data recorded during the shipment.

3.3 Packing and Crating

The contractor shall direct overall packing and packaging activities at Greenbelt and Wallops to include assigning priorities, scheduling, monitoring activities and handling extraordinary requirements. The contractor shall manage and ensure the following general requirements are followed: Code of Federal Regulations (CFR), Title 49; foreign shipping requirements; International Air Transport Association (IATA); International Maritime Dangerous Goods (IMDG) Code; and NASA Class I, II, III, and IV requirements, per NPR 6000.1.

The contractor shall ensure that packaging shall withstand and protect Government material and equipment from all climatic and environmental conditions; stacking weights; modes of shipment - rail, surface, air, and water; and long term storage.

The contractor shall plan for consolidation of materials and equipment for shipments to like destinations. When consolidation of items in single containers is possible, the contractor shall ensure that dimension and weight of container contents are compatible.

The contractor shall stencil, mark and label crates, boxes, and other containers in accordance with MIL-STD-129 and NPR 6000.1. The contractor shall label all critical items as identified in NPR 6000.1 with NASA Form 1368. In certain cases, which will be specified by the Government, shipment to NASA or related facilities in foreign countries may require deviations from the marking and labeling specifications.

The contractor shall test packaging of critically sensitive/fragile items, at the Government's discretion, in accordance with MIL-STD-2073-1 and FED-STD-101. The contractor shall develop, process, and maintain appropriate packaging and shipping documentation in accordance with MIL-STD-2073-1.

Performance Requirement

Material and equipment shall be packaged properly to withstand all foreseen climatic and environmental conditions, stacking weights, modes of shipment, and long-term storage by various carriers.

3.3.1 Container Design and Fabrication

The contractor shall design, fabricate, and/or modify crates, boxes, cartons, and other containers as required to facilitate damage-free worldwide shipment by various carriers. These containers must protect many diverse types of material and equipment, which include, but are not limited to: highly sophisticated and fragile spacecraft components and instrumentation, as well as, other electronic, optical, and hazardous materials and equipment. The contractor shall perform an environmental analysis prior to designing packaging as required. Cushioning requirements shall be in compliance with the latest edition of MIL-HDBK-304. The packaging process of cleaning, drying, preserving, packing, marking, and unitization, shall be in accordance with MIL-STD-2073-1, MIL-E-17555, and NPR 6000.1.

Specifically identified special design packaging shall be screened through the Air Force Container Design Retrieval System (CDRS). The contractor shall design, in accordance with NPR 6000.1 and MIL-STD-2073-1, special design packaging not available through CDRS.

3.3.2 Hazardous Materials Packaging [Reimbursable only]

The contractor shall package hazardous materials for military aircraft shipments in accordance with AFJM 24-204 and package hazardous materials shipped on commercial carriage in accordance with Title 49 CFR/Bureau of Explosives Tariff B.O.E. 6000-T/IATA. The contractor

shall package material sensitive to electro-static discharge in accordance with MIL-PRF-81705. The contractor shall also package radioactive material in compliance with Title 49 CFR, Title 14 CFR, and Title 10 CFR requirements.

All hazardous materials packaging shall comply with applicable Performance Orientated Packaging (POP) requirements. Items requiring packaging under POP guidelines shall be in POP certified packaging. POP certified containers for shipping hazardous materials shall be purchased off-the-shelf from Department of Transportation certified manufacturers.

The contractor shall certify handlers and certifiers of hazardous materials as required by CFR Title 49, parts 171-177. The contractor shall prepare and certify the “Shipper's Declaration for Dangerous Goods” used to identify and accompany all shipments of hazardous cargo transported by the military transportation system.

3.4 Project Storage

The contractor shall operate the Center’s inactive equipment storage program (Greenbelt and Wallops), and maintain both on-site and off-site storage facilities (presently located in Laurel, MD) for technical and scientific equipment, traveling exhibits, materials and other property. The program contains an inventory of stored items, which includes sensitive, space flight hardware and associated ground support equipment requiring special handling and temperature controls.

Activities involve shipping/receiving and data entry for equipment and providing customer support for site visits. Activities also include, but are not limited to: initiating, processing, and receiving storage requests; coordinating transportation of storage items to and from warehouses at Greenbelt local off-site and on-site locations; initiating, processing, and coordinating withdrawal requests; coordinating the withdrawal and return of temporary storage removals; inspecting and inventorying property as required; providing research for customer inquiries about stored equipment for reutilization or transfer; initiating survey actions on property lost, damaged or destroyed; coordinating facility repairs and/or modifications with on-site contractor or off-site landlord; planning new facilities and locating additional off-site facilities for specialized storage requirements; coordinating yearly warehouse safety inspections and reconciling findings within specified timeframes; maintaining materials handling equipment (MHE) in accordance with approved Occupational Safety and Health Administration (OSHA) standards ensuring that adequate MHE is available at all locations to meet operational needs; and maintaining manual, automated and photographic records that are accountable and Government approved. Data entry shall be performed for the Storage Information Management System (SIMS), which provides physical and tracking data on all equipment stored. The contractor shall maintain and update, as necessary, Storage Warehouse Layout Plans, the *SIMS User Documentation*, the Storage Work Instruction and the SIMS Standard Operating Procedures for the handling, movement, inventory, receipt and issue of material in the GSFC Inactive Equipment Storage Program. Additionally, the contractor shall provide analysis and recommendations to reduce storage space requirements and costs.

Performance Requirements

- a. Project storage items shall be inspected, labeled, and located within 3 workdays of receipt.
- b. Data entry for project storage shall be completed within 2 workdays from receipt of the source document.

3.5 Export Control

The contractor shall provide support to the Center Export Administrator (CEA) in all aspects of export and import matters. This includes, but is not limited to, the following activities:

- a. Providing support to the GSFC community for both limited and public dissemination of NASA Scientific and Technical Information (STI), NASA software, and other documents.
- b. Providing technology transfer review and assessment of proposed foreign visitors to GSFC.
- c. Providing written response and interpretation of export and import regulations.
- d. Supporting GSFC employees and contractors, when requested, in determining the requirements of U.S. Government regulations for export and import of hardware, software, and technology to and from foreign destinations.
- e. Identifying appropriate justification, classification, and authority for export and/or import of NASA hardware, software and technical data, under the provisions of U.S. Government regulations, and in conjunction with NASA cooperative agreements as required.
- f. Providing support to GSFC transportation personnel in ensuring that the necessary procedures are in place to facilitate movement of material to and from foreign locations.

All activities and reviews shall be conducted in accordance with the *Export Administration Regulations*, the *International Traffic in Arms Regulations*, and the NPR 2190.1, *NASA Export Control Program*.

4.0 SUPPLY MANAGEMENT

The contractor shall provide supply management to GSFC (Greenbelt and Wallops) and NASA HQ. The types of items provided are a wide variety of technical parts (e.g., electrical, electronic, and electromechanical (EEE) parts and flight grade fasteners), materials, and administrative supplies that includes, but is not limited to: electronic components, cables, connectors, hydraulic system components, vehicle parts, administrative supplies, forms, publications, and others as specifically described in this SOW or as listed in the present stores stock catalog system. Customers pay for ordered items through the use of funded requisitions. The GLTIC supply system and processes are comprehensive. They include the functions of requisition processing and reporting the status of requisitions; managing inventories and commodities, including several types of items involving special processes; research and cataloging; purchasing and acquisition; receiving; warehousing, storing and issuing material; and fabrication planning and coordination.

The contractor shall operate the supply system in accordance with all applicable government regulations, policy documents, procedure issuances and formal instructions governing NASA and GSFC supply management operations. The contractor shall operate a supply customer service desk that provides immediate support in the resolution of supply-related questions and requests received from GLTIC customers. The contractor shall make maximum use of Government (e.g., Department of Defense and General Services Administration) supply sources, when material is available from those sources, except when doing so will prevent meeting specified priorities or delivery deadlines, or when non-Government sources provide material of equal or better quality at equivalent price. The material inventories shall be carefully controlled and their use shall be limited to controlled (documented) issuances to authorized customers, as determined by ILMD.

4.1 Requisition Processing

The contractor shall receive and process requisitions from customers through several requisitioning paths. Requisitions for stores stock materials from Greenbelt and NASA Headquarters are submitted directly through the AMMS Web Order Entry System, on GSFC Form 20-7 or NHQ Form 81 for subsequent entry into the GLTIC supply system, or on NASA Form 2, for forms and publications. Customers at Wallops submit their requisitions using the AMMS Web Order Entry System, WFF Form 929, or the NASA Form 2. If available, Wallops customers will receive their supplies from the stores stock located at Wallops, which is replenished from the GLTIC supply system at Greenbelt. The Wallops supply operation replenishes its stock primarily by submitting requisitions to Greenbelt (i.e., the Wallops logistics contractor forwards requisitions from the Wallops location to the Greenbelt location).

Performance Requirements

- a. JIT-1 items shall be delivered within 2 workdays after electronic customer order is received by AMMS.

- b. For non-emergency requisitions, the material shall be delivered to GSFC within 5 weeks of the receipt of the requirement in the purchasing section. Does not include JIT items and project parts.

4.1.1 Requisition Priorities and Mission Support

The contractor shall be responsive to mission critical requirements at all times, including periods outside normal GLTIC duty periods, and shall maintain and implement a plan for responding to mission requirements outside normal duty periods. The contractor shall process emergency requisitions, expedite requisitions, or upgrade priorities as necessary to meet mission requirements. These upgraded priorities shall be coordinated with the customer and ILMD. Other high priority requirements may be identified by ILMD to meet specific or special program requirements.

4.1.2 Backorder Management

The contractor shall develop, implement, and maintain a process for managing backorders and backordered material. This system shall include, but not limited to, the following capabilities: backorder establishment, status reporting and providing estimated delivery dates to the customer, expediting, and follow-up.

Performance Requirement

Stores stock backorders shall not be more than 60 calendar days old.

4.2 Inventory Management

The contractor shall perform inventory management at Greenbelt, utilizing AMMS, of all commodities designated by ILMD. Establish and maintain inventory record with identification data, on-hand quantity data, records of all dues-in and dues-out, stock levels and reorder points, demand history, location information, customer and used-on information, sources of supply, cross references, specialized controls required, and other data as necessary to manage the item. The system shall include the financial and accounting and management data to operate a customer-funded requisitioning system. The contractor shall add, delete, review and adjust stock levels, as necessary to meet requirements and increase efficiency and cost effectiveness, in accordance with policy, regulation, and budgetary guidance provided. The contractor shall provide specialized controls over the GLTIC inventory to distinguish between and guarantee appropriate use of stores stock and program stock items, and shall coordinate interagency supply support and initiate supply support requests as necessary through GSFC agreements.

The contractor shall be required to manage Grade 1 and 2 NASA standard EEE parts. NASA standard EEE parts are listed in the NASA Parts Selection List. GSFC preferred parts are listed in the GSFC Qualified Parts List Directory. Grade 1 parts are higher quality, Government specification controlled parts intended for critical applications, including space flight. Grade 2

parts are high quality, Government specification controlled parts for use in applications not requiring Grade 1 parts.

The contractor shall arrange for testing and certification of designated Flight Fasteners with the GSFC Advanced Manufacturing Branch and EEE parts with the GSFC Parts, Packaging, and Assembly Technologies Office before they can be issued to authorized customers. The contractor shall provide requisitions for designated EEE parts to the GSFC Parts, Packaging, and Assembly Technologies Office for review and approval before issuing these parts to customers. The contractor shall manage and track designated EEE parts by manufacturer's lot number and manufacturing date. The contractor shall use an X-Ray Fluorescence Spectrometer to detect and identify prohibited materials in EEE parts when requested by the customer.

4.2.1 Separate Stock Rooms [Reimbursable only]

The contractor shall staff and manage procurements and inventory of both Institutional Stock and Program Stock at Greenbelt as directed. Examples of supply items managed include, but are not limited to: EEE parts, flight fasteners, and cryogenics. Functions include: requisitioning, receiving, and issuing material; maintaining item records; conducting physical inventories; providing required management reports; and validating requirements as necessary. Current inventories that are managed include project parts inventories (EEE Parts) and flight fasteners.

4.2.2 Physical Inventory

The contractor shall conduct physical inventories of materials in accordance with NPR 4100.1, work instructions, and policy provided by ILMD. Inventories are necessary to:

- a. Comply with NASA regulations;
- b. Ensure that the inventory records accurately reflect on-hand quantities; and
- c. Ensure the integrity of the inventory records.

Physical inventories will be of two types, sample and complete inventories. The contractor shall perform sample inventories at least annually, using the technique outlined in NPR 4100.1. The contractor shall perform complete inventories through either the complete lot or cycle count methods. The contractor shall submit an annual plan for ILMD approval.

The contractor shall conduct the inventories, adjust inventory records as needed, prepare inventory adjustment vouchers, and conduct causative research for those adjustments valued at the level specified by ILMD, or in NPR 4100.1. The contractor's causative research shall have the objectives of determining the causes leading to the inventory inaccuracy, and to recommend, for ILMD approval, corrective action that will eliminate those causes.

Performance Requirements

- a. A physical inventory shall be completed on all program stock (project parts) in

accordance with NPR 4100.1

- b. Inventory adjustments shall be completed within 3 workdays.

4.2.3 Shelf-Life Management

As part of the annual inventory plan, the contractor shall include a separate shelf-life management plan. The contractor shall ensure that critical material that is time sensitive or subject to deterioration with age is closely monitored for serviceability upon use. Shelf-life data for the Greenbelt and Wallops locations are maintained in the logistics computer. The contractor shall ensure shipment times and stockage requirements at remote customer sites are incorporated into GLTIC shelf-life planning.

4.2.4 Supply Support for Precious Metals

The contractor shall procure precious metals for direct turnover to customers and subsequent management in program stock rooms, in accordance with applicable Government procedures and policies.

4.2.5 Supply Support for Gasoline and Diesel Fuel

The contractor shall procure motor vehicle fuel for Greenbelt and Wallops from vendors selected by the Defense Fuel Supply Center (DFSC). The contractor shall manage, store and distribute gasoline and diesel fuel for Greenbelt. These commodities support the vehicle fleet operations.

4.2.6 Supply Support of Compressed Gases [Reimbursable only]

The contractor shall ensure replenishment of all portable and stationary Government-owned and leased containers of compressed gases on-site. The contractor shall, on occasion, arrange for replenishments to off-site locations. The contractor shall purchase liquid nitrogen, liquid helium, and gaseous helium from the Agencywide contract. The contractor shall purchase other compressed gas requirements from suppliers identified by the contractor.

4.2.7 Vendor-Owned Containers and Government-Owned Compressed Gas Cylinders and Containers [Reimbursable only]

The contractor shall manage Government-owned and vendor-owned (leased) containers for compressed gases. The contractor shall have a process to track these containers while they are in the possession of the GLTIC or its customers. The contractor shall track vendor-owned cylinders from the time of receipt to the time of return to the vendor. The contractor shall track Government-owned cylinders from the time of receipt to the time of disposal or deletion from inventory. The contractor shall ensure that all leased and owned cylinders are tested for safety, in accordance with Government regulations. The contractor shall charge customers for leasing (“demurrage”) costs of vendor-owned cylinders and containers and shall recommend to

customers that they convert to Government-owned cylinders when it is technically and economically desirable to make this conversion. The contractor shall conduct a physical inventory of all cylinders at least once every three years as outlined in NPR 4100.1.

4.2.8 Hazardous Materials Management

The contractor shall manage the Hazardous Materials Management Office (HMMO), which is responsible for labeling, data entry and material safety data sheet (MSDS) archiving of hazardous materials arriving at Greenbelt. For any hazardous materials entering the Center through Greenbelt Central Receiving, the HMMO staff labels and enters all required data, and archives MSDS in the automated Hazardous Materials Management System (HMMS). The HMMO staff is also responsible for labeling, data entry and MSDS archiving of any HM not entering the Center through Central Receiving and reported by HM users or custodians as “found on station.” The HMMO provides technical support, HMMS reports and special data products support to on-Center HM users and custodians.

4.3 Research and Cataloging

The contractor shall provide a research and cataloging capability supporting Greenbelt, Wallops and NASA HQ. Activities include, but are not limited, to the following:

- a. Identifying, establishing and maintaining, in accordance with NASA, DoD, and federal regulations, Military or Federal Specifications and Standards, cataloging data, including: sources of supply for all items requisitioned and all items for which the contractor shall provide research and cataloging support; interchangeability, substitutability, and next higher or lower assembly and those items which qualify as controlled property. The contractor shall provide cataloging, inventory management, inspection, warehousing, and distribution services in support of the Center projects as required.
- b. Screening, via the GSA or the Defense Logistics Information Systems Center (DLISC), to determine whether or not an item of supply or equipment has been assigned a National Stock Number (NSN) or an integrated material manager; and assigning local stock numbers (LSNs) as required.
- c. Providing to authorized customers technical and cataloging support including provisioning and re-provisioning processes for new systems, supplies and equipment being acquired by or updated by authorized customers.
- d. Maintaining a reference library for ILMD and GLTIC use of stock catalogs, vendor parts catalogs, technical manuals, Military and Federal Specifications and Standards, and DLSC supply and cataloging publications, and providing catalogs and technical publications to designated customer activities. The contractor shall maintain this documentation using current state of the art storage/retrieval devices for CD-ROM systems, and microfiche or microfilm. The contractor shall participate in the Federal

Cataloging System in accordance with NPR 4100.1, *NASA Materials Inventory Management Manual*. The requirements of this program include, but are not limited to: complying with Defense Logistics Information System procedures; collaborating, when requested, on proposed data changes with other registered federal users of an item of supply; registering, via GSA, of GSFC as Primary Inventory Control Activity or Secondary Inventory Control Activity; and forwarding those items which meet demand criteria specified by NASA or ILMD for registration in the Federal Cataloging System, and assignment of NSNs.

- e. Providing electronic stores stock catalogs for the Greenbelt and NASA HQ locations. The system shall contain listings of stocked items and instructions on how to use the catalog, as a minimum. If requested by ILMD, the contractor shall prepare catalogs and brochures for specific supplies and/or programs or projects.

Performance Requirement

New items shall be cataloged into the stores stock catalog within 3 workdays.

4.3.1 Technical Review (“Screening”) of Purchase Requests (PRs)

4.3.1.1 Screening for Consumable Items of Supply

The contractor shall collect demand data for all items of supply, and shall initiate cataloging or stockage action when demand exceeds thresholds specified by ILMD. When an item is found to be available under a multiple award Federal Supply Schedule, the contractor shall annotate the PR with three sources identified from the schedule.

4.3.1.2 Screening for Equipment

The contractor shall view the In Box in SAP Easy Access, Business Warehouse Workplace on a daily basis to check for pending purchase requests. A purchase request for new equipment having an acquisition value of \$25,000 shall be screened via the DSPL Reutilization Report.

The contractor shall also screen all DD Form 1419s “DOD Industrial Plant Equipment Requisitions,” that are received from NASA contractors and contain equipment items, regardless of value, to determine if the items or appropriate substitutes are available by using the DSPL Reutilization Report. If the model number from the DD Form 1419 is not located the contractor shall sign and add a certification number on the form, indicating the purchased was screened in accordance with NASA policy. The contractor shall maintain appropriate logs and records in the execution of those activities, in accordance with direction from ILMD and NPR 4200.1, *NASA Equipment Management Procedural Requirements*.

4.4 Purchasing and Acquisition

The contractor shall utilize the Government-provided supply (purchasing) system (the Advanced Materials Management System) at the Greenbelt site to support supply operations at Greenbelt, Wallops, NASA Headquarters and other locations supported through this contract. The supply system shall be used for the procurement of institutional and project supplies, parts, equipment and services. These include procurement of stores stock and program stock inventories, compressed gases, and other materials, services and equipment (including real property equipment) from commercial sources. This system shall be capable of incorporating general and special provisions, including but not limited to: requisitions requiring prior customer approval, vendor estimated delivery dates, competitive bids, quality assurance requirements, such as special soldering clauses, warranty negotiations, expediting, blanket purchase orders, vendor ratings, quantity price breaks, shipments directly to the customer, including Wallops (“drop shipments”), and high dollar subcontracts for both common and unique items. The contractor shall have in place a system to support short-deadline commercial procurements required by customers at Greenbelt, Wallops, NASA Headquarters or other locations being supported through this contract. The contractor shall provide purchasing and acquisition services for furniture procurements only after the Facilities Management Division has approved them. The contractor shall purchase environmentally preferable products and services to the maximum extent practicable.

In addition, the contractor shall follow approved methods for acquisition from Government sources using FEDSTRIP and MILSTRIP requisitioning procedures. The contractor shall have FEDSTRIP and MILSTRIP requisitioning capabilities. This will include the capability to: originate, modify, or cancel requisitions; follow up on outstanding requisitions; verify receipts; and certify for payment billings received from other Federal agencies.

As part of the phase-in activities, the Contractor will receive an Outstanding Purchases Report for ongoing orders placed under the predecessor contract, NAS5-01091 with TRAX International. The Report will identify the information, as provided in the paragraph below, for each order for which the Contractor assumes responsibility.

Because this contract is divided in base and option periods of performance, the Contractor shall maintain responsibility for all ongoing orders for all technical parts (e.g., electrical, electronic, and electromechanical (EEE) parts, and flight grade fasteners), materials, equipment, administrative supplies and other items with a delivery date beyond the existing period of performance (e.g., the contract base and option periods), when and if the option is exercised by the CO.

Thirty (30) days prior to the contract end date, the Contractor shall identify ongoing orders in the Outstanding Purchases Report (e.g., by item name, vendor/subcontractor, dollar value expected delivery date, etc.), and submit the report to the COTR and to the CO.

Performance Requirement

Contracts and purchase orders shall be processed and awarded in accordance with NASA

procurement policies, regulations and procedures.

4.4.1 Program Purchasing and Acquisition [Reimbursable only]

The contractor shall purchase goods and services of a program specific nature for delivery in accordance with customers' required delivery dates, technical specifications, and the requirements of the Federal Acquisition Regulations (FAR), and the NASA FAR Supplement (NFS).

Program purchasing and acquisition includes technical items supporting program and project activities, as well as engineering and scientific missions. Items purchased are frequently time-sensitive, involve complex or critical requirements, or include long lead times. Therefore, the contractor shall frequently coordinate with both the suppliers and customers to track progress. The contractor shall utilize bills of material or other methods to track materials. These items include, but are not limited to: EEE parts (for both spaceflight and engineering model use), flight grade fasteners, cryogenics, technical equipment, contracts for delivery of selected commodities, and specialty products/services.

Some EEE or mechanical parts will be furnished by the Government, and the contractor shall acquire other parts from commercial or Government sources, using specifications provided by the Government. If the contractor acquires EEE or mechanical parts from a commercial source, the Government shall require that the vendor provide certificates of compliance, in which the manufacturer or vendor certifies that its parts meet NASA or other Government specifications. If required, the contractor shall requisition Grade 1 or 2 parts from the Defense Logistics Agency, using standard MILSTRIP procedures.

4.4.2 Institutional Purchasing and Acquisition

The contractor shall purchase goods and services of a non-program specific nature for delivery in accordance with the customers' required delivery dates, FAR and NFS requirements, and any other Executive Orders or laws that are appropriate.

Institutional purchasing and acquisition includes items that are typically used by all organizations independent of their mission or used by organizations that provide Center-wide support services. Institutional material frequently includes items that are repetitively procured, stored, and issued on the basis of recurring demand. Additionally, many items are held in inventory or are procured through a "Just-In-Time" approach to expeditiously fill the customer's request. The contractor shall acquire institutional material through both commercial and Government sources. These items include, but are not limited to: office supplies and equipment, furniture, industrial supplies, packing and crating supplies, garage supplies, fuel and hand tools.

4.4.3 Developing Procurements and Validating Requirements

The contractor shall develop procurement packages to support specific commercial

procurements, validate technical requirements with appropriate requisition originators, and ensure the development and submission of any special technical justifications, such as sole source justifications.

4.4.4 Validation, Award, and Management of Purchase Orders, Blanket Purchase Orders, and Subcontracts

The contractor shall develop and implement a comprehensive set of work instructions covering all phases of the purchasing process and shall ensure integrity, efficiency and protection of the Government's resources in all purchasing actions. Required reviews of certain types of purchases or subcontracts by the Contracting Officer or other Government representative shall be coordinated. The contractor establishes BPAs and subcontracts for products and services at Greenbelt, Wallops, and NASA Headquarters. These BPAs and subcontracts include, but are not limited to: office supplies, garage supplies, packing and crating supplies, motor vehicle fuel, leased warehouse space, office moves, printing and graphics, equipment maintenance, cryogenics and compressed gases, and international mail.

4.4.5 Expediting Follow-up and Status Reporting

The contractor shall develop and implement a set of plans and procedures for follow-up, expediting and status reporting of purchased project parts and services to ensure vendor service performance and delivery according to purchase agreements.

4.5 Receiving

The contractor shall operate central receiving facilities for GSFC (Greenbelt) and NASA HQ. All materials ordered for delivery are received through these facilities except: compressed gases delivered directly to an on-site or off-site cylinder or container; direct deliveries where specified in a contract; non-Government property entering GSFC for test and evaluation; and explosive materials. Hours of operation at the Greenbelt facility shall normally be 7:00 a.m. through 4:00 p.m., Monday through Friday. Hours of operation at NASA Headquarters shall normally be 8:00 a.m. through 4:30 p.m.

The contractor shall provide x-ray services for all incoming material (Greenbelt only), and coordinate or provide escort services (when required) for the direct delivery of equipment and small packages. These services shall be provided on a daily basis, Monday through Friday, in response to schedules provided by the customer.

Performance Requirements

- a. Project parts shall be processed within 10 calendar days of delivery to the Greenbelt Receiving Dock.
- b. GSFC items shall be processed within 3 workdays of delivery to Greenbelt Receiving Dock. Does not include project parts, express receipts or hazardous materials.

- c. NASA HQ items shall be processed and delivered to customer within 1 workday of delivery to NASA HQ Receiving Dock.
- d. Express receipts shall be processed and delivered to customer within 1 workday of delivery to Greenbelt Receiving Dock.
- e. Hazardous materials shall be processed within 1 workday of delivery to Greenbelt Receiving Dock.
- f. GSFC Safety Office shall be notified within 1 hour of receipt of explosive material.

4.5.1 Receipt of GLTIC Purchased Items

In performing the receiving function, the contractor shall, among other activities, inspect, for initial acceptance, the quantity and condition of all property received; ensure that all incoming material being processed for stock, or to satisfy customer demands, is properly documented and correct as to quantity, quality, and identification, and is staged for delivery or warehousing; ensure that any taggable items received are tagged; initiate required follow-up with vendors to resolve discrepancies and report as excess any defect or problem item not returned to vendor; provide status and reporting receipt of material; ensure that any items with hazardous materials are properly handled and have Material Safety Data Sheets attached; and process static sensitive material in accordance with any applicable WIs.

4.5.2 Receipt of GSFC Procured Items

For receipt of materials ordered through the GSFC (Government) procurement process, the contractor shall: inspect for initial acceptance the correctness, quality and condition of all property received, ensuring that all incoming material is properly documented and correct as to quantity, quality, and identification; tag equipment in accordance with NPR 4200.1; prepare load sheets for receipts of tagged equipment, use the NASA property management system (SAP / NPROP) for necessary information to be documented on load sheet; affix NASA Form 1517 to each piece of non-controlled equipment; prepare receiving documentation, obtain Government acceptance, resolve discrepancies, distribute documentation, and maintain a customer service telephone line. The contractor shall report all problem receipts to GSFC Procurement as soon as possible for resolution.

The contractor shall record all receipts at both Greenbelt, and NASA HQ on a daily receiving log that, as a minimum, shows the date received, the GSFC purchase order number, the number of pieces, the delivering carrier, and the shipper.

4.6 Warehousing

The contractor shall warehouse a variety of materials at Greenbelt and the offsite warehouses in Laurel, MD supporting both Greenbelt and NASA HQ, including supply inventories (e.g., office and facilities supplies and forms), publications, furniture and equipment. The contractor shall perform warehousing activities in support of supply operations which include, but are not limited to: warehousing or stowing of replenishment orders, when received; pulling customers' orders

and backorders from stock, staging material for delivery or shipment, and ensuring accurate location records for stored items.

The contractor shall perform warehousing activities that include, but are not limited to: revising and maintaining a locator system for each assigned warehouse or inventory that accurately reflects the locations of equipment or materials stored; ensuring most effective use of net warehouse space, including recommending major changes, additions or enhancements for the ILMD approval; ensuring material and equipment are stored in the proper physical environment to guard against damage or deterioration; ensuring required material handling equipment is maintained and available; and coordinating with ILMD and designated GSFC facilities operations managers (FOMs) for all general maintenance of inside and outside warehousing facilities. The contractor shall kit EEE parts when requested by the customer.

Procedures to prevent electrostatic discharge (ESD) shall be required for warehousing and distribution of EEE parts. These are outlined in ANSI/ESD S20.20 and in implementing plans published by the GSFC Safety and Mission Assurance Directorate. EEE parts are warehoused in two ESD Facilities (one Class 0 Facility and one Class 1A Facility).

Performance Requirements

- a. Pick slips shall be completed within 3 workdays
- b. Data entry for NASA HQ items shall be completed within 3 workdays following receipt, or upon the completion of any NASA HQ support request to deliver, ship, mail, or stage items for pickup.
- c. Delivery, mailing, shipping, and staging for pickup of NASA HQ items shall be completed within 3 workdays of receipt of an NHQ 236 or other approved service request.

4.7 Fabrication Planning and Coordination [Reimbursable only]

The contractor shall provide fabrication planning and coordination support in accordance with 547-WI-5100.1.4, *Outsourcing for Fabrication Services*. The contractor shall receive work requests/packages from customers for fabrication services and determine whether the work should be completed in-house by GSFC or be performed by an outside contractor. Fabrication work requests/packages are generally for the following types of work: machining, printing, electroplating, testing or inspections with the exception of some testing services provided via established contract/task orders. Typical contractor support for fabrication services or requests are conducted via standard purchase orders. The contractor shall track the receiving disbursement, testing &/inspection and storage of technical parts such as EEE parts, flight grade fasteners and associated material.

5.0 TRANSPORTATION

The contractor shall perform a multitude of functions including, but not limited to: traffic

management; material handling, vehicle and equipment maintenance; dispatch operations, vehicle management, and interior design. Those activities involve compliance with Federal, state and local statutes, and Congressional reporting requirements. The contractor shall implement work instructions which provide for scheduled requirements, as well as, extraordinary, emergency, or unusual requirements during both duty and non-duty hours. The contractor shall ensure that an adequate number of personnel possess a valid Class A Commercial Driver's License (CDL) in order to operate vehicles requiring an operator with those qualifications.

5.1 Traffic Management

The contractor shall make all necessary arrangements for the movement of materials at Greenbelt, Wallops, and NASA HQ. These arrangements include the use of commercial carrier tariffs, schedules, tenders, services, facilities, rates, charges, and traffic agreements to route NASA traffic and maintain liaison with commercial carriers. The contractor shall plan and coordinate requests for Special Assignment Airlift Missions and test load applications. The contractor shall ensure that only lawfully filed tariffs and tenders are used to route NASA traffic.

The contractor shall manage and perform all activities related to the shipment and receipt of Government freight via commercial transportation in accordance with best commercial practices and regulatory directives. The contractor shall maintain documentation for carriers' payments, transportation discrepancy reports, tracer actions, and any other reporting requirement identified by the Government. The contractor shall provide support to the Information and Logistics Management Division in arranging the movement of material on military or other Government transportation systems.

The contractor shall ensure compliance with laws, regulations, and ordinances, imposed by the local, state, and Federal governments, concerning the movement of material by commercial carriers.

Performance Requirements

- a. Transportation procurements shall be processed and awarded in accordance with transportation regulations and NASA policies and procedures.
- b. Freight shipments and special moves shall be processed to ensure delivery to final destination within the requested delivery date.

5.1.1 Outbound Freight

The contractor shall perform all services required to arrange the shipment of outbound freight. The contractor shall determine the most advantageous mode of shipment and the carrier to be used; consolidate shipments where appropriate; classify cargo being shipped and apply the lowest applicable rate in accordance with the Uniform Freight Classification, and carrier's tariffs and tenders. The contractor shall maintain an outbound freight Tonnage Distribution Record.

The contractor shall manage a Small Package Office at Greenbelt for the shipment of “letterpaks” and other small shipments by commercial express carriers.

5.1.2 Inbound Freight

The contractor shall perform all activities required to receive, process, and effect disposition of inbound freight consigned to GSFC and supported activities. The contractor shall receive, arrange for specified delivery points, and document each inbound shipment, including confirmation that each Commercial Bill of Lading (CBL), Government Bill of Lading (GBL), and carrier’s prepaid bill has been receipted by signature and any discrepancies have been annotated.

5.1.3 CBLs and GBLs

The contractor shall prepare, issue, and process CBLs, GBLs, SF 1103, SF 1109, and SF 1200 for the procurement of transportation and related services on behalf of the GSFC Transportation Officer. The contractor shall process requests from commercial carriers to substitute a Freight Way Bill Original, in lieu of a lost or destroyed GBL.

5.1.4 Verification of Freight Charges

The contractor shall, upon receipt of carrier invoices, verify actual charges with the estimated freight charges. The contractor shall certify carrier invoices for payment and forward to the NASA Shared Services Center for payment. The contractor shall schedule and monitor loading and unloading of commercial carriers’ equipment to preclude demurrage, detention, or storage charges. The contractor shall, upon receipt of invoice from the carrier, verify or dispute demurrage, detention, or storage charges.

5.1.5 Carrier Selection

For a specific shipment, when two or more modes of transportation or individual carriers within a mode of transportation are in a position to compete, the contractor shall consider three principal factors when selecting the carrier. In their relative order of importance, the factors are: satisfactory service, total delivery cost, and equitable distribution of traffic.

5.1.6 Carrier Service Program

The contractor shall develop a Carrier Service Program (CSP) to ensure that NASA shippers receive the best available service from commercial freight carriers. The CSP shall establish elements of service that are key indicators of carrier performance, establish minimum levels of satisfactory performance for these elements and prescribe procedures for denial of freight shipments to any carrier that fails to provide a minimum level of satisfactory service. The elements to be used in evaluating carrier service include, but are not limited to: claims experience, compliance with the Department of Transportation (DOT) hazardous materials

regulations, inadequate or improper equipment, compliance with CBL and GBL instructions, overcharge ratio, failure to pickup shipment, shipment refusal, and transit time.

The contractor shall document carrier failures and provide documentation to ILMD for consideration. Each carrier's documented file shall contain at a minimum a brief description and date of service failure, date carrier was offered the shipment and name of contact, CBL or GBL number, shipment origin or destination.

5.1.7 Commercial Carrier Inquiries

The contractor shall ensure that carriers are furnished with sufficient information, or be permitted access to appropriate supporting records to allow for a determination of applicable charges for transportation services. Information furnished to carriers in response to inquiries concerning shipments that have taken place shall be confined to facts. Inquiries regarding commodity descriptions shall be answered by furnishing information contained in shipping documents, tenders, bills of lading or other supporting records. Inquiries regarding freight classification shall be answered by furnishing the bill of lading description.

To promote competition between and among carriers, the contractor shall provide all interested carriers with information relating to traffic shipped from and to GSFC. Authorized carrier representatives shall be allowed to inspect this information at reasonable hours, except as restricted by security regulations or instructions issued by ILMD. The information shall be maintained in a public file and shall include at a minimum: annual tonnage, tonnage by mode, number of shipments by destination, types of commodities shipped, carrier rate tenders. Classified information or any information, which might result in a breach of security, shall not be discussed, released, or included in a public file.

5.1.8 Maintenance of Publications

The contractor shall maintain a current file of tariffs, tenders, and related publications covering all modes or methods of transportation commonly used by NASA. The file shall be comprehensive enough to effectively perform commercial traffic management activities. The contractor shall use tariffs, tenders, and related publications to rate and route Government material.

5.1.9 International Transportation

For United States Flag Ocean Carriers, the contractor shall arrange for International Ocean Transportation services in accordance with the provisions of Section 901(b) of the Merchant Marine Act of 1936 (46 U.S.C. 1241 (B)), concerning the use of privately owned U.S. - Flag Vessels. The contractor shall maintain a register containing details of ocean shipments.

For United States Flag Certificated Air Carriers, the contractor shall arrange for International Air Transportation services in accordance with the provisions of section 5 of the International Air

Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 1517) which requires the use of U.S. - Flag Certificated Air Carriers for International shipments of property.

The contractor shall prepare all required documents and coordinate with U.S. Customs for all imports and exports of cargo shipments.

5.1.10 Claims Processing

The contractor shall report and adjust overages, shortages, losses, damages, and other discrepancies between the quantity or condition of property in shipment received from carriers and the quantity or condition of that property as shown on the covering Bill of Lading or other transportation document.

The contractor shall process loss and damage claim reports against carriers when any of the above conditions apply. Claims processing includes at a minimum:

- a. Preparation and filing of claim reports and supporting documentation within established timeframes; and
- b. Follow-up with carriers, consignor, consignee, or owner of property, whichever is applicable, to assure timely processing and settlement of all claim actions. If material or equipment is not returned to the vendor it shall be reported through the GSFC excess process.

5.2 Material Handling

Material handling activities occur throughout the contract operations, including: pickup/delivery operations, warehousing and storage activities, and transportation of spaceflight hardware. The contractor shall perform reviews of internal/external material handling processes, and shall recommend areas of improvement in the handling and movement of hardware, which shall include, but are not limited to, warehousing and storage. Results of these reviews shall be provided to the Government. The contractor shall provide complete material handling support. Activities include, but are not limited to: performing material handling using trucks, cranes, slings, forklifts, pallets, jacks, conveyors, and hands; certifying handlers of hazardous materials as required by Title 49 CFR; shipping and handling NASA Class I, II, III and IV category equipment, as well as, other categories of equipment; certifying equipment and handlers of program critical hardware as required by GPR 8719.1, *Certification and Recertification of Lifting Devices and Equipment and Its Operators*; performing handling and transportability in accordance with MIL-STD-2073-1 and NPR 6000.1. The contractor shall ensure that all items packaged for storage by the customer are adequately protected from the environment before the item is accepted into storage. The contractor shall ensure items needing additional packaging and/or protection are routed through the packing and crating shop for that purpose before being sent into storage.

5.2.1 Material Handling for Special Moves [Reimbursable only]

The contractor shall provide support in the movement of space flight hardware and ground support equipment (special moves) as defined by the Government. These moves include both domestic and international locations and are generally between GSFC, contractor test facilities, and launch sites. The contractor shall provide functional representatives familiar with packaging, handling, and transportation support of space related hardware to each NASA special move team, and support in developing a logistics/transportation plan, subject to Government approval, for special moves. The Government will maintain overall approval authority of the logistics/transportation plan and the actual move.

5.2.2 Handling of Electrostatic Sensitive Material

The contractor-developed work instructions shall address the handling of electrostatic sensitive material, to include: receiving, inspecting, packing, packaging, shipping, and storing.

5.3 Fleet Management Operations

The contractor shall manage the GSFC-Greenbelt vehicle fleet consisting of approximately 118 vehicles and maintain approximately 85 pieces of GSFC-owned equipment.

5.3.1 Vehicle and Equipment Maintenance

The contractor shall staff and operate a complete repair and maintenance garage facility at GSFC-Greenbelt. The contractor shall provide repair and maintenance services for the GSFC-Greenbelt vehicles and GSFC equipment. A current list of the GSFC-Greenbelt vehicles is located in Appendix G.

The contractor shall operate the garage facility between the hours of 6:30 a.m. and 4:30 p.m., except in emergency situations, such as snow removal activities. During snow emergency situations, the garage facility shall be continuously operational. Mechanics shall inventory, sign for, and be held accountable for their toolboxes.

5.3.1.1 Preventive Maintenance

The contractor shall maintain schedules for preventive maintenance of GSFC-owned vehicles and equipment. The contractor shall perform preventive maintenance jobs in accordance with the preventive maintenance schedule when vehicles are under the warranty period.

Following expiration of the warranty, the contractor shall perform preventive maintenance on the vehicle fleet every six months and twelve months, or 5,000 miles, whichever occurs first. The contractor shall utilize Preventive Maintenance Checklists to accomplish this activity. Each vehicle/equipment shall receive an oil change at least once a year or every 5,000 miles, whichever occurs first. If the vehicle is in the shop for maintenance or other repairs, and an oil

change is due within 500 miles, the contractor shall perform an oil change at that time.

The contractor shall document all labor and material costs associated with performing preventive maintenance. The contractor shall ensure all labor and material costs are separated by individual vehicle or equipment GSFC license tag number or NASA Property Number and maintained in GSFC's automated vehicle management system, ExtraFleet 2000.

5.3.1.2 Emissions

The contractor shall maintain schedules for performing emissions tests of approximately 60 gasoline-driven, GSFC-Greenbelt vehicles, weighing less than or equal to 26,000 pounds gross vehicle weight. The contractor shall ensure vehicles are tested every two years, take vehicles scheduled for emissions testing to the appropriate state testing facility and store the results of the test in the vehicle's glove compartment.

The contractor shall establish a payment method with the appropriate state and maintain a record of these procedures. The contractor shall maintain testing and associated cost data in ExtraFleet 2000.

5.3.1.3 Winterization

The contractor shall maintain schedules for winterizing all GSFC-Greenbelt vehicles and equipment. The contractor shall perform annual winterization on all GSFC-owned vehicles and equipment by November 1 of each year. The contractor shall maintain all costs associated with the winterization of GSFC-Greenbelt vehicles in ExtraFleet 2000.

5.3.1.4 Snow Removal Activities

The contractor shall support the GSFC Snow Removal effort by maintaining a garage capability during regular and after hours snow operations under the direction of the Facilities Management Division. The contractor shall provide towing services as directed by FMD. During snow removal activities, the contractor shall provide access to one garage bay for use by the snow removal contractor in making minor repairs to their equipment. In addition, the contractor may be asked to perform emergency minor repairs to the snow removal contractor's snow removal equipment.

5.3.1.5 Repairs

The contractor shall maintain and repair GSFC-Greenbelt vehicles and equipment. The contractor shall evaluate and repair transient Government-owned vehicles as directed by ILM. The contractor shall maintain all associated costs for repairs (commercial and in-house) in ExtraFleet 2000.

The contractor shall complete repairs within industry standards documented in the *Parts and*

Time Guide, published by Chilton (or use other appropriate manuals), and document the actual time in ExtraFleet 2000. The contractor shall obtain approval from ILMD on any repairs exceeding \$500.

The contractor shall provide towing service for GSFC-owned vehicles within 10 miles of GSFC, or as specified by ILMD. The contractor shall arrange for commercial towing services for towing beyond our in-house capability or for distances exceeding 10 miles.

The contractor shall inspect commercial carrier vehicles and trailers used for transporting critical space flight hardware in accordance with the Tractor/Trailer Inspection Procedure.

The contractor shall inspect, repair and maintain approximately 12 spacecraft shipping containers and transporter support equipment items as directed by ILMD. Shipping containers vary in size and may include sophisticated environmental control systems.

The contractor shall perform all repair work at the GSFC garage except repairs beyond GSFC in-house capability. The contractor shall arrange for repairs beyond GSFC in-house capability with a local commercial facility.

5.3.1.5.1 In-House Repairs

The contractor shall disassemble, repair, refit and assemble engines, including diesel engines and complete assemblies, such as transmissions, differentials, clutches, transfer cases, front and rear end suspension assemblies. The contractor shall inspect, determine cause for failure and repair, adjust, rebuild or replace any defective component within any of these assemblies.

The contractor shall disassemble, inspect, test, repair and assemble electrical systems, carburetors and fuel injection systems including computerized controls on emission systems. The contractor shall inspect, determine cause for failure and repair, adjust, rebuild or replace any defective electrical or computerized component.

The contractor shall disassemble, repair, refit and assemble brake systems and assemblies, including anti-lock braking systems, computer control units, sensors and control solenoids. The contractor shall inspect, determine cause for failure, and repair, rebuild or replace any defective component.

The contractor shall troubleshoot and repair special-purpose or industrial equipment such as farm tractors, special-use trailers, mobile cranes, front-end loaders, graders, forklifts (gas/electric/liquid propane gas), backhoes, trenchers, snow plows, salt spreaders, auxiliary power generators, air compressors, and others. The contractor shall perform extensive repairs to hydraulic systems, with vane and gear pumps and motors, control valves, holding valves, serviceable filter assemblies, relief valves, lift and hoist cylinders and ram cylinders. The contractor shall obtain approval from ILMD to perform repairs on any crane, tractor crane or aerial lift affecting operations of booms or hydraulics.

The contractor shall maintain and repair electric-powered vehicles, including repairs to drive motor transmissions, gearboxes, wiring, controllers and electric speed control systems, air conditioner charging devices, suspension and steering systems and accessories. The contractor shall comply with all Federal regulations for recycling and disposing of refrigerants (40 CFR Part 82).

The contractor shall provide maintenance/repair services to designated mobile industrial equipment or power generating equipment being used to supply emergency electrical power to any occupied GSFC building or trailer, or to designated space flight operations.

The contractor shall perform minor automotive body repair and painting to GSFC-owned vehicles and equipment to include, but not limited to, touch- up painting.

5.3.1.5.2 Commercial Repairs

When repair requirements are beyond the GSFC in-house capability, the contractor shall arrange for repairs with a local commercial facility. The contractor shall obtain the approval of ILMD for any repairs in excess of \$500. The contractor shall verify all commercial vendor repairs and obtain a vendor receipt for all work accomplished. The contractor shall maintain and record all commercial repair costs in ExtraFleet 2000.

5.3.1.6 Stock Room

The contractor shall order and issue parts and materials in support of GSFC garage operations. Most repair parts will be ordered as needed and delivered within 24 hours. The contractor shall maintain an appropriately controlled inventory of frequently used parts in stock, to include, but are not limited to: belts, windshield wipers, oil filters, air filters, windshield fluid and spark plugs. The contractor shall provide vehicle and equipment repair parts equal in quality to original manufacturers' replacement parts and used parts must have the approval of ILMD. The contractor shall maintain all inventory transactions in ExtraFleet 2000. Environmentally-friendly products shall be used whenever practicable.

The contractor shall perform an annual inventory of the stockroom and provide the results of the inventory and subsequent reconciliation, as well as any inventory adjustments to ILMD by October 31 of each year. The contractor shall perform the inventory and any required reconciliation in accordance with NPR 4100.1.

5.3.2 Dispatch Operations

The contractor shall provide a complete vehicle control operation that includes scheduling and issuing GSFC-Greenbelt vehicles, scheduling and performing pickup and delivery services, performing shuttle bus operations, coordinating office/lab moves, operating a taxi service, ordering and dispensing fuel, and operating the transportation automated systems. The

contractor shall provide dispatch services between the hours of 7:30 a.m. and 4:00 p.m. All services shall be performed at Greenbelt only, unless otherwise noted.

The contractor shall ensure all transportation automated systems are fully operational. Transportation automated systems currently include, but are not limited to: the Gasboy Fleetkey System, the Dispatch/Automated Fleet Information System (DAFIS), and ExtraFleet 2000.

The contractor shall provide after-hours support to various transportation functions including, but not limited to: shuttle bus services for tours, symposia, and conferences; pickup and delivery of materials and equipment; transporting personnel to and from local airports; and office moves.

5.3.2.1 Motor Pool Operations

The contractor shall manage, issue, maintain and schedule a motor pool fleet at Greenbelt of approximately 15 vehicles. Generally, these vehicles shall only be used by Government employees for official Government business. NASA contractors may also use these vehicles when their contract allows it. The contractor shall ensure that all operators have a valid driver's permit for the type of vehicle to be operated, and issued for the area in which the employee is principally employed or in which the employee lives (FMR 102-34). The contractor shall verify that the traveler is a Government employee (or NASA contractor approved to use the motor pool), has valid travel orders (when the travel destination exceeds 50 miles) and is issued the current U.S. Government Fuel Credit Card.

For distances exceeding 50 miles one-way, the contractor shall identify and perform pre-trip inspections on all vehicles, trucks and equipment to ensure that they are operationally safe and ready to issue to Center personnel. For distances exceeding 200 miles one-way, the contractor shall obtain approval from ILMD prior to issuing the vehicle.

The contractor shall refuel and clean (except for washing) all motor pool vehicles upon return from travel. The contractor shall ensure that all motor pool vehicles are washed at least once every two weeks. The contractor shall refuel transient Government vehicles when requested. The contractor shall inspect the motor pool vehicles at least once per month to ensure each vehicle is equipped with a flashlight, flares and an emergency kit.

5.3.2.2 Rigging Services

The contractor shall review items for pickup and delivery to determine whether rigging services are needed to accomplish the activity. At Greenbelt, the contractor shall coordinate and arrange for rigging services with commercial sources in accordance with ILMD policy.

5.3.2.3 Scheduled Runs

The contractor shall dispatch appropriate vehicles, personnel and equipment to perform scheduled pick-up and delivery services for Greenbelt and NASA HQ as outlined in Appendix

H. The contractor shall provide these services both on and off GSFC-Greenbelt and NASA HQ in the Baltimore/Washington Metropolitan Area.

In accordance with schedules specified by ILMD, the contractor shall deliver items from stores stock and receipts processed through Greenbelt Central Receiving, and deliver excess furniture (on a non-interference basis) to Center customers when needed.

The contractor shall deliver mail once daily to approved Greenbelt mail code destinations and provide daily mail pickup for the GEWA organization.

Performance Requirements

- a. Supplies and materials shall be delivered within 2 workdays from the time the items are placed on the staging line.
- b. Incoming mail shall be delivered within 20 minutes after the posted schedule.

5.3.2.4 Pickup and Delivery Services

The contractor shall dispatch appropriate vehicles, personnel and equipment to perform pickup and delivery services for routine and emergency requests. These pickup and delivery services include support for NASA HQ, the Storage Program (Greenbelt and Wallops), and transportation of other items. The contractor shall pickup excess property at Greenbelt, Wallops and NASA HQ after the labeling has been completed. The contractor shall deliver all excess equipment, materials, and supplies to the Excess Warehouse or as appropriate to the designated outside excess storage lot. The contractor shall enter all of these requests in DAFIS. For Greenbelt and NASA HQ, the contractor shall provide these services within the Baltimore/Washington Metropolitan Area.

As part of these pickup and delivery services, the contractor shall coordinate for handyman services to be performed by commercial sources. These services include the assembly and disassembly of furniture (e.g., major components as opposed to pieces of components), excluding systems furniture; and disassembly of office furnishings. For the purpose of this requirement, furniture includes standard office furniture (wood and metal) and modular furniture. This work includes removing white boards, chalk boards, bulletin boards, pictures, and other similar items from walls as required. The work does not include mounting those boards, pictures, or other items to any wall. When performing these handyman services, the commercial contractor shall leave the work site clean and orderly and transport all packing material/trash/cardboard to the designated area for disposal. Most handyman services are performed as part of an office move. However, handyman services (that are not part of an office move) are also coordinated at Greenbelt.

The contractor shall complete emergency/priority requests in accordance with the customer's requirement. If the customer's requirement cannot be met, the contractor shall work with the customer to develop a mutually agreeable alternate schedule.

Performance Requirement

Routine pickup and delivery requests shall be completed within 5 workdays of receipt of the service call for Greenbelt and 2 workdays for NASA HQ.

5.3.2.5 Bus Service

The contractor shall utilize GSFC-owned resources to provide bus/transportation service for Greenbelt and NASA HQ in support of a variety of events (e.g., tours, symposiums, meetings, training classes, and student programs) sponsored by, but not limited to: the Public Affairs Office, Management Education Center and Equal Opportunity Programs Office. These services may include transportation requirements for high-ranking Government and civilian officials. These bus services shall only be provided for official Government business.

The contractor shall provide support in loading and unloading of passengers, passenger luggage and other materials; operating wheelchair lifts and securing of wheelchairs may be required. The contractor shall obtain the approval of ILMD on after-hours requirements.

5.3.2.6 Shuttle Bus Service

The contractor shall provide an on-Center taxi service on a daily basis Monday through Friday, from 6:00 a.m., to 5:30 p.m. Center customers will have the capability to request direct pick-up and destination drop-off services by placing a call directly to the assigned bus driver.

5.3.2.7 Office Moves Coordination

The contractor shall coordinate for on-site and near site office and laboratory moves at Greenbelt. These moves shall be coordinated with commercial sources to provide move estimates, perform the move, verify bills for payment, and process loss and damage claims.

The contractor shall provide move coordination services for Goddard personnel including, but not limited to: determining move requirements such as size, cost, and timeframe; performing walk-throughs of current and proposed sites; determining any special requirements (e.g., computer moves or carpeting); coordinating any special packing or special handling requirements; supporting customers in completing necessary paperwork, floor plans, and move schedules; working with other service organizations to coordinate ancillary services to ensure necessary schedules are met. Ancillary services include, but are not limited to: mods and rehabs to office spaces, maintenance, phones, excess furniture and equipment, carpeting, key control, property administration functions, relocation of safes, securing equipment, mail services, and location changes.

When required, the contractor shall support customers in preparing for moves, including: ordering supplies, inspecting material to ensure it is properly packed, secured, and clearly

labeled; establishing a move coding system; developing schematics to define where material is to be relocated; ensuring all activities are completed by the move date, and arranging with security for the movers to get on Center. When required, the contractor shall also work with the customer to coordinate all activities during the move, including: monitoring the moving contractor's activities; ensuring elevators are available, halls and doorways are cleared, extra trash facilities are available, and electricity is turned on; and performing post-move walk-throughs with the customers. The contractor shall coordinate the scheduling of a moving company.

The contractor shall provide move activity schedules, status reports, workload data, and input to Government reports and presentations, and serve as a source for customer information for move activities and procedures.

The contractor shall track all associated costs for performing office/laboratory moves at both locations. The contractor shall verify that all billing documents received from the mover are accurate before processing for payment.

Performance Requirements

- a. Move requests shall be arranged for and completed within the customer's required date.
- b. Loss and damage claims shall be provided to the moving company within 7 calendar days of completion of the move, interim status reports shall be obtained from the movers every 30 calendar days on pending claims, and claims shall be resolved within 60 calendar days of filing of the claim.

5.3.2.8 Setups

The contractor shall coordinate, arrange for, and set-up conference rooms, classrooms, and auditoriums (chairs, tables, exhibits, etc.) in support of meetings, symposia, conferences and assemblies. The contractor shall receive details of these setup requests from the Directorate Coordinators, to include floor plans.

5.3.3 Vehicle Management

The contractor shall maintain complete files on Greenbelt vehicles and equipment, containing such information as: tag numbers, NASA property numbers, purchase orders, receipt and inspection reports, certificates of origin, warranties, maintenance repair orders, accident reports and repair costs. The contractor shall maintain hard-copy documentation, and operate and maintain all automated transportation management systems. Current systems include: ExtraFleet 2000, DAFIS (Dispatch/Automated Fleet information System), and the Gasboy Fleetkey System. All services are performed at Greenbelt only, unless otherwise noted.

ExtraFleet 2000 is a vehicle management software system that maintains vehicle cost and inventory data. The contractor shall maintain all vehicle cost and inventory data daily to include, but are not limited to: vehicle specifications, work order assignments and related costs, mileage

data, and preventive maintenance and emissions schedules.

Our automated dispatch system, DAFIS (Dispatch/Automated Fleet Information System), tracks vehicle usage and customer requirements for functions performed by the contractor, including: motor pool operations, pickup and delivery requirements, shuttle bus services and set-ups. The contractor shall maintain and operate DAFIS and use it to record every customer requirement.

The contractor shall maintain and operate the automated fuel dispensing system, Gasboy Fleetkey System. The Gasboy Fleetkey System is an automated fuel dispensing and recording system. The contractor shall ensure that all Gasboy fuel transactions are imported into ExtraFleet 2000 daily.

The contractor shall participate in annual Motor Vehicle Utilization Reviews (MVUR). The contractor shall provide vehicle use and assignment information to the MVUR Board when requested. The contractor shall serve on the MVUR Board if requested by ILMD.

5.3.3.1 Credit Cards

The contractor shall issue, control and maintain a U. S. Government Credit Card for select GSFC-owned vehicles (identified by ILMD) in accordance with FMR 102-34. The contractor shall also maintain and enter credit card purchases in ExtraFleet 2000.

The contractor shall turn-in to ILMD any credit cards no longer needed. The contractor shall immediately inform ILMD of any lost or stolen credit cards.

5.3.3.2 License Plates

The contractor shall issue, control and maintain official U. S. Government license plates in accordance with Federal Management Regulation (FMR) 102-34.

The contractor shall turn-in to ILMD any license plates no longer needed. The contractor shall immediately inform ILMD of any lost or stolen plates.

5.3.3.3 Vehicle Identification and De-Identification

The contractor shall ensure that each vehicle/equipment is adequately identified as a GSFC asset. The contractor shall apply a U.S. Government license plate, NASA equipment barcode tag, and appropriate agency and operating logos as directed by ILMD. The contractor shall ensure that a U.S. Government Credit Card and two sets of keys are available for each vehicle.

The contractor shall maintain a record of and ensure that all agency identification is completely removed prior to disposal of vehicle/equipment and that the U.S. Government tags and U.S. Government Credit Card are shredded.

5.3.3.4 Keys

The contractor shall order, maintain, secure, and issue vehicle/equipment keys. The contractor shall order, maintain, secure, encode, and issue Gasboy Fleetkey System keys. The contractor shall maintain a list of the Gasboy Fleetkey System encoded keys in ExtraFleet 2000. The contractor shall ensure that all keys are maintained in a secure location.

5.3.3.5 Motor Vehicle Fuel

The contractor shall store and distribute motor vehicle fuel for Greenbelt. At Greenbelt, the contractor shall maintain a record of fuel deliveries, ensuring the current price is recorded on the gas/diesel pumps and in ExtraFleet 2000. The contractor shall be present and supervise all fuel deliveries at Greenbelt in accordance with safety requirements.

At Greenbelt, the contractor shall check the gas tank monitoring system to ensure the inventory is accurate. The contractor shall accomplish this check weekly by measuring the fuel in the tank and comparing those results with the printout from the Veeder-Root System located in Building 27, Room 120C.

The contractor shall ensure appropriate inventory management procedures are established and followed in accounting for fuel used in all reimbursable agreements between GSFC and its contractors as specified by ILMD.

5.3.3.6 Accident Reporting

The contractor shall ensure that personnel using Greenbelt vehicles/equipment are fully informed of the proper accident reporting procedures. The contractor shall promptly report accidents to their supervisors and ILMD.

The contractor shall ensure that on-base accidents are promptly reported to the GSFC Protective Service Division, and that off-base accidents are reported to the local police.

The contractor shall ensure that accident reporting forms, Standard Form 91 (Motor Vehicle Accident Report), Standard Form 94 (Statement of Witness) (if applicable) and GSFC Form 23-14A (GSFC Motor Vehicle Accident Report) are completed at the scene of an accident, if possible, or as soon thereafter as possible. The contractor shall ensure that accident reports are promptly submitted to ILMD. The contractor shall ensure that the damaged vehicle is brought to the GSFC garage, if possible, or that garage personnel are notified of the accident.

5.4 Interior Design

The contractor shall support the GSFC (Greenbelt and Wallops) furniture program by providing interior design services to Goddard customers requiring new furniture or office/laboratory reconfiguration for existing furniture.

The contractor shall provide interior design services to Goddard personnel; perform workflow analysis; develop block diagrams and detailed floor plans and furniture layouts; define furniture, and other furnishings requirements; provide furniture recommendations; support customers in developing and processing acquisition paperwork; coordinate meetings between vendors and

customers; review vendor drawings and parts lists; and coordinate furniture installations and perform post-installation walk-throughs. The contractor shall provide these services for all types of furniture including systems, modular, and standard furniture.

The contractor shall support customers in coordinating all ancillary services for large systems or modular furniture buys such as phones, mods, maintenance activities, establishing move plans, carpeting, excess equipment/furniture, or computer hookups. The contractor shall provide visual presentations to customers as required; prepare activity schedules; provide status reports, work load data, and inputs to Government reports and presentations; and participate in automating efforts for Computer Aided Design (CAD) and tracking workload.

6.0 EQUIPMENT MANAGEMENT

The contractor shall provide support to GSFC (Greenbelt and Wallops) and NASA HQ to control and manage equipment, to include utilizing Government provided computer systems to track and maintain Government-owned, loaned and leased property, capital property and contractor-held property. The contractor shall be involved in all facets of property control, including identifying and tagging equipment and conducting inventories.

6.1 Equipment Control

The contractor shall provide support to control all property at GSFC (Greenbelt and Wallops) and NASA HQ. This includes approximately 37,000 items (\$420 million) at Greenbelt, 3,000 items (\$16 million) at Wallops, and 3,000 items (\$13 million) at NASA HQ. This control is initiated when the contractor identifies controlled equipment and tags the items with barcode tags. The contractor shall also provide support in monitoring contractor-held property.

6.1.1 Tagging

The contractor shall tag and document controlled and leased equipment at GSFC and NASA HQ, and occasional local off-site locations as required by the Government. This includes equipment purchased on GSFC and NASA HQ contracts and purchase orders, transfers from other centers, returned Government Furnished Property (GFP) from contractors, direct deliveries, vendor installed property, fabricated property, Found On Station (FOS) property, controlled equipment received for NASA HQ accounts or other NASA Centers, and items for inventory that meet the criteria for capitalization or control. The contractor shall maintain the required equipment control number register, account for all tags received for use, and prepare the initial automated equipment record.

Performance Requirement

Equipment shall be tagged and data entered within 8 workdays from receipt of tagging request, document or telephone call from the customer. Capital equipment shall be tagged and entered within 30 calendar days.

6.1.2 Integrated Asset Management (IAM) Property Plant and Equipment (PP&E) System, SAP, and Business Warehouse

The contractor shall provide cataloging services, and receive, review, correct and process all equipment transactions for the NASA IAM PP&E system by: handling inquiries, conducting research, running and printing equipment reports; maintaining an audit trail of transactions affecting equipment records; retaining source documents; and maintaining the official file for the loan and lease programs and capital equipment.

The contractor shall maintain the quality of the equipment databases, including, but not limited to: information accuracy and timeliness of data updates. The contractor shall reconcile all monthly and semiannual exception reports received from Accounting.

Performance Requirement

Data entry into the equipment database shall be completed within 4 workdays from receipt of the request or source document.

6.1.3 Contractor-Held Property

The contractor shall provide contract property control support to ILMD to accomplish the management of Government property provided to GSFC (Greenbelt and Wallops) contractors. Activities include, but are not limited to: establishing contract property files and maintenance of files, reviewing grants and cooperative agreements awarded at the NASA Shared Services Center (NSSC) for government property requirements, entering contract property data into the NF1018 Electronic Submission System, providing administrative support to process plant clearance case from Plant Clearance Automated Reutilization Screening System and preparing property files for contract closeout.

6.1.4 Physical Inventory

The contractor shall schedule, hold pre-inventory briefings, support walk-through, conduct, scan, reconcile, and report annual inventories of controlled personal property and special inventories at Greenbelt, Wallops and NASA HQ, and occasional local off-site locations using Government supplied optical scanners, microcomputers, and a Government approved inventory module. When required, the contractor shall provide data to support reports.

Performance Requirement

Equipment inventories shall be conducted in accordance with NPR 4200.1, GSFC procedures and the government-approved schedule.

6.2 Excess Program

The contractor shall support excess property processing at GSFC (Greenbelt and Wallops) and NASA HQ for all excess transactions including exchange sale transactions. The contractor shall be responsible for data inputs, special moves, emergency requests, delivery ticket processing, receipt, cancellations, storage, expedited screening, and redistribution and disposal of Greenbelt, Wallops and NASA HQ excess/surplus property, including identification, segregation and disposal of scrap and hazardous materials. The Greenbelt excess warehouse shall be open for operations from 7:30 a.m. - 4:30 p.m. Monday through Friday, and open for customers screening equipment, 8:00 a.m. - 3:00 p.m. Monday through Friday. The Wallops excess warehouse shall be open for operations from 8:00 a.m. - 4:30 p.m. Monday through Friday, and open for customers screening equipment, 8:30 a.m. - 3:30 p.m. Monday through Friday.

Performance Requirements

- a. Processing of Greenbelt excess property shall be completed within 17 workdays from receipt of the excess request.
- b. Processing of Wallops excess property shall be completed within 7 workdays from receipt of the excess request.
- c. Processing of NASA HQ excess property shall be completed within 10 workdays from receipt of the excess request.

6.2.1 Labeling Excess Property

The contractor shall affix labels to excess equipment, materials, and supplies, interfacing as appropriate with Property Custodians and Government property disposal personnel. The contractor shall identify and document excess equipment containing hazardous material content, previously cannibalized or in scrap condition.

6.2.2 Excess Property Warehousing

The contractor shall receive, inspect and locate incoming excess equipment, materials and supplies, including equipment containing hazardous material contents, and ensure physical and environmental protection. In addition to the Greenbelt and Wallops excess warehouses, the contractor shall store excess property in the Government's outside excess storage lots at Greenbelt and Wallops, as appropriate. The contractor shall ensure the most effective use of warehouse space, store property to facilitate screening by customers, and recommend major changes, additions or enhancements to ILMD for approval. The contractor shall store equipment and material in the proper physical environment to guard against damage or deterioration. The contractor shall ensure required material handling equipment is maintained and available, and arrange and coordinate with appropriate GSFC organizations all general maintenance of inside and outside warehouse/storage facilities.

Performance Requirements

- a. A cyclic excess inventory of ten sections at Greenbelt shall be completed every 30 calendar days.
- b. A cyclic excess inventory of one section at Wallops shall be completed every 30 calendar days.

6.2.3 Locator System

The contractor shall establish and maintain a warehouse locator system; file source documents by case numbers; and provide a copy to ILMD. The contractor shall initiate survey actions on lost, damaged, or destroyed excess property and materials at the time the loss or damage is discovered and provide them to ILMD.

6.2.4 Disk Cleaning

The contractor shall provide services to ensure that the hard drives of all Greenbelt and Wallops desktop computers are cleared of all data and software prior to disposal via internal redistribution, federal transfers, donation, or sale. In the event that the hard drive cannot be cleaned, the contractor shall remove and destroy the hard drive. The contractor shall also install an operating system (as designated by ILMD) and maintain a Disk Cleaning Log with the results of the disk cleaning.

6.2.5 NASA Property Disposal System (DSPL)

The contractor shall receive, review, and process all DSPL transactions for Greenbelt, Wallops, and NASA HQ as provided by the ILMD. The contractor shall maintain accurate and complete DSPL database, and update the database in a timely manner. On occasion, the contractor shall be required to make inquiries into the NASA equipment management system (SAP / NPROP) active or history files to complete specific DSPL transactions. The contractor shall conduct research to obtain additional information not provided on the transaction document.

6.2.6 Reutilization

The contractor shall coordinate redistributions at Greenbelt and Wallops of excess property through pickup, delivery, scheduling, and packing and crating as appropriate. The contractor shall provide escort service to screeners as required. The contractor shall release equipment to customers with documented authorization from ILMD.

6.2.7 Executive Order 12999

The contractor shall support ILMD in meeting the requirements of Executive Order 12999 by performing the following activities for all desktop computer systems at Greenbelt and Wallops donated to educational activities:

- a. clearing all data and software from the hard drive;
- b. installing an operating system as designated by ILMD; and
- c. identifying system configuration information (e.g., type of processor and amount of memory).

6.2.8 Sales

The contractor shall provide property sales support at Greenbelt and Wallops. The contractor shall segregate, lot, tag, and display property for inspection to the public sector. The contractor shall stage equipment in a designated sale area of the Excess Warehouse. The contractor shall lot items flagged “exchange/sale” separately from all other items. On occasion, the contractor shall be required to provide limited disassembly capability for precious metals, (e.g., remove printed circuit cards from surplus computer related equipment prior to sales disposition). This disassembly consists of routine operations not requiring any high degree of technical proficiency. The contractor shall also schedule the pickup of sold property with the successful bidder.

Performance Requirements

- a. Greenbelt sale preparation shall be completed and submitted to GSA within 20 workdays from receipt of the pull list provided by the GSFC Property Disposal Officer or designee.
- b. Wallops sale preparation shall be completed and submitted to GSA within 7 workdays from receipt of the pull list provided by the Wallops Property Disposal Specialist.

6.2.9 Physical Inventory

The contractor shall conduct a wall-to-wall inventory of all excess property and material located in the Greenbelt and Wallops Excess Warehouses and the outside lots once every 3 years, or as directed. The reconciliation, including inventory adjustments involving accountable records for excess property, will be completed by ILMD. The contractor shall review over-aged cases on a quarterly basis and provide findings to ILMD.

6.2.10 Cooperative Administrative Support Unit (CASU) Program [Reimbursable only]

The contractor shall provide Greenbelt warehouse support to receive shipments of property received from Agencies under the CASU Program. The contractor shall be required to check manifests of incoming property to ensure accuracy. If any discrepancies are found, the contractor shall report them to ILMD immediately.

7.0 MANAGEMENT SERVICES

7.1 Forms Management

The contractor shall provide forms management support. Forms management involves

maintaining an accurate inventory of approximately 800 GSFC, NASA, and other Government agency forms in either an electronic or paper format. The contractor shall maintain a central database of electronic forms for Centerwide use and facilitate updates.

The contractor shall design forms in two formats: (1) Agency wide e-forms software and (2) fillable PDF.

Performance Requirement

Requests to create and revise forms shall be completed and returned to customer for acceptance within 10 workdays of receipt.

7.2 Records Management

The contractor shall provide records management at Greenbelt and NASA Headquarters. This involves the storage, disposal, and retrieval of retired Government records for customers. The contractor shall support customers in the correct preparation of newly retired records for storage at the Washington National Records Center (WNRC) in Suitland, MD or a private storage facility if required. Upon receipt from the customer of GSFC Form 22-41, "Records Retirement," the contractor shall complete the Standard Form 135, and coordinate transportation of records to and from Suitland or other locations. Upon receipt of the box contents list and SF 135 from the customer, the contractor shall review and complete the SF 135 and coordinate transportation of records to and from Suitland or other locations.

The contractor shall coordinate disposal, retrieval, or renewal notices from WNRC with the NASA Headquarters Records Manager and contact the appropriate customer to determine if the records are to be terminated or renewed, and maintain logs and files for all records and records transactions. In addition, the contractor shall support NASA Headquarters customers in the use of the Agency Filing Scheme (AFS), support the NASA Headquarters Records Manager in training current and new employees in records management, and provide support in the review, approval, and denial of file and storage cabinets. The contractor shall support the NASA Headquarters Records Manager in the declassification effort on all classified documents 25 years of age or older as required by Executive Order 12958, including maintaining the computer database of all materials reviewed.

The contractor shall support the NASA Headquarters Records Manager in developing and implementing policies, procedures, and strategies associated with records reviews/self-assessments to include, but are not limited to, the following: planning, promoting, and leading annual self-assessment orientation sessions; planning and executing annual self-assessments to ensure permanent and official records, regardless of medium, are selected, identified, located, and protected; preparing the self-assessment annual report; following up with non-compliant organizations until all issues are closed; and preparing status reports on self-assessment activities.

Performance Requirements

- a. Greenbelt records storage requests shall be processed to the GSFC Records Manager within 5 workdays of receipt.
- b. NASA HQ records storage requests shall be processed to the NASA HQ Records Manager within 3 workdays of receipt.
- c. Quarterly disposal eligibility notices shall be processed within 60 calendar days of receipt.
- d. Annual disposal eligibility notices shall be processed within 6 months of receipt.

7.3 Mail Services Center (MSC)

The contractor shall operate a comprehensive MSC at the GSFC/Greenbelt site in accordance with U.S. Postal Service (USPS) Regulations.

7.3.1 Incoming Mail

Incoming mail sources include the USPS and near off-site locations, as well as Goddard internal mail. The contractor shall sort and process incoming mail upon receipt. The contractor shall research misaddressed mail when necessary to determine the final destination.

Performance Requirements

- a. Incoming mail shall be processed and sorted to the proper level.
- b. Accountable Mail arriving without a mail code designation shall be researched within 1 workday, interoffice mail within 2 workdays, First-class mail within 3 workdays, and all other mail within 4 workdays.

7.3.2 Outgoing Domestic Mail

Outgoing mail is generated internally from Center sources and designated for off-site locations. The contractor shall comply with the prescribed laws and regulations governing domestic mail prepared for delivery within the United States. The contractor shall properly sort and meter outgoing mail for pick up by the USPS or other vendors. The contractor shall provide a monthly meter report showing the total meter costs and pieces.

Performance Requirements

- a. Outgoing mail shall be sorted and processed properly.
- b. Mail meter balances shall be recorded at the end of each business day. When the descending dollar value reaches \$10,000, the Center Mail Manager shall be notified electronically within 8 work hours.

7.3.3 Outgoing International Mail

The contractor shall process all outgoing international mail. The contractor shall comply with the prescribed laws and regulations governing international mail, for both the United States and those of the destination country. All outgoing international mail shall be screened against the list of countries that are subject to special policy and procedure considerations. The contractor shall return any outgoing international mail addressed to a country on the list to the sender, along with a form letter approved by ILMD directing the sender to the GSFC International Coordinator's Office for approval to mail.

The contractor shall subcontract competitively for mail consolidation services from those companies accepted in the Pre-Qualified Wholesaler program offered by the U.S. Postal Service, when it is in the best interest of GSFC to take advantage of outgoing mail consolidation services. The contractor shall sort all outgoing international mail into two categories; ISAL (International Surface Air Lift) and IPA (International Priority Airmail) when preparing mail for consolidator processing.

Performance Requirement

International mail shall be sorted and prepared for pickup by the international mail consolidator daily.

7.3.4 Labeled Distributions

The contractor shall prepare and process distributions. These labeled distributions are repetitive quantities of mail (e.g., newsletters, catalogs, announcements, and phonebooks) that need address labels, packaging, stapling, sorting, and other special processing.

Performance Requirements

- a. Labeled distributions shall be prepared and processed within 3 workdays of receipt.
- b. Confirmation notices and survey cards shall be mailed upon completion of job.

7.3.5 Accountable Tracked Mail

The contractor shall properly log, sort and prepare incoming Special Services Mail for delivery. Incoming Special Services Mail includes USPS overnight express, certified, and registered mail, as well as large volumes of mail addressed to a single individual or office. The GSFC Protective Service Division shall be notified whenever any double wrapped registered mail arrives before any attempt is made to deliver the mail pieces to the addressee. The contractor shall log, sort, and stage for pickup by the USPS or other vendors outgoing Special Services Mail. Outgoing Special Services Mail includes express, certified, registered, and oversized parcels.

Performance Requirements

- a. Incoming special service mail shall be prepared for Transportation pickup by 10:00 a.m. daily.
- b. Special service mail logs shall be filed within 2 workdays following delivery.

7.3.6. Mail Stations

The contractor shall maintain the central mail station within each Greenbelt building. All mail stations shall be inspected quarterly for safety, neatness, cleanliness, and mail bin label accuracy. Mail bins shall be maintained in ascending order by mail code. The contractor shall update informational signs (e.g., mail schedule and outgoing mail sorting bags) as needed. The contractor shall maintain a master list of all active mail codes within each building.

Performance Requirements

- a. Mail station bins shall be maintained in ascending order by mail code.
- b. Mail station updates shall be completed within 3 workdays following notification of change or within 4 work hours prior to the start of the scheduled office move.
- c. The master list of all active mail codes shall be updated within 3 workdays following office relocations/reorganizations and/or quarterly inspection.

7.4 Duplicating

The contractor shall provide duplicating support for Greenbelt by providing fast turnaround administrative document production; documents which, by their nature, quantity or need date cannot effectively be sent to the GPO. For this production the contractor shall be responsible for the operation of on-site, state-of-the-art duplicating and binding equipment and accessories, including, but not limited to: networked, high-speed digital duplicators, networked color copiers, folding, trimming and binding equipment.

Duplicating services include operation of the on-site facility and the provision of Quick Copy services at the Technical Information and Management Services (TIMS) Service Desk. The workload is not consistent but peaks shall be covered in order to support critical GSFC operations.

The contractor shall perform duplicating services that include, but are not limited to:

- Black and white document copying and digital duplicating;
- Binding, including tape, saddle stitch and comb binding;
- Padding;
- Braille conversion;
- Color document reproduction;

- File transfer, conversion and manipulation;
- folding and trimming; and
- Quick Copy/Print (color or black and white).

The contractor shall use the various digital duplicator system features such as digital document assembly, automated pagination, logos, watermarks, in-line addressing using custom distribution lists, special inserts and tabs. File transfer, handling and conversion, digital document storage, creation of Portable Document Format (PDF) files and optical character recognition (OCR) scanning are required. The contractor shall perform additional related functions such as collating, binding, folding, trimming or padding. Conversion of digital documents to Braille and engraved plastic door signs are required. Specialized computer equipment is provided to create Braille documents.

Some work is of high priority (executive management requests, time critical delivery requirements, high level NASA HQ or Congressional presentations) and shall be produced on a rapid turnaround basis; other work may require frequent changes or repeated updating. The workflow shall be managed to accommodate such work during normal working hours. However, there may be occasional projects that will require work to be done outside normal business hours.

7.5 Scientific and Technical Information (STI)

The contractor shall provide STI support for Greenbelt and Wallops. The STI Program is responsible for insuring GSFC STI is identified, collected, preserved and disseminated in a timely manner. The contractor shall process all submitted STI packages and Document Availability Authorizations (DAA) forms as required and provide day to day program support to the Program Office. STI packages and DAAs are received via a host web site. The contractor shall download and review the STI packages and DAA forms after notification that a package is waiting for processing. The review shall be documented using a quality check list. The contractor shall work with the author/submitter on any issues that are identified during the quality check. After the packages are reviewed and issues are resolved the contractor shall send an electronic copy to the NASA Center for Aerospace Information for dissemination and store an electronic copy into the records file. Other support shall include, but are not limited to: updates to briefing packages, updates to the STI informational tri-fold, records keeping, support program reviews and other outreach activities. STI is tracked using a File Maker Pro application.

Performance Requirement

STI packages shall be downloaded and reviewed within 2 workdays after notification that a package is waiting for processing.

7.6 Work Intake Tracking

The contractor shall maintain the TIMS production data base (currently using Studio 8) as the tool to coordinate and track work requests. The production coordinator is the primary point-of-

contact for forms management, records management and creative services work performed at Greenbelt. The coordinator shall provide a wide range of services from customer work intake to work tracking and productivity measurement, support concerning forms, data entry and retrieval, work status reporting, handling of customer inquiries, and delivery of work to customers. The coordinator shall be knowledgeable in the services provided by the TIMS branch in order to provide customer with informed responses to their questions.

The production coordinator shall provide the following support that includes, but are not limited to:

- answering customer inquiries and providing work status;
- receiving photo production work, duplicating and quick copy work, and photo shooting requests;
- work ticket processing, data entry, routing tickets;
- data collection and productivity measurements; and
- delivering completed work to customers.

Performance Requirements

- a. Studio 8 work requests shall be time stamped, assigned a ticket number, and entered into Studio 8 the same day of receipt. Work requests received after 4:30 p.m. shall be entered the next workday by 10:00 a.m.
- b. Studio 8 work tickets shall be updated in the Studio 8 database by the last Wednesday of each month and related work hours recorded.

8.0 CREATIVE SERVICES

The contractor shall provide creative services for a variety of communications media and products supporting the Center's scientific, engineering, and operations support communities.

Performance Requirement

- a. Graphics design requests shall be completed within the established timeline.
- b. Photography requests shall be completed within the established timeline.

8.1 Graphics and Multimedia Design

The contractor shall provide graphics and multimedia services, including a range of support necessary to fulfill web, print or presentation requirements for Greenbelt scientists, engineers, program offices and administrative organizations. Some of this work will be of high priority and shall be produced on a rapid turnaround basis; other work may require frequent changes or repeated updating.

The periodic heavy workload may require work to be done outside the normal business hours. All products shall be produced in accordance with applicable federal, state and local regulations, as well as NASA standards.

The contractor shall provide graphic and multimedia services that include, but are not limited to:

- Illustration;
- Presentation design;
- Production output;
- Publications design;
- Exhibit design;
- Ordering and maintaining supplies;
- Scanning, manipulating, sizing images;
- Archiving files;
- File conversion;
- Pre-flighting (proofing) files for print;
- Web page design; and
- Web publishing.

8.1.1 General Multimedia Design Services

The contractor shall perform multimedia design work which includes planning, designing, composition, layout, and preparation of professional quality visual information products for presentation and print for Greenbelt customers. Products may include digital presentations, exhibits, posters and hard copy output, including, but not limited to, the following: charts, graphs, and tabular art, copy and title art, organizational and flow diagrams, forms, certifications, symbols and logo art, publications layout, illustrations, caricatures and special effects.

The contractor shall use multiple graphic software applications, and work with multiple file formats, file transfer and conversions. Some of the work may require collaboration with other Goddard personnel or vendors to share materials or facilitate a project.

8.1.2 Imaging Graphics and Technical Services

The contractor shall perform computer graphics imaging and technical services, including: digital image manipulation and image color correction; providing research and expertise in current printing and graphics technology; providing guidance to customers and staff on the proper preparation of digital files; and technical support for branch hardware and software, including computer color calibration and the maintenance and control of the TIMS software inventory. In addition the contractor's responsibility includes the proofing of print files to ensure correct technical preparation of art or print file for media type. Other related requirements include the fulfilling of requests to transfer, import, convert, compress, and manipulate electronic files; and scan and optimize images for web, presentation, and print requirements.

8.1.3 Marketing Computer Graphic Services

GSFC is actively engaged in the development and acquisition of new work to further the Earth and space missions. GSFC has the need for graphics support with a business marketing emphasis. The required products may include presentations to Congress, business entities and NASA administrators, or exhibits and collateral used to establish an Agency presence at technology expositions. It is imperative that newly conceived programs and proposals are quickly visualized and displayed in a manner designed to capture the target audience's interest.

The contractor shall provide business marketing graphics, which includes: planning, designing, composition, layout, and presentation of professional quality visuals for presentation and print, handling multiple file formats, and incorporating data and images in PowerPoint presentations and for the web. Other responsibilities shall include the maintenance and continued development of an image archive, repurposing of graphic products, design and production of multipurpose digital presentations for business development, the production of interactive presentations, and animations and exhibits. Graphics products may include, but are not limited to: digital files, web and hardcopy images, interactive compact disk, and printed products. The contractor shall maximize the use of all resources by collaborating with persons in related functions or performing similar work within the Greenbelt community. The contractor shall have an understanding of marketing principles and developing products for different target audiences.

8.2 Promotional Products and Production Coordination

The contractor shall coordinate services with other service providers for the purchase of promotional items to promote projects.

The promotional items include, but are not limited to, the following items:

- Custom imprinted glassware: ceramic coffee mugs, travel mugs and stainless steel tumblers, drink glasses, plastic, aluminum and stainless steel water bottles.
- Writing instruments: pens, pencils, novelty pens and pencils in special shapes.
- Multifunction devices - pens combined with laser pointers, flashlights, and thumb drives.
- ID badge holders, lanyards, and badge reel pullbacks.
- USB devices: Multiple USB port extensions, rechargeable flashlights, laptop task lights, fans, thumb drives.
- Lapel pins: Cloisonné, hard enamel, offset print.
- Patches: fully embroidered, four color - dye sublimated printing.
- Mouse pads and coasters: four color - dye sublimated printing.
- Custom shape die cut sheet magnets.

- Notepads: custom shape die cut note cubes, post it notes, notepads and portfolios.
- Bags: foldable self storing compact bags, backpacks, lunch totes, large canvass totes.

8.3 Editing Services

The contractor shall provide publication and documentation editing services that include, but are not limited to:

- Editing, technical and copy;
- Illustration;
- Page layout;
- Proofing;
- Research;
- Typing;
- Writing, technical and general; and
- Word processing.

The contractor shall use various graphics, work processing and page layout software applications and use the editing style set forth in the GPO Style Guide for GSFC printing through the GPO or one of NASA's contracts arranged under GPO auspices.

8.4 Photography and High Speed Imaging

The contractor shall provide photographic production services. Products and services shall include, but are not limited to: black-and-white and color prints, slides, viewgraphs, reversals, and transparencies, as well as digital imaging services and matting/mounting/framing services. Digital imagery may include scanning, color correction, output including large format prints, and the production and replication of photo CDs and DVDs.

Photographic records are a key element of NASA's Scientific and Technical Information (STI) Program oversight. The contractor shall provide Goddard's official photographic support, image archiving and image availability. This includes covering a broad range of photo shooting venues and the processing and output of photo products. All photos taken by TIMS photographers are digitized and catalogued along with the metadata. All images are made available to GSFC employees onsite, and by applying established evaluation criteria, selected images are made available to the public through the NASA Image eXchange (NIX). STI images are eventually submitted to the National Archives and Records Administration (NARA).

The contractor shall meet all NASA and Greenbelt photographic standards and be familiar with NARA requirements, STI and management missions and terms. The contractor shall provide shooting support for Greenbelt as required both on-site and off-site. The work includes setting up, operating and trouble-shooting state-of-the-art photographic equipment and accessories including, but not limited to: film and digital cameras, lenses, lights, digital workstations, and video equipment. Because assignments may require transporting lighting and other accessories to the shooting location, and may involve waiting for a critical opportunity or special timing for the desired event, photographers shall be able to physically move objects weighing up to 50 pounds, and to sit or stand for long periods of time.

The contractor shall be able to use digital cameras and be knowledgeable about analyzing image quality, color correction, processing and printing techniques. The contractor shall perform digital imagery operations, including electronic still-image processing, scanning, duplication, data transfers, file manipulation and distribution through internal and external networks and servers.

Photographic support may be requested at any time, which will require the contractor to be available as needed outside the regular workday. One photographer shall support the incident response team and shall be on 24 hour call.

The contractor shall perform photographic services that include, but are not limited to:

- Scientific and Technical Photography which includes studio, laboratory or clean room photography, the arrangement of specialized lighting in order to photographically document experimental components, spacecraft parts or the packaging and shipping of spacecraft parts. The emphasis is on precise, clear images of still objects.
- Public Relations Photography which includes the coverage of special events, award ceremonies, conferences, public affairs activities, press conferences, or VIP visits. The emphasis is on documenting people and activities.
- Studio and On-Location Photography.
- Passport/Visa and Portrait photographs.

8.4.1 High Speed Imaging

The contractor shall provide High Speed Motion instrumentation to measure, quantify and record rapid occurring events using either film or video. The contractor's work shall include designing the test, configuring equipment, implementing the test sequence, producing data, and analyzing results, usually working in concert with customer engineers. Typical measurements are framing rate, image blur, lens speed, magnification, field of view, hyper focal distance, depth of field and lighting formulas.

8.4.2 Archiving

The contractor shall perform database cataloging and archiving using the Extensis system; and be a resource to provide support to customers regarding photographic services. TIMS operates Extensis, which populates a digital search-and-retrieval photographic database of spacecraft, scientific and technical activities, and other historical images. Images are either scanned from file or downloaded from digital cameras, tagged and supplied with metadata, entered into the database and stored on CDs for working file and archives. Photographers shall be knowledgeable of and able to use the system. All CDs/DVDs are stored in TIMS controlled storage cabinets.

8.5 Videography

The contractor shall provide professional video production services to customers on an as-needed basis. The work will range from documentation videotaping to taping events requiring moderate video postproduction activities, to complex video products.

The contractor shall perform planning, coordination, scheduling, and implementation functions associated with the development and delivery of video, television and radio production services and products to meet customer requirements.

The contractor shall perform video production functions which include, but are not limited to:

- Video image capture in broadcast format;
- Non-Linear Video/Audio Editing;
- Graphics (standard NTSC or HDTV);
- Animation (standard NTSC or HDTV);
- Scripting;
- Storyboarding;
- Video Taping;
- Tape and DVD Duplication;
- DVD Authoring;
- Archiving;
- Resource Scheduling; and
- Audio Production.

8.6 Web Site Design

The contractor shall provide development and design of web products for public relations, education, collaboration and outreach purposes utilizing state-of-the-art web development applications. The contractor shall be responsible for the web page appearance, and providing visual continuity for multiple page projects. The contractor shall create products that may

include, but are not limited to: digital image files, web and hardcopy images, and template layouts for web pages. Work shall be in accordance with NASA requirements and standards for graphics and web sites.

9.0 Audio Visual Services

The contractor shall provide audio visual services at Greenbelt, including operations support for Center meetings and teleconferencing facilities as well as special events. The services are audio visual (A/V) operations, video teleconferencing operations, events coordination, facilities scheduling, and multimedia IT technical support. Support may be required outside of the regular duty hours. Additionally, the contractor is a resource to provide support to customers regarding audiovisual and teleconferencing equipment and maintenance requirements, design and estimate conference room A/V equipment systems, facilitate procurement and installation, and schedule and provide operation support for customer conference rooms.

The contractor shall provide for A/V operations including setting up, testing, operating and troubleshooting A/V, television and telecommunications equipment and accessories including, but not limited to: microphones, amplifiers, speakers, computers, projectors, broadcast cameras, video cameras, sound systems, recording systems, control panels, lighting and related equipment. These operations include the provision of teleconferencing and low band video connectivity for videoconferences within TIMS managed facilities.

TIMS provides all requested on-site A/V support for conferences, meetings, and symposia held in:

- Building 3 Auditorium (The Goett Auditorium);
- Building 8 Auditorium;
- Building 8 Management Conference Center, Room 303; and
- Building 26, Rooms 205, 210 and 212

Frequently A/V support is provided for other requirements. These may include maintenance and technical support for:

- Code 200, Management Operations Directorate Conference Room, Building 8, Room 121;
- Code 100, the Directors' Conference Room, Building 8, Room 600B; and
- Support for special activities such as Celebrate Goddard Day, Education Showcase, Press Briefings, VIP visits, ribbon-cuttings or ground-breaking ceremonies.

Audiovisual support may be required before 8:00 a.m. or after 5:00 p.m. to support customer requirements. When needed, audio visual services shall also be provided at locations other than those listed above.

The contractor shall communicate with network providers, video teleconferencing, TV signal, TV production units and others as needed to provide the required services. The contractor shall also perform web streaming and moderate video post-production activities (minor editing and titling) under audio visual services.

A/V operators shall be able to physically move objects weighing up to 50 pounds, sit or stand for long periods, and be confined in a projection booth for long periods of time without any external interactions other than instructions from speakers or presenters.

9.1 A/V Support and Scheduling

The contractor shall be responsible for audio visual support and scheduling services, which include, but are not limited to:

- Audiovisual and Event Coordination;
- Equipment set up and operations;
- Facility Management;
- Interconnectivity;**
- Inventory Control;
- IT Technical Support;
- Room/Auditorium Set-up;
- Scheduling;
- Supply Orders; and
- Taping of Events (Audio and Video).

**Interconnectivity means connections between mikes and speakers; between projector and sound systems, between the auditorium and TV signal group; between LAN drops and computers; between mikes, cameras, and recording devices; between electrical outlets and speakers, projectors, computers, etc. This is a representative but not exhaustive list of connections that may need to be configured, established, monitored and maintained in support of an audiovisual event.

Due to the complex technical nature and heavy schedule of events in TIMS-managed meeting facilities, event coordination is required. Event coordination includes the daily oversight of all TIMS meeting rooms events, management of TIMS meeting facilities and coordination of conference room design, research, estimate and install requests, and other technical consultation. Facility management involves arranging for room and lighting maintenance, housekeeping services and monitoring the facilities for public safety.

Performance Requirement

Audio visual services shall be set up and tested 30 minutes prior to the event.

9.1.1 Event Coordination

The contractor shall provide event coordination which includes:

- customer contact and meeting requirement clarification;
- liaison and coordination with other functional groups in event production;
- gathering, testing and queuing presentation materials;
- inventory control;
- oversight of equipment maintenance and loaned equipment;
- administrative requirements and assuring the ordering of supplies;
- producing high maintenance events;
- providing floor direction of events;
- planning and maintaining operators' event schedule; and
- performing equipment start up procedures in the case of operator absence or emergency.

9.1.2 Facilities Scheduling

The contractor shall provide facilities scheduling which includes:

- the monitoring and oversight of the below scheduling systems;
- customer confirmation and clarification of required support;
- arranging room set up and furniture relocation or storage; and
- checking the final room arrangement to assure set up is as requested.

The contractor shall manage the request for meeting room reservations, video teleconferences, equipment and room setup in TIMS-managed rooms using two web-based NASA scheduling systems:

- the NASA Resource Scheduler (NRS) for video teleconferencing, and
- the Schedule and Meeting Request System (SAMR) for TIMS meeting facilities.

9.1.3 Audio Video Technical Support

The contractor shall provide A/V technical support as required.

9.2 A/V Equipment Management and Maintenance

The contractor shall manage and maintain the A/V equipment to maximize its life and usage. The contractor shall maintain a 5 year equipment replacement plan and update as technology and customer requirements change. The contractor shall recommend equipment replacement as a result of technology obsolescence, customer requirement changes or maintenance issues.

9.3 A/V Systems Design and Consultation

The contractor shall provide A/V system design and consultation to customers for rooms that are not directly managed under this contract. These services shall be provided on an as needed basis and include the following: design and estimation of conference room A/V systems and equipment, support concerning equipment and maintenance requirements, facilitation of procurements and installation of A/V systems and equipment.

9.4 Videoconferencing

The contractor shall manage one videoconference (ViTS) room on Center for use by requesting customers to communicate with other NASA Centers, universities, Government agencies, or corporations. The ViTS room is located in Building 8, Room 206.

Video connectivity is provided via commercially provided connections. The Agencywide scheduling system, NASA Integrated Systems Network (NISN), is managed by Marshall Space Flight Center, which supports, maintains and replaces network interface components. The room is fully network certified by the commercial signal carrier serving the Agency and accommodates a maximum of 15 people.

ViTS services may be required after 5:00 p.m. and on days when the Center may be closed to support customer requirements. The contractor shall be responsible for video teleconference operations which includes, but are not limited to: the scheduling and coordination of video conference meetings, equipment setup, sound and transmission quality check and monitoring of connectivity. The work includes resolving technical and transmission difficulties through the Agency's ViTS infrastructure, GSFC network providers, TV signal group, and equipment troubleshooting and maintenance.

As needed, ViTS operators shall provide meeting connectivity support for any ViTs Directorate controlled requirement and to NISN.

The contractor shall coordinate ViTS events with the appropriate organizational activities to ensure operations and events are successful. These activities include the following: ViTS operators at Wallops (ViTS room - Building F6, Room 213) and IV&V, TV Signal, TV Production, and A/V Operations.

Support for connecting meetings is frequently requested and shall be provided for Low Band Video units in Center conference rooms and other rooms (than those previously listed) in order to participate on multipoint conferences.

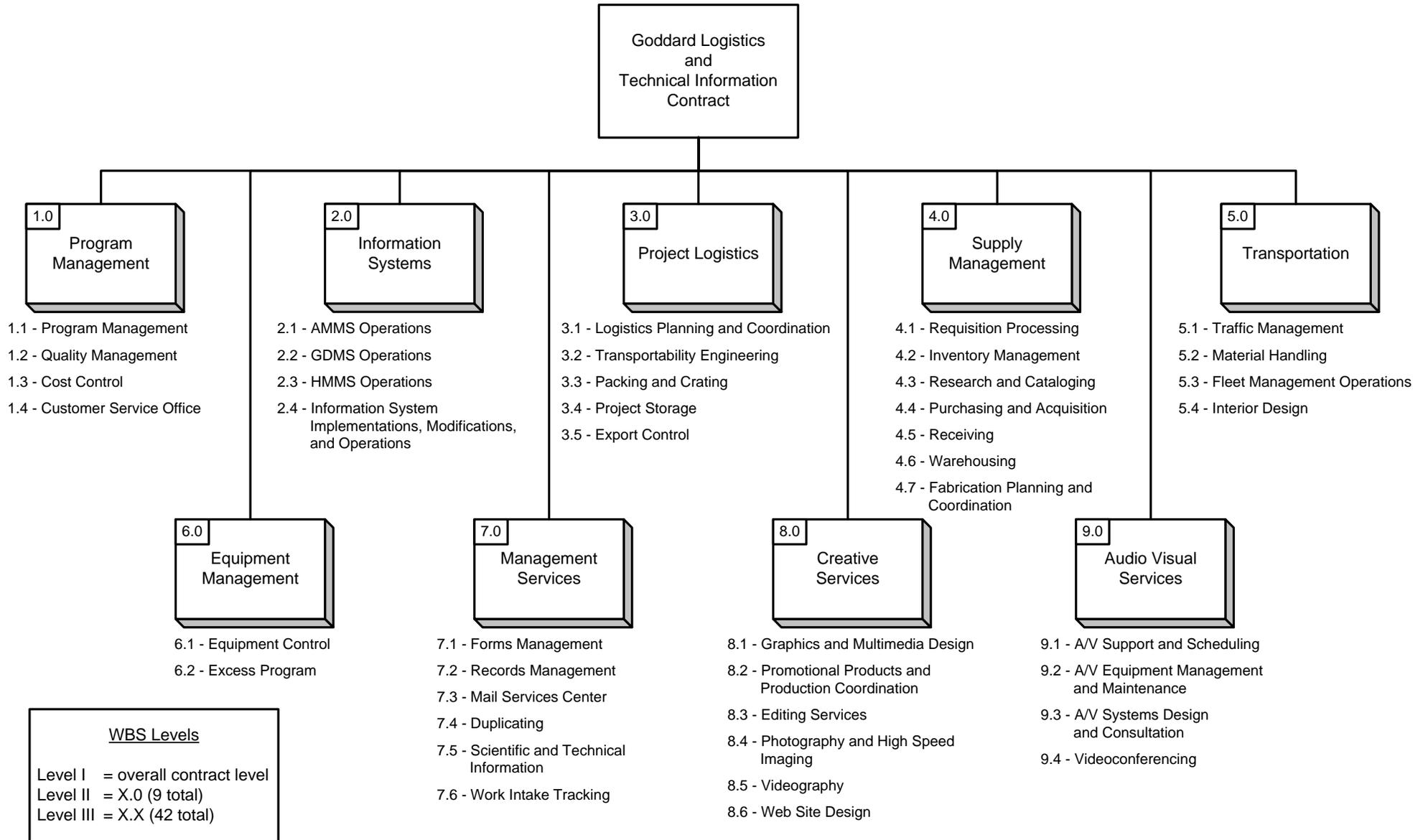
Performance Requirements

- a. Connectivity for video conferences scheduled with WFF, IV&V, and GISS shall be tested 30 minutes prior to the event.

- b. Requests to schedule ViTS shall be acknowledged (customer contacted) within 8 work hours and completed (added to the schedule and entered into the system/center grid) within 16 work hours.

End of SOW

Work Breakdown Structure for the Goddard Logistics and Technical Information Contract



Services Provided for Greenbelt, Wallops, and NASA HQ

<u>SOW Requirement</u>¹	<u>Greenbelt</u>	<u>Wallops</u>	<u>NASA HQ</u>
<u>Program Management (1.0)</u>			
Program Management (1.1)	Provided for all contract operations		
Quality Management (1.2)			
Cost Control (1.3)			
Customer Service Office (1.4)	X	X	
<u>Information Systems (2.0)</u>			
AMMS Operations (2.1)	X	X	X
GDMS Operations (2.2)	X	X	
HMMS Operations (2.3)	X	X	
Information Systems Implementations, Modifications and Operations (2.4)	Provided for all contract operations		
<u>Project Logistics (3.0)</u>			
Logistics Planning and Coordination (3.1)	X	X	
Transportability Engineering (3.2)	X	X	
Packing and Crating (3.3)	X	X	X
Project Storage (3.4)	X	X	
Export Control (3.5)	X	X	
<u>Supply Management (4.0)</u>			
Requisition Processing (4.1)	X	X	X
Inventory Management (4.2)	X		X
Supply Support for Gasoline and Diesel Fuel (4.2.5)	X	X	
Research and Cataloging (4.3)	X	X	X
Purchasing and Acquisition (4.4)	X	X	X
Receiving (4.5)	X		X
Warehousing (4.6)	X		X
Fabrication Planning and Coordination (4.7)	X		
<u>Transportation (5.0)</u>			
Traffic Management (5.1)	X	X	X
Material Handling (5.2)	X	X	X
Fleet Management Operations (5.3)	X		
Scheduled Runs (5.3.2.3)	X		X

<u>SOW Requirement</u>¹	<u>Greenbelt</u>	<u>Wallops</u>	<u>NASA HQ</u>
Pickup and Delivery Services (5.3.2.4)	X		X
Pickup and Delivery Services for Excess Property and Storage Program (5.3.2.4)	X	X	X
Bus Services (5.3.2.5)	X		X
Motor Vehicle Fuel (5.3.3.5)	X		
Interior Design (5.4)	X	X	
<u>Equipment Management (6.0)</u>			
Equipment Control (6.1)	X	X	X
Excess Program (6.2)	X	X	X
<u>Management Services (7.0)</u>			
Forms Management (7.1)	X	X	
Records Management (7.2)	X		X
Mail Services Center (7.3)	X		
Duplicating (7.4)	X		
Scientific and Technical Information (7.5)	X	X	
Work Intake Tracking (7.6)	X		
<u>Creative Services (8.0)</u>			
Graphics and Multimedia Design (8.1)	X		
Promotional Products and Production Coordination (8.2)	X		
Editing Services (8.3)	X		
Photography and High Speed Imaging (8.4)	X		
Videography (8.5)	X		
Web Site Design (8.6)	X		
<u>Audio Visual Services (9.0)</u>			
A/V Support and Scheduling (9.1)	X		
A/V Equipment Management and Maintenance (9.2)	X		
A/V Systems Design and Consultation (9.3)	X		
Videoconferencing (9.4)	X		

¹ The number in the parenthesis corresponds to the applicable section in the Statement of Work.

Identification of Core and Reimbursable Services

<u>SOW Requirement</u> ^{1,2}	<u>Core Services</u>	<u>Reimbursable Services</u>	<u>Core and Reimbursable</u>
<u>Program Management (1.0)</u>			
Program Management (1.1)			X
Quality Management (1.2)			X
Cost Control (1.3)			X
Customer Service Office (1.4)			X
<u>Information Systems (2.0)</u>			
AMMS Operations (2.1)			X
GDMS Operations (2.2)			X
HMMS Operations (2.3)			X
Information Systems Implementations, Modifications and Operations (2.4)			X
<u>Project Logistics (3.0)</u>			
Logistics Planning and Coordination (3.1)		X	
Transportability Engineering (3.2)			X
Hardware Instrumentation for Shock/Vibration (3.2.2)		X	
Packing and Crating (3.3)			X
Hazardous Materials Packaging (3.3.2)		X	
Project Storage (3.4)			X
Export Control (3.5)	X		
<u>Supply Management (4.0)</u>			
Requisition Processing (4.1)			X
Inventory Management (4.2)			X
Separate Stock Rooms (4.2.1)		X	
Supply Support of Compressed Gases (4.2.6)		X	
Vendor-Owned Containers and Government-Owned Compressed Gas Cylinders and Containers (4.2.7)		X	
Research and Cataloging (4.3)			X
Purchasing and Acquisition (4.4)			X
Program Purchasing and Acquisition (4.4.1)		X	
Receiving (4.5)			X
Warehousing (4.6)			X
Fabrication Planning and Coordination (4.7)		X	

<u>SOW Requirement</u> ^{1,2}	<u>Core Services</u>	<u>Reimbursable Services</u>	<u>Core and Reimbursable</u>
<u>Transportation (5.0)</u>			
Traffic Management (5.1)			X
Material Handling (5.2)			X
Material Handling for Special Moves (5.2.1)		X	
Fleet Management Operations (5.3)			X
Interior Design (5.4)	X		
<u>Equipment Management (6.0)</u>			
Equipment Control (6.1)	X		
Excess Program (6.2)	X		
Cooperative Administrative Support Unit (CASU) Program (6.2.10)		X	
<u>Management Services (7.0)</u>			
Forms Management (7.1)	X		
Records Management (7.2)	X		
Mail Services Center (7.3)	X		
Duplicating (7.4)	X		
Scientific and Technical Information (7.5)	X		
Work Intake Tracking (7.6)			X
<u>Creative Services (8.0)</u>			
Graphics and Multimedia Design (8.1)			X
Promotional Products and Production Coordination (8.2)			X
Editing Services (8.3)			X
Photography and High Speed Imaging (8.4)			X
Videography (8.5)			X
Web Site Design (8.6)			X
<u>Audio Visual Services (9.0)</u>			
A/V Support and Scheduling (9.1)	X		
A/V Equipment Management and Maintenance (9.2)	X		
A/V Systems Design and Consultation (9.3)	X		
Videoconferencing (9.4)	X		

¹ The number in the parenthesis corresponds to the applicable section in the Statement of Work.

² SOW sections 1.0 and 2.0 (except 1.4) are not services provided directly to customers outside of ILMD. However, they indirectly support customers by directly supporting “core” and “reimbursable” services provided by other areas of the contract.

List of ReportsMonthly

Title	SOW Section
<u>Division Status Review Information</u> Provides information in all functional areas regarding, issues, concerns, accomplishments, and customer service data. Information will be provided at the various management reviews.	1.1.1
<u>Analysis of Inventory Report, NASA Form 1489</u> Provides inventory information by account type.	4.2
<u>GSFC Monthly Cryogenic Consumable Usage</u> Provides information (item name, NSN, and amount) concerning cryogenics used during the month.	4.2.6
<u>NASA HQ Supply Spending Report</u> Provides information on expenditures by NASA HQ organizations on supplies.	4.4
<u>NASA HQ Office Supplies Report</u> Provides information on supply items purchased by NASA HQ organizations.	4.4
<u>NASA HQ Inventory Report</u> Provides information concerning items (excluding publications) warehoused for NASA HQ. Information concerning publications is provided quarterly.	4.6
<u>NASA HQ Shipping Costs Report</u> Provides information on shipments and costs for NASA HQ.	5.1
<u>GSFC Mail Report</u> Includes information on total postage applied to meters for the month, total postage applied to mail pieces. Information on international mail volume and cost and FedEx volume.	7.3
<u>Meter Report</u> Information includes documentation on each postage meter transaction.	7.3.2
<u>Duplicating Facility Production Activity</u> Provides information on the activity in the Duplicating Facility, including: total impressions for mainframe work broken down by each machine, total	7.4

Title	SOW Section
number of mainframe jobs, total impressions for work from the impact printer, and total number of jobs from the impact printer.	
<u>Work Request Report</u> Provides information concerning jobs and brokered services, including: organization, type (e.g., graphics, photography, duplicating, technical editing, etc.) and other information.	7.6
<u>A/V, ViTS, and Facilities Utilization Report</u> Provides A/V, ViTS, and facilities utilization information, including conference room connectivity test results and equipment failure information.	9.0
<u>Meeting Room Support</u> Provides information concerning the work load associated with video and AV equipment setup consulting for non-CM&O supported meeting rooms.	9.3

Quarterly

Title	SOW Section
<u>Safety Report</u> Provides information concerning safety-related activities.	1.1.8
<u>Reimbursable Customer Report</u> Provides direct and indirect costs by functional area and customer for reimbursable services (excluding office moves and TIMS) that are not captured on a 533 Report that is specific to an individual customer.	1.4
<u>Reimbursable Customer Report – Office Moves</u> Provides direct and indirect costs for reimbursable office moves services that are not captured on a 533 Report that is specific to an individual customer.	1.4
<u>Reimbursable Customer Report – TIMS</u> Provides direct and indirect costs for reimbursable TIMS (creative services and duplicating) services that are not captured on a 533 Report that is specific to an individual customer.	1.4
<u>Storage Space Utilization</u> Provides a listing of used and available space for all storage sites.	3.4
<u>Non-Brokered Services Report</u>	7.6

<p>Provides summary of non-brokered services. This includes: black & white and color duplicating jobs, black & white and color quick duplicating jobs. Summary of graphics jobs categorized as inside design, inside preflight, inside product, and inside web. Summary of photography services categorized as image research, inside product, passport/VISA and photograph shooting.</p> <p>Summary of forms creation, shredding, and A/V consulting. Summary of technical services categorized as inside editing, writing, inside STI support. Summary of printing and video production jobs.</p>	
<p><u>Brokered Services Report</u> Provides summary of brokered services (duplication, graphics and photography jobs).</p>	7.6
<p><u>Equipment Life Cycle Analysis Report</u> Provides an analysis of the AV equipment requirements for the Building 3 and 8 auditoriums, MCC, and Building 26 meeting room.</p>	9.2

Annual

Title	SOW Section
<p><u>Physical Inventory of Materials Annual Report, NASA Form 1619</u> Provides information on the results of materials inventories that were completed during the year.</p>	4.2
<p><u>Outstanding Purchases Report</u> For all technical parts (e.g., electrical, electronic, and electromechanical (EEE) parts, and flight grade fasteners), materials, equipment, administrative supplies and other items with a delivery date beyond the existing period of performance, the Contractor shall identify those items (e.g., item name, vendor/subcontractor, dollar value, expected delivery date, etc.), and submit a report to the COTR and CO 30 days prior to the contract end date.</p>	4.4
<p><u>Annual Affirmative Procurement Data Call</u> Provides information on recyclable items of supply.</p>	4.4 and 5.3.1.6
<p><u>Carrier Performance Report</u> Information identifies carrier failures.</p>	5.1.6
<p><u>Loss and Damage Claims Report</u> Information summarizes damage to shipments.</p>	5.1.8

<p><u>NASA HQ Records Activity Report</u> Twelve month summary (fiscal year) of records retired, records retrieved/returned from the Federal Records Center and NARA. Record declassification activity and customer training activity.</p>	<p>7.2</p>
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Biennial

Title	SOW Section
<p><u>Biennial Inventory Report and Reconciliation Letter</u> Shows all items inventoried and gives the results of the biennial wall-to-wall inventory. The letter also describes all discrepancies, how they will be resolved, and the date they will be resolved by.</p>	<p>3.4</p>

List of Documents

Federal Laws, Regulations, and Documents

Title		SOW Section
46 USC 1241 (B)	Merchant Marine Act of 1936	5.1.9
49 USC 1517	International Air Transportation Fair Competitive Practices Act of 1974	5.1.9
Executive Order 12873	Federal Acquisition, Recycling, and Waste Prevention	4.4 and 5.4
Executive Order 12999	Educational Technology: Ensuring Opportunity for All Children in The Next Century	6.2.10
Executive Order 13101	Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition	4.4 and 5.4
FAR	Federal Acquisition Regulations	4.4
FED-STD-101	Federal Test Method Standard Test Procedures for Packaging Materials	5.2
FMR	Federal Management Regulations	4.0, 5.4, and 6.0
-	FEDSTRIP Requisitioning Desk Guide	4.4

Code of Federal Regulations

Title		SOW Section
Title 10	Energy	5.2.2
Title 14	Aeronautics and Space	5.2.2
Title 15	Commerce and Foreign Trade (Export Administration Regulations)	3.5
Title 22	Foreign Relations (International Traffic in Arms Regulations)	3.5
Title 36	Parks, Forests, and Public Property (Electronic and Information Technology Accessibility Standards)	2.4
Title 40	Protection of Environment	5.4
Title 41	Public Contracts and Property Management	4.1 and 6.0
Title 44	Public Printing and Documents	7.4
Title 49	Transportation	3.3 and 5.0

NASA Policy Directives (NPD)

	Title	SOW Section
NPR 1383.1	Release and Management of Audiovisual Products and Services	9.0
NPD 1387.1	NASA Exhibits Program	8.0
NPD 1400.1	Documentation and Promulgation of Internal NASA Requirements	2.2
NPD 1420.1	NASA Forms Management	7.1
NPD 1440.6	NASA Records Management	7.2
NPD 1490.1	NASA Printing, Duplicating, and Copy Management	7.4
NPD 2190.1	NASA Export Control Program	3.5 and 7.5
NPD 2200.1	Management of NASA Scientific and Technical Information	7.5
NPD 4100.1	Supply Support and Material Management Policy	4.2
NPD 4200.1	Equipment Management	6.1
NPD 4300.1	NASA Personal Property Disposal Policy	6.2
NPD 6000.1	Transportation Management	5.0
NPD 7500.1	Program and Project Logistics Policy	3.1

NASA Procedural Requirements (NPR)

	Title	SOW Section
NPR 1387.1	NASA Exhibits Program	8.0
NPR 1400.1	NASA Directives Procedural Requirements	2.2
NPR 1441.1	NASA Records Retention Schedules	7.2
NPR 1450.10	NASA Correspondence Management and Communications Standards and Style	7.0
NPR 2190.1	NASA Export Control Program	3.5
NPR 2200.2	Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information	7.5
NPR 2810.1	Security of Information Technology	2.2
NPR 4100.1	NASA Materials Inventory Management Manual	4.2
NPR 4200.1	NASA Equipment Management Procedural Requirements	4.3.1.2 and 6.1
NPR 4200.2	Equipment Management Manual for Property Custodians	1.1.7 and 6.1
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements	6.2
NPR 4310.1	Identification and Disposition of NASA Artifacts	6.2

NPR 6000.1	Requirements for Packaging, Handling and Transportation for Aeronautical and Space Systems, Equipment and Associated Components	3.3 and 5.2
NPR 6200.1	NASA Transportation and General Traffic Management	6.0
NPR 7120.5	NASA Space Flight Program and Project Management Requirements	3.1
NPR 8530.1	Affirmative Procurement Program and Plan for Environmentally Preferable Products	4.4
NPR 9250.1	Property, Plant, and Equipment and Operating Materials and Supplies	6.0

NASA Documents

	Title	SOW Section
NASA-STD-8719.9	Standard for Lifting Devices and Equipment	5.2
NFS	NASA FAR Supplement	4.4
NPSL	NASA Parts Selection List	4.2
-	NASA Fleet Management Handbook	5.3.3
-	NF1018 Electronic Submission System User's Guide	6.1.3

Goddard Procedural Requirements (GPR)

	Title	SOW Section
GPR 1280.1	The GSFC Quality Manual	1.2
GPR 1410.1	Directives Management	1.2.2
GPR 1410.2	Configuration Management	3.0
GPR 1420.1	Forms Management	7.1
GPR 1440.8	Records Management	7.2
GPR 1600.1	Goddard Security Requirements	1.1.7
GPR 1700.1	Occupational Safety Program at Goddard Space Flight Center	1.1.8
GPR 1710.1	Corrective and Preventive Action	1.2
GPR 2200.1	Processing and Approval of NASA Scientific and Technical Information (STI)	7.5
GPR 4100.1	Management of Shelf-Life Items	4.0
GPR 4220.1	Standards For Office Furniture and Furnishings	5.4
GPR 4520.2	Receiving Inspection and Test	4.5
GPR 5340.2	Control of Nonconformances	1.2
GPR 5340.4	Problem Reporting and Problem Failure Reporting	1.2
GPR 6400.1	Logistics Support	3.4 and 5.0

GPR 8621.1	Reporting of Mishaps and Close Calls	1.1.8
GPR 8719.1	Certification and Recertification of Lifting Devices and Equipment and Its Operators;	5.2
GPR 8730.6	Electrostatic Discharge (ESD) Control	4.0
GPR 8834.1	Lifting Operations Requirements	5.2

GSFC Documents

Title		SOW Section
GSFC-WM-001	Workmanship Manual for Electrostatic Discharge Control	4.6
547-WI-5100.1.4	Outsourcing for Fabrication Services	4.7.3
GSFC-311-QPLD	GSFC Qualified Parts List Directory	4.2
-	Customer Service Office (CSO): Special Events Procedures	1.4
-	eMOD User's Manual (draft)	1.4

Information and Logistics Management Division
Procedures and Guidelines (PG) and Work Instructions (WI)

Title		SOW Section
270-PG-1410.2.2	Goddard Directives Management System (GDMS) Configuration Management Process	2.2
270-WI-1460.0.1	Commercial Mail Metering Process	7.3.2
270-WI-1490.0.1	Handling Suspicious Mail	7.3
270-WI-4200.0.1	Equipment Management	6.1
270-WI-4300.0.1	Excess Property Management	6.2
270-WI-4520.2.1	Receiving Project Parts	4.5
270-WI-4520.2.2	Central Receiving Operations	4.5
270-WI-5100.1.2	Procurement	4.4
270-WI-5310.4.1	Identification and Traceability of Project Parts	4.0
270-WI-5330.0.1	Inspection and Test of Project Parts	4.0
270-WI-5330.1.1	Project Parts Inventory Management	4.0
270-WI-5340.2.1	Control of Non-Conforming Project Parts	4.0
270-WI-5340.3.1	Response to Alerts and Safe Alerts	4.0
270-WI-6400.1.1	Packaging and Preserving NASA Material and Equipment	3.3
270-WI-6400.1.2	Transporting Material for Space Flight and Scientific Projects	5.0
270-WI-6400.1.3	Storing Project Material and Equipment	3.4
270-WI-6400.1.4	Packaging and Marking of Project Parts	4.0
270-WI-6400.1.5	Storage of Project Parts	4.6

270-WI-6400.1.6	GSFC Export Control Office	3.5
270-WI-6400.1.7	Shipping Material Through the Small Package Office	5.1.1
270-WI-6400.1.8	Space Flight Transportation Support Equipment Maintenance Plan	3.2 and 5.3.1
270-WI-6400.1.9	Process for Electrostatic Discharge (ESD) Control	4.0
270-WI-7060.0.1	Project Logistics Support	3.0
270-WI-7900.0.1	Aircraft Parts Disposal Procedures	6.2
270-WI-8715.3.1	Hazardous Materials Management Operations (draft)	4.2.8
271-WI-1440.8.1	Records Management	7.2

Information and Logistics Management Division Standard Operating Procedures

Title	SOW Section
Excessing Store Stock Materials	4.2
Goddard Taxi Service	5.3.2.6
Mail Service Center	7.3
Research and Cataloging	4.3
Stores Stock Warehousing (draft)	4.6
Vehicle Fleet Management (draft)	5.3

Information and Logistics Management Division Documents

Title	SOW Section	
-	Advanced Materials Management System (AMMS) Operations Manual	4.0
-	Dispatch/Automated Fleet Information System (DAFIS) User's Guide	5.3.2
-	Hazardous Materials Management System (HMMS) Material Manual	2.3
-	Hazardous Materials Management System (HMMS) Waste Manual	2.3
-	NASA/GSFC Storage Information Management System (SIMS) User Documentation	3.4
-	Office Move Document Flow	5.3.2.7
-	Goddard's Property Custodian Handbook (draft)	1.1.7 and 6.0

Military Regulations and Documents

Title	SOW Section	
AFJM 24-204	Preparing Hazardous Materials for Military Air Shipments	3.3.2

DOD 4000.25-1-M	Military Standard Requisitioning and Issue Procedures (MILSTRIP)	4.4
DOD 4000.25-2-M	Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	4.4
DOD 4000.25-7-M	Military Standard Billing System (MILSBILLS)	4.4
DOD 4100.38-M	Department of Defense Provisioning and Other Preprocurement Screening Manual	4.0
DOD 4100.39-M	Federal Logistics Information System (FLIS) Procedures Manual	2.0 and 4.0
DOD 4140.27-M	Shelf-Life Management Manual	4.2.4
DOD 4500.9-R	Defense Transportation Regulation, Part II	5.1
MIL-E-17555	Packaging of Electronic and Electrical Equipment, Accessories, and Provisioned Items (Repair Parts)	3.3
MIL-HDBK-304	Package Cushioning Design	3.3
MIL-PRF-81705	Barrier Materials, Flexible, Electrostatic Discharge Protective, Heat-Sealable	3.3
MIL-STD-129	Military Marking for Shipment and Storage	3.3
MIL-STD-2073-1	Standard Practice for Military Packaging	3.3 and 5.2

Other Documents

	Title	SOW Section
ANSI/ESD S20.20	Electrostatic Discharge Control Program Standard	4.6
BOE-6000-T	Bureau of Explosives, Hazardous Materials Regulations of the Department of Transportation	3.3 and 5.1
DMM	U.S. Postal Service Domestic Mail Manual	7.3.2
IATA	International Air Transportation Association Rules and Regulations	3.3 and 5.1
IMM	U.S. Postal Service International Mail Manual	7.3.3
IMO	International Maritime Organization, International Maritime Dangerous Goods Code (IMDG Code)	3.3 and 5.1
U.S. GPO	Style Manual	7.4 and 8.3

Hardware and Software Used and Supported

The Goddard Logistics and Technical Information Contractor shall use and support the following hardware and software.

Application Name and Acronym	Description / Purpose	SOW Section	User Accounts and User Base	Hardware Description	Technology - Server and Release	Technology - Database and Release	Technology - Application / MiddleWare and Release
Advanced Materials Management System (AMMS)	Web-based supply system used by the GLTIC to manage and provide supplies and materials to GSFC (Greenbelt and Wallops) and NASA Headquarters. Customers also use the system to order their supplies and materials.	1.3 1.4 4.0	500 GSFC and NASA HQ	HP ProLiant DL GS 380 - 3 Each (shared with HMMS)	Linux Suse 10	Oracle 10G	Oracle E- Business Suite v. 12.0.4; includes some custom programming
Dispatch Automated Fleet Information System (DAFIS)	Manages pickup/deliver/mileage on vehicles and dispatch cars and prints trip tickets.	5.3.2	5 GLTIC	Hosted on leased storage space	Windows-based client	Access	n/a
Disposal Record Document Scanning System - Documentum (DOCDISP)	Scans, stores, and indexes disposal and equipment backup-up documents related to changes in property managed by the NASA PP&E system.	6.0	20 GLTIC	Dell PowerEdge R200 3GHz Dual Core 1 HDD: 464 GB (Shared by VMware Server - GDMS)	Windows-based client	SQL Server	EMC Documentum
Export Management System (EXPORT)	This system tracks the export control approval of foreign national visits, international shipments, presentations, and publications.	3.5	4 GLTIC and ILMD	Dell PowerEdge 2600 3 HDD: 450 GB	Windows 2003 SP2 Standard Edition	Access	ColdFusion

Application Name and Acronym	Description / Purpose	SOW Section	User Accounts and User Base	Hardware Description	Technology - Server and Release	Technology - Database and Release	Technology - Application / MiddleWare and Release
GSFC Export Control Office Website (EXPORTWEB)	This website provides information on GSFC's export control program.	3.5	n/a GSFC	Dell PowerEdge 2600 3 HDD: 450 GB	Windows 2003 SP2 Standard Edition	SQL Server	ColdFusion
Furniture Information Management System (FIMS)	Tracks furniture housed in Logistics warehouse supporting NASA HQ.	4.6	5 GLTIC	Hosted on leased storage space	Windows-based client	FoxPro	n/a
Gasboy Integrated with Extrafleet 2000 (GASBOY)	Gasoline inventory management system which is integrated with the Extrafleet 2000 vehicle maintenance management system.	5.3.3	1 GLTIC	Standalone PC	Windows XP	n/a	GasBoy (currently being replaced by Syn-Tech FuelMaster) and ExtraFleet 2000
Goddard Directives Management System (GDMS)	This system is a repository of GSFC directives and forms, and it is also used for the review and approval of GSFC directives.	All Areas	200 GSFC	Dell PowerEdge R200 3GHz Dual Core 1 HDD: 464 GB (Shared by VMware Server - Documentum)	Linux Suse 10	Oracle 10G	Java
Hazardous Materials Management System (HMMS)	Application to track hazardous material inventory and disposal at GSFC.	4.2.8	100 GSFC	HP ProLiant DL GS 380 - 3 Each (shared with AMMS)	Linux Suse 10	Oracle 10G	IHS Hazardous Materials Management System
ILMD Web Site (ILMS)	Website providing information for members of ILMD and users of ILMD services.	All Areas	n/a GSFC	Dell PowerEdge 2600 3 HDD: 450 GB	Windows 2003 SP2 Standard Edition	SQL Server	ColdFusion
Miscellaneous Information Management System (MIMS)	Tracks miscellaneous items (items other than furniture and publications) housed in Logistics warehouse supporting NASA HQ.	4.6	5 GLTIC	Hosted on leased storage space	Windows-based client	FoxPro	n/a

Application Name and Acronym	Description / Purpose	SOW Section	User Accounts and User Base	Hardware Description	Technology - Server and Release	Technology - Database and Release	Technology - Application / MiddleWare and Release
Publications Information Management System (PIMS)	Tracks and manages publications housed in Logistics warehouse supporting NASA HQ.	4.6	5 GLTIC	Hosted on leased storage space	Windows-based client	FoxPro	n/a
Storage Information Management System (SIMS)	Keeps track of property (equipment) in the storage program.	3.4 4.6	5 GLTIC and ILM D	Hosted on leased storage space	Windows-based client	Advanced Revelation (currently being upgraded to an Oracle database)	n/a
TIMS/MOVES Work Request Tracking System (STUDIOSUITE8)	Tool to track all TIMS work requests and Office/Lab move requests.	1.4 5.3.2.7 8.0	25 GLTIC	Dell PowerEdge 2850, 2GHz 3 HDD: 136 GB	Windows 2003 R2 SP2	FileMaker Server 9.0v3	AlterMedia Studio Suite 8
Traffic Information Management System (TIMS)	Captures shipping information, prints GBLs and CBLs, tracks data on all shipments.	5.1	5 GLTIC	Dell PowerEdge 2850, 2GHz 3 HDD: 136 GB	Windows 2003 R2 SP2	FileMaker Server 9.0v3	n/a
TISB Duplication Facility (TISBDUP)	On-center XEROX duplication facility for non-GPO printing requests.	7.4	3 GLTIC	Dell Precision 380 3 HDD: 298 GB	Windows XP	n/a	n/a
TIMS Photo Image Archive System (TISBGIA)	Maintains inventory of images by TIMS personnel, contractors, vendors, and clients.	8.0	3 GLTIC	Dell PowerEdge 2950 2 HDD: 460 GB	Windows 2003 R2 SP2 Standard Edition	Extensis Portfolio	Extensis Portfolio

Software Used But Not Supported

The Goddard Logistics and Technical Information Contractor shall use but not provide programming support for the following software. This is not an all inclusive list and only includes those used on a frequent basis.

Application Name and Acronym	Description / Purpose	SOW Section
Automated Export System (AES)	Used to file the Shipper's Export Declaration (SED) to U.S. Customs.	3.5 5.1
Business Warehouse (BW)	Used to generate reports and extract data from the NASA SAP financial system.	1.3 1.4 4.3.1.2 6.1
Defense Automatic Addressing System Center Automatic Message Exchange System (DAMES)	Used to submit and manage supply orders placed into the DLA and GSA supply systems.	4.0
FedEx PowerShip	Used to submit and manage shipments processed through FedEx.	5.1
Federal Logistics Data (FED LOG)	Used to obtain cataloging information on stock numbers and part numbers.	4.0
GSFC Funds Control System (FCS)	Used to obtain detailed financial data involving supplies (e.g., track outstanding purchases) and manage the inventory pool.	1.3

Application Name and Acronym	Description / Purpose	SOW Section
H-Series	A series of cataloging handbooks including information on federal supply classifications, CAGE Codes, and other items.	4.0
GSFC Electronic Management Operations Directorate (eMOD) System	Used to submit work requests for services and to manage work requests from customers.	All Areas, especially 1.4
GSFC ODIN Seat Tracking System (GOST)	Used to order leased computers and services from the NASA Agencywide Outsourcing Desktop Initiative for NASA (ODIN) contract and to manage the computers and services obtained from that contract.	2.0
GSFC Receiving Inspection and Test System (RITS)	Used to record receiving inspection instructions and supplier performance information.	4.0
GSFC Scheduling and Meeting Request System (SAMR)	Used to manage scheduling of meeting rooms.	9.1.2
Maximo	Used to manage work requests involving facilities.	1.4
MK Denial	Used to screen foreign persons and companies against various denied or restricted parties lists prior to exports to them.	3.5
NASA Electronic DAA System (eDAA)	Used to review and approve the publication and dissemination of scientific and technical information.	7.5
NASA NF1018 Electronic Submission System (NESS)	Used to review and update information concerning contractor-held property.	6.1.3

Application Name and Acronym	Description / Purpose	SOW Section
NASA Property Disposal System (DSPL)	Used to manage the disposal of Government-owned personal property.	6.2
NASA Property Plant and Equipment System (PP&E)	Used to manage Government-owned personal property.	6.1
NASA Resource Scheduler (NRS)	Used to manage scheduling of video teleconferences.	9.1.2
NASA SAP financial system (SAP)	Used for various supply and property transactions (e.g., recording receipt of GSFC procured items) impacting the NASA financial system and to manage the inventory pool.	1.3 1.4 4.3.1.2 4.5 6.1
Plant Clearance Automated Reutilization Screening System (PCARSS)	Used to manage excess Government property located at contractor facilities.	6.1.3
TIMS Website	Used to provide information concerning management services, creative services and audio visual services.	7.0 8.0 9.0

Additionally, the contractor uses other desktop software including, but not limited to, the following:

Acrobat Professional, AutoCAD, Design Premium, Microsoft Office (including Outlook), Photoshop, Production Premium, Pro/Engineer, Microsoft Project, and Visio.

List of GSFC (Greenbelt) Vehicles

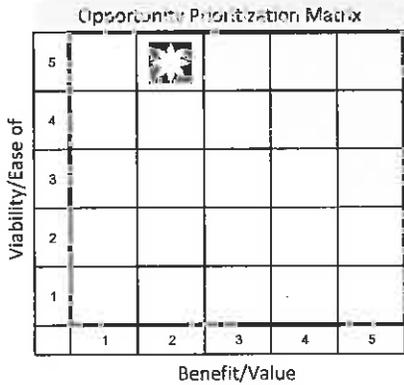
YEAR	MAKE	MODEL	TYPE
1993	CHEVROLET	CK20906/CARRYALL	4X4 CARRYALL
1996	CHEVROLET	WRECKER	4X4 TOW TRUCK
1997	CHEVROLET	C30	STAKE BODY
1998	CHEVROLET	C2500	4X4
1999	CHEVROLET	ASTRO	8 PASSENGER VAN
1999	CHEVROLET	ASTRO	8 PASSENGER VAN
2002	CHEVROLET	P-30	STEP VAN
2005	CHEVROLET	IMPALA	SEDAN
2005	CHEVROLET	SUBURBAN	4X4 CARRYALL
2006	CHEVROLET	IMPALA	SEDAN
2006	CHEVROLET	UPLANDER	7 PASS VAN
2007	CHEVROLET	UPLANDER	7 PASS VAN
2008	CHEVROLET	TRAIL BLAZER	4X2 SUV
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	MALIBU HYBRID	SEDAN
2009	CHEVROLET	HHR	SUV
2009	CHEVROLET	HHR	SUV
2010	CHEVROLET	HHR	SUV
2010	CHEVROLET	IMPALA	SEDAN
2010	CHEVROLET	IMPALA	SEDAN
2010	CHEVROLET	HHR	SUV
2010	CHEVROLET	HHR	SUV
2010	CHEVROLET	HHR	SUV
2010	CHEVROLET	IMPALA	SEDAN
2010	CHEVROLET	IMPALA	SEDAN
2010	CHEVROLET	IMPALA	SEDAN
2010	CHEVROLET	HHR	SUV
2010	CHEVROLET	HHR	SUV

YEAR	MAKE	MODEL	TYPE
2009	FORD	RANGER	PICK UP 4X2
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	FUSION HYBRID	SEDAN
2010	FORD	EXPLORER	SUV
2010	FORD	ESCAPE HYBRID	SUV
2010	FORD	ESCAPE HYBRID	SUV
2010	FORD	ESCAPE HYBRID	SUV
2010	FORD	E-350	CARGO VAN
2005	FREIGHTLINER	M2106	STRAIGHT TRUCK
2007	FREIGHTLINER	M2106	STRAIGHT TRUCK
2007	GEM	E-4 - NEV	ELECTRIC CAR
1988	GMC	AERIAL LIFT	AERIAL LIFT
1967	INTERNATIONAL	CHERRY PICKER	CHERRY PICKER
1988	INTERNATIONAL	S1600	AERIAL LIFT
1990	INTERNATIONAL	4900	AERIAL LIFT
1997	INTERNATIONAL	4700	STRAIGHT TRUCK
1999	INTERNATIONAL	3400	24 PASS BUS
1999	INTERNATIONAL	TRUCK/TRACTOR	CHASSIS-CAB
2000	INTERNATIONAL	4700	STRAIGHT TRUCK
2003	INTERNATIONAL	4300	STRAIGHT TRUCK
2003	INTERNATIONAL	4300	STRAIGHT TRUCK
2005	INTERNATIONAL	8600	TRACTOR
2007	INTERNATIONAL	4300	ROLLBACK
1992	JEEP	WRANGLER	4X2 SUV
2004	MERCURY	MOUNTAINEER	TRUCK
2007	MITSUBISHI	FM260	CRYO TRUCK
1984	PETERBUILT	TRUCK/TRACTOR	TRUCK/TRACTOR
2010	PONTIAC	G6	SEDAN
2009	SATURN	VUE HYBRID	SUV
2009	SATURN	VUE HYBRID	SUV
2001	STERLING	ACTERRA	STRAIGHT TRUCK
2001	VOLVO	VNL64T	TRACTOR
TOTAL NUMBER OF VEHICLES: 118			

Scheduled Runs

All runs are at the GSFC-Greenbelt location unless otherwise noted.

	Description	Frequency
1.	<u>Internal GSFC Mail Pickup and Delivery</u> Pickup/deliver mail to every building on Center in accordance with a published schedule and pickup of mail from GEWA post office.	Daily
2.	<u>Headquarters Pickup and Delivery</u> Requirements include, but are not limited to: supply deliveries; excess equipment pickup; and paperwork transfer in support of HQ Training Office, HQ Finance Office, HQ Human Resources Office, HQ Procurement Office and GSFC Passport Agent.	Daily
3.	<u>On-Center Supplies and Materials Pickups and Deliveries</u> On-Center pickup/delivery of items from receiving and other locations that weigh less than 70 lbs.	Daily
4.	<u>Off-Center Supplies and Materials Pickups and Deliveries</u> Off-site pickup/delivery to GSFC employees and nearby contractors of items (delivery within 10 mile radius of GSFC-Greenbelt).	Daily
5.	<u>Bulk Deliveries</u> Deliveries of items from receiving that weigh more than 70 lbs (e.g., paper).	Daily
6.	<u>Photo/Print Shop Pickups and Deliveries</u> On and off center pickup/delivery of paperwork in support of printing and photo functions.	Daily
7.	<u>Cryogenics Run</u> Pickup and deliver gas cylinders on and off center. Requires HAZMAT training, knowledge of MSDS, and CPR certification.	Daily
8.	<u>Off-Site Pickups and Deliveries</u> Pickup/deliver items to GPO in Washington, D.C., pickup and deliver records from the Federal Records Center in Suitland, MD. and pickup/deliver items to other local destinations.	Approximately 2/week
9.	<u>Health Unit, Science Park Professional Center, Greenbelt, MD</u> Done on an as needed basis. Transport employees from Health Clinic to X-Ray Clinic.	Approximately 2/month
10.	<u>Passenger Shuttle to BWI</u> Done on an as needed basis. Shuttle run in support of NASA-8.	Approximately 1/month
11.	<u>Health Unit, Eye Clinic located in Washington, D. C.</u> Done on an as needed basis. Transport employees to/from eye clinic in Washington, D.C.	Approximately 2/year

Item	Enhancement Idea Identified in Attachment B		Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)	Identify SOW Section Affected by Cost Savings and Location of Cost Savings within the Cost Proposal																						
4.	<p>New Method and Technology: Microsoft SharePoint 2010 technology to electronically display, archive, and distribute reports and key performance data</p> 	<p>Description: TRAX will create a web-based portal to display, archive, and distribute a variety of required reports, performance metrics, workload statistics, and related contract data. The TRAX Information Systems Office will develop and maintain this online and interactive data repository using Microsoft SharePoint 2010. Some of the reports, data, and metrics included on the portal are listed in the table below:</p> <table border="1" data-bbox="682 917 1375 1380"> <thead> <tr> <th colspan="2">TRAX SharePoint Portal Contents</th> </tr> </thead> <tbody> <tr> <td>Cost Data</td> <td>Operations</td> </tr> <tr> <td>533M Reports</td> <td>Work Instructions</td> </tr> <tr> <td>Billings - TIMS/Office Moves</td> <td>Desk Guides</td> </tr> <tr> <td>Tier 3 Billings</td> <td>Workload Data</td> </tr> <tr> <td>1489 Inventory Reports</td> <td>Performance Metrics</td> </tr> <tr> <td>Contract</td> <td>Quality</td> </tr> <tr> <td>Plans</td> <td>Deficiency Reports</td> </tr> <tr> <td>SOPs</td> <td>Risk Assessments</td> </tr> <tr> <td>Distribution-Mailing Lists</td> <td>Project Data</td> </tr> <tr> <td>Safety</td> <td></td> </tr> </tbody> </table>	TRAX SharePoint Portal Contents		Cost Data	Operations	533M Reports	Work Instructions	Billings - TIMS/Office Moves	Desk Guides	Tier 3 Billings	Workload Data	1489 Inventory Reports	Performance Metrics	Contract	Quality	Plans	Deficiency Reports	SOPs	Risk Assessments	Distribution-Mailing Lists	Project Data	Safety				
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Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)								
		<table border="1" data-bbox="978 418 1665 613"> <tr> <td>Deficiency Reports</td> <td>Planning Documents</td> </tr> <tr> <td>Accident Database</td> <td>EEE Parts Certification</td> </tr> <tr> <td>Incident/Near Miss</td> <td>Supply</td> </tr> <tr> <td></td> <td>EEE Certification</td> </tr> </table> <p>Impact to Contract Performance & Benefit to NASA Customer: Numerous benefits result from the implementation of this system:</p> <ul style="list-style-type: none"> • Enhanced security and protection of valuable contract and ILMD data • Central online site to access many reports used for daily and monthly performance evaluation • Intuitive design features for archiving and labeling of information is inherent to Microsoft SharePoint 2010 • Use of state-of-the-art portal software that reflects best industry practices • Reduce the need for ODIN procured and managed network drives (less operating and maintenance costs for ILMD) 	Deficiency Reports	Planning Documents	Accident Database	EEE Parts Certification	Incident/Near Miss	Supply		EEE Certification		
Deficiency Reports	Planning Documents											
Accident Database	EEE Parts Certification											
Incident/Near Miss	Supply											
	EEE Certification											

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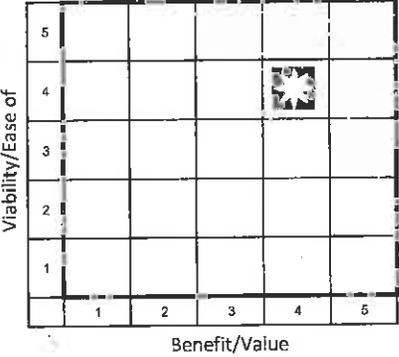
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Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
5.	New Method and Technology: Create a TRAX internal work tracking system (WITS) to help input and track status of TRAX work functions	Description: The TRAX Work Information Tracking System (WITS) will be a web-based system for entering and monitoring internal TRAX work requests. This system will augment existing GLTI logistics database and management systems such as AMMS, HMMS, TIMS, etc., and is designed to capture work		No

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	<p style="text-align: center;">Opportunity Prioritization Matrix</p>  <p style="text-align: center;">Benefit/Value</p>	<p>efforts outside of these systems. The WITS system will provide customers and eMOD with information regarding where their request is in the queue, report work progress and completion status, and compile workload data.</p>		

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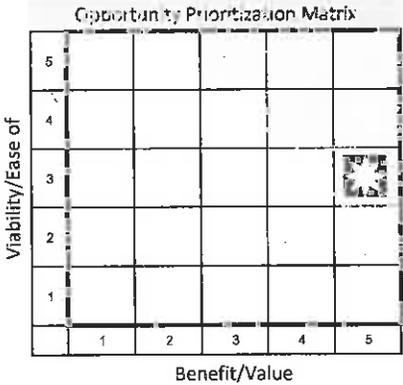
s proposal.



Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
		data. TRAX will use a proven, successful approach developed for multimedia support services and IT Help Desk applications at U.S. Army Yuma Proving Ground and for our commercial customers in Lynchburg VA		

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proposal.

Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
		[REDACTED]		
6.	<p>New Method and Use of Technology: Wireless shock & vibration & environmental monitoring system for containers and satellite/spaceflight hardware transportation</p> 	<p>Description: TRAX will develop advanced engineering instrumentation to provide the wireless transmission of real-time data during transit of spacecraft/instruments/vehicles. This data will allow scientists and engineers assigned to the project to make an immediate assessment of equipment condition, make any adjustments, or take corrective action in transit or upon delivery of the instrument.</p>	[REDACTED]	[REDACTED]

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Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
7.	<p>New Use of Technology: Expand the use of the Storage Information Management System (SIMS) to store and retrieve a variety of equipment and special materials (beyond just those project items stored in Building 16W and at the Laurel location)</p>	<p>Description: Currently TRAX uses the Storage Information Management System (SIMS) to record the location and photo identification of project-related storage items (equipment and materials) that are maintained in Building 16W and the Laurel warehouses.</p> <p>TRAX proposes to enhance and expand current project storage system and SIMS software to encompass all stored items. This approach will provide online photo identification and accurate location storage status for all Goddard customers with equipment in long-term storage. Our new SIMS system will consolidate four existing databases into one common application.</p> <p>Impact to Contract Performance & Benefit to NASA</p>		

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Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
11.	<p>New Technique and Technology: Use of Bar-coding Technology to Enhance Overall Logistics operations</p>	<p>Description: TRAX proposes to implement bar code technology to improve the following services:</p> <ul style="list-style-type: none"> • Scan excess equipment pick-up forms • Expedite receiving operations for numerous small packages slated for direct delivery by national freight vendors. • Improve efficiency and accuracy of property inventory. • Enhance audio visual (A/V) equipment inventory accountability and control <p>A detailed account of specific items is provided below:</p> <p><u>Excess Equipment Identification and Pick-Up.</u> Controlled and non-controlled excess equipment currently have pick-up labels which require human reading and input to other databases. This case number is 14 digits, and manual input increases the potential for error as excess property is transported and moved through the entire disposal cycle. TRAX proposes to use bar</p>		

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		<p>Logistics and Transportation Branch personnel to record delivery by building/ laboratory and the digital date/time and signature of receipt.</p> <p><u>Expansion of Bar Code Scanners for Equipment Management.</u> The Government has recently changed the frequency of the wall-to-wall equipment inventory cycle from once every 3 years to annually. The workload associated with scanning Goddard's accountable equipment inventory can be substantially reduced with state-of-the-art bar code scanners that have sufficient memory to not only record bar code identification numbers and locations, but also store current SAP Property Database information to aid in searches and updates. This technology enhancement places near real-time data in the hands of each TRAX inventory manager and equipment manager who is conducting the scanning and inventory. SAP Property Database updates can be downloaded daily prior to each inventory cycle. TRAX will purchase additional bar code scanners with Goddard ILMD concurrence and approval, to facilitate inventory and reduce Equipment Management staffing over the term of the 5-year contract. The use of RFID tags could also be phased in for such high-value equipment or IT items that have the greatest impact on the Center's equipment loss rate.</p> <p><u>A/V Equipment Inventory Control.</u> A/V Services has a substantial pool of equipment that is used in a variety of on- and off-site facilities to support conferences, technical presentations, and numerous meetings of Goddard customers. Manually tracking this equipment can be a time-consuming and inaccurate process. Bar code tracking via a scanner will be used to greatly</p>			



Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
		enhance inventory control and monitor A/V equipment movement in support of various users and conference rooms.		

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Item	Enhancement Idea Identified in Attachment B
13.	<p>New Method and Use of Technology: Develop database of the Property Survey Reports for NASA Goddard management</p>

Description: TRAX will develop a database to track the status of all active NASA Goddard Reports of Survey investigations and completed reports. This database will maintain the status of surveys, track trends in lost property by Goddard organizations, and use electronic approval/signatures for Reports of Survey as they are processed by various management levels.

Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)

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his proposal.



Item	Enhancement Idea Identified in Attachment B	Brief Description	Total 5-Year Cost Impact (in millions)	Implementation Costs and Cost Impacts Included in Cost Proposal? (yes or no)
16.	New Method and Technology: Enhanced mail labeling system for Center distribution lists through the use of Microsoft SharePoint 2010.	Description: The previous database of Goddard customer distribution and mailing lists was maintained on older mainframe technology and was recently retired. TRAX is currently using customized and separate Excel spreadsheets for each major organization. MS Excel and Word mail merge applications are used to print labels and distribution data.		

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January 24, 2012

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ATTACHMENT C

**Goddard Logistics and Technical Information Contract
Technical Performance Incentive Fee Plan
November 2011**

NNG12AZ11C

GODDARD LOGISTICS AND TECHNICAL INFORMATION CONTRACT
TECHNICAL PERFORMANCE INCENTIVE FEE PLAN

I. INTRODUCTION

This Technical Performance Incentive Fee Plan reflects the agreement between the Government and the Contractor regarding technical performance incentive fee available under the contract. It explains the applicability and operation of technical performance incentive fee clauses contained elsewhere in the contract. This plan addresses only the negotiated technical performance incentive fee. The contract does not contain any award fee or cost performance incentive fee.

II. BACKGROUND

This contract is a cost-plus-fixed-fee (CPFF), with Technical Performance Incentives contract for logistics and technical information services for the Information and Logistics Management Division. Under the contract there is an incentive for technical performance. The operation of this incentive is detailed herein.

III. TECHNICAL PERFORMANCE INCENTIVE FEE

Contract Clause B.1, Estimated Cost and Fixed Fee, with Technical Performance Incentives, provides the estimated cost, fixed fee, and incentive fee applicable to this contract.

In accordance with Clause B.1, Estimated Cost and Fixed Fee, with Technical Performance Incentives, fees negotiated under the contract are divided between the fixed fee and the maximum technical performance incentive fee. In accordance with NFS 1816.402.270(e)(1), the sum of the fixed fee and maximum technical performance incentive fee shall not exceed the limitation in FAR 15.404-4(c)(4)(i)(C) [10 percent of the contract's estimated cost, excluding fee] and they shall be split 60% fixed fee and 40% maximum technical performance incentive fee. The amount of the technical performance incentive fee the Contractor earns depends on performance in each performance area being measured. Technical performance incentive fee is earned based solely on technical performance.

A. Technical Performance Incentive Fee

The Government and the Contractor agree that:

1. During each evaluation period, the Contractor may earn technical performance incentive fee based on the performance level achieved for each performance requirement identified in the tables in Section IV.
2. The technical performance incentive fee available during each evaluation period is based on those contained in Clause B.6, Technical Performance Incentive Fee. The evaluation

periods for technical performance shall be in accordance with the below charts for the entire period of performance, which includes 11 evaluation periods.

BASE PERIOD

**AVAILABLE TECHNICAL PERFORMANCE INCENTIVE FEE
FOR EACH PERIOD**

Period	Start Date - End Date	Technical Performance Incentive Fee
1	August 1, 2012 – September 30, 2012	\$85,297
Total		\$85,297

OPTION PERIODS

**AVAILABLE TECHNICAL PERFORMANCE INCENTIVE FEE
FOR EACH PERIOD**

Period	Start Date - End Date	Technical Performance Incentive Fee
2	October 1, 2012 - March 31, 2013	\$285,377
3	April 1, 2013 – September 30, 2013	\$285,378
4	October 1, 2013 - March 31, 2014	\$286,654
5	April 1, 2014 – September 30, 2014	\$286,654
6	October 1, 2014 - March 31, 2015	\$293,147
7	April 1, 2015 – September 30, 2015	\$293,148
8	October 1, 2015 - March 31, 2016	\$300,749
9	April 1, 2016 – September 30, 2016	\$300,749
10	October 1, 2016 - March 31, 2017	\$254,186
11	April 1, 2017 – July 31, 2017	\$254,186
Total		\$2,925,525

- The Contracting Officer’s decision as to the amount of technical performance incentive fee earned each evaluation period is a unilateral determination based on the established performance requirements and the performance levels achieved, and may be subject to the Disputes clause. All technical performance incentive fee payments for each evaluation period shall be final.

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4. Each required service (and associated performance requirement) shall be evaluated by the Government using the Quality Assurance Surveillance Plan, which provides details as to how samples are selected and evaluated. Each required service is weighted so that 100% of the evaluation for technical performance (and resulting technical performance incentive fee) will be derived from the performance requirements in this document. The technical performance incentive fee pool shall be apportioned (weighted) between the technical performance categories as listed below.

Performance Category	Number of Performance Requirements	Points Available
Program Management	1	15
Project Logistics	2	16
Supply	3	18
Transportation	2	13
Equipment Management	3	19
Management Services	1	6
Creative Services	1	6
Audio Visual Services	1	7
Total	14	100

Specific details concerning each performance requirement are contained in Section IV.

IV. TECHNICAL PERFORMANCE REQUIREMENTS

1. The technical performance requirements are identified in the following tables.

<u>Program Management (1.0)</u>						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
1.	1.1.2	Program Analysis (Greenbelt, Wallops, and NASA HQ)	Milestones identified for studies and analyses shall be completed on schedule. (100%)	A	93% - 100% are completed on time.	15
				B	88% - 92% are completed on time.	10
				C	82% - 87% are completed on time.	5
				D	Less than 82% are completed on time.	0
Total Points Available						<u>15</u>

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Project Logistics (3.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
2.	3.1 3.2 5.2.1	Logistics Planning and Transportability Engineering (Greenbelt and Wallops)	Logistics and engineering activities shall be completed on schedule. (100%)	A	98% - 100% are completed on time.	8
				B	96% - 97% are completed on time.	6
				C	94% - 95% are completed on time.	3
				D	Less than 94% are completed on time.	0
3.	3.3	Packing and Crating (Greenbelt and Wallops)	Material and equipment shall be packaged properly to withstand all foreseen climatic and environmental conditions, stacking weights, modes of shipment, and long-term storage by various carriers. (100%)	A	99% - 100% are packaged properly.	8
				B	97% - 98% are packaged properly.	6
				C	95% - 96% are packaged properly.	3
				D	Less than 95% are completed on time.	0
Total Points Available						<u>16</u>

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Supply (4.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
4.	4.2.2	Inventory Management (Greenbelt)	A physical inventory shall be completed on all program stock (project parts) in accordance with NPR 4100.1. (70%) Inventory adjustments shall be completed within 3 workdays. (30%)	A	97% - 100% are completed on time.	5
				B	92% - 96% are completed on time.	3
				C	88% - 91% are completed on time.	1
				D	Less than 88% are completed on time.	0
5.	4.5	Project Parts Receiving (Greenbelt)	Project parts shall be processed within 10 calendar days of delivery to the Greenbelt Receiving Dock. (100%)	A	95% - 100% are completed on time.	8
				B	92% - 94% are completed on time.	6
				C	89% - 91% are completed on time.	3
				D	Less than 89% are completed on time.	0
6.	4.5	Receiving (Greenbelt and NASA HQ)	GSFC items shall be processed within 3 workdays of delivery to Greenbelt Receiving Dock. (50%) NASA HQ items shall be processed and delivered to customer within 1 workday of delivery to NASA HQ Receiving Dock. (30%) Hazardous materials shall be processed within 1 workday of delivery to Greenbelt Receiving Dock. (20%)	A	97% - 100% are completed on time.	5
				B	93% - 96% are completed on time.	3
				C	89% - 92% are completed on time.	1
				D	Less than 89% are completed on time.	0
Total Points Available						<u>18</u>

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Transportation (5.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
7.	5.1 5.2	Freight Shipments (Greenbelt, Wallops, and NASA HQ)	Freight shipments and special moves shall be processed to ensure delivery to final destination within the requested delivery date. (100%)	A	98% - 100% are processed correctly.	8
				B	96% - 97% are processed correctly.	6
				C	94% - 95% are processed correctly.	3
				D	Less than 94% are completed on time.	0
8.	5.3.2.7	Office/Lab Moves Coordination (Greenbelt)	Move requests shall be arranged for and completed within the customer's required date. (100%)	A	99% - 100% are completed on time.	5
				B	96% - 98% are completed on time.	3
				C	93% - 95% are completed on time.	1
				D	Less than 93% are completed on time.	0
Total Points Available						<u>13</u>

ATTACHMENT C
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Equipment Management (6.0)						
	SOW Section	Required Service	Performance Requirement (PR) (Value of PR by %)	Rating	Performance Level	Points Available
9.	6.1.1	Tagging Equipment (Greenbelt, Wallops and NASA HQ)	Equipment shall be tagged and data entered within 8 workdays from receipt of tagging request, document or telephone call from the customer. Capital equipment shall be tagged and entered within 30 calendar days. (100%)	A	96% - 100% are completed on time.	5
				B	94% - 95% are completed on time.	3
				C	92% - 93% are completed on time.	1
				D	Less than 92% are completed on time.	0
10.	6.1.2	Equipment Management System Database (Greenbelt, Wallops and NASA HQ)	Data entry into the equipment database shall be completed within 4 workdays from receipt of the request or source document. (100%)	A	96% - 100% are completed on time.	6
				B	95% are completed on time.	4
				C	93% - 94% are completed on time.	2
				D	Less than 93% are completed on time.	0
11.	6.2.1 6.2.2 6.2.3 6.2.5	Processing of Excess Property (Greenbelt, Wallops and NASA HQ)	Processing of Greenbelt excess property shall be completed within 17 workdays from receipt of the excess request. (50%) Processing of Wallops excess property shall be completed within 7 workdays from receipt of the excess request. (25%) Processing of NASA HQ excess property shall be completed within 10 workdays from receipt of the excess request. (25%)	A	96% - 100% are completed on time.	8
				B	95% are completed on time.	6
				C	93% - 94% are completed on time.	3
				D	Less than 93% are completed on time.	0
Total Points Available						19

ATTACHMENT C
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Management Services (7.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
12.	7.2	Records (Greenbelt and NASA HQ)	Greenbelt records storage requests shall be processed to the GSFC Records Manager within 5 workdays of receipt. (40%) NASA HQ records storage requests shall be processed to the NASA HQ Records Manager within 2 workdays of receipt. (30%) Quarterly disposal eligibility notices shall be processed within 60 calendar days of receipt. (30%)	A	98% - 100% are completed on time.	6
				B	96% - 97% are completed on time.	4
				C	94% - 95% are completed on time.	2
				D	Less than 94% are completed on time.	0
Total Points Available						<u>6</u>

Creative Services (8.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
13.	8.1	Graphics Design and Photography (Greenbelt)	Graphics design requests shall be completed within the established timeline. (70%) Photography requests shall be completed within the established timeline. (30%)	A	98% - 100% are completed on time.	6
				B	97% are completed on time.	4
				C	95% - 96% are completed on time.	2
				D	Less than 95% are completed on time.	0
Total Points Available						<u>6</u>

Audio Visual Services (9.0)						
	SOW Section	Required Service	Performance Requirement (Value of PR by %)	Rating	Performance Level	Points Available
14.	9.1 9.4	Audio Visual Services (Greenbelt)	Audio visual services shall be set up and tested 30 minutes prior to the event. (50%) Connectivity for video conferences scheduled with WFF, IV&V, and GISS shall be tested 30 minutes prior to the event. (50%)	A	99% - 100% are completed on time.	7
				B	97% - 98% are completed on time.	5
				C	95% - 96% are completed on time.	3
				D	Less than 95% are completed on time.	0
Total Points Available						7

2. For some required services, there are multiple performance requirements. In those instances the relative weight of each performance requirement in determining the overall performance level achieved is identified in the parentheses ().
3. For each performance requirement, a comparison of the performance level achieved and the performance level associated with each rating will be made to determine the appropriate amount of points earned. Additionally, the performance level achieved will be rounded down, if required, when making the comparison. For example, a performance level achieved of 98.7% would be rounded down to 98% and not rounded up to 99%. A performance level achieved that equates to a rating of “D” shall be considered unsatisfactory performance on the annual NF1680 evaluation.
4. The required services, performance requirements, performance levels and points available may be adjusted by mutual agreement between the Government and the Contractor. Adjustments will be made by a modification to the contract.

**ATTACHMENT C
NNG12AZ11C**

**ATTACHMENT C
Appendix 1**

**Goddard Logistics and Technical Information Contract
Technical Performance Incentive Fee
Quality Assurance Surveillance Plan**

**Goddard Logistics and Technical Information Contract
Technical Performance Incentive Fee
Quality Assurance Surveillance Plan**

This Quality Assurance Surveillance Plan (QASP) is developed to provide a disciplined process for evaluating the contractor's performance in order to determine conformity with the performance requirements of the Statement of Work. It is designed to aid the Performance Monitor in providing effective and systematic surveillance of contractor performance, and to provide the contractor with specific details of how the performance requirements will be evaluated. This plan consists of a sampling guide for each performance requirement identifying how and when surveillance will be performed.

The following sections of the sampling guide are explained:

Method of Surveillance - Identifies the method to be used for selecting samples (100% Inspection or Random Sample).

When a random sample will be selected, the following general process will be used to choose the samples:

1. The number of transactions (or other workload data) occurring during the time period will be determined and the transactions will be sorted by the initiation date (or other appropriate criteria).
2. The samples will be selected in a manner that ensures they are spread across the entire time period that is sampled. For example: every fifth transaction will be part of the sample. The spread between each transaction sampled will vary depending upon the sample size and actual number of transactions occurring during the evaluation period.

Lot Size - The estimated workload during a 6-month evaluation period.

Sample Size - The number of items from the lot that will be sampled.

Performance Requirement - Identifies the performance standard associated with a work requirement.

Sampling Procedure - Describes the procedure to be used in selecting the samples to be inspected, and how often samples will be taken.

Inspection Procedure - Describes what will be inspected and how.

PROGRAM MANAGEMENT
Performance Requirement 1
Program Analysis

1. **Method of Surveillance:** 100% Inspection
2. **Lot Size:** 50 milestones
3. **Sample Size:** 100%
4. **Performance Requirement:** Milestones identified for studies and analyses shall be completed on schedule.
5. **Sampling Procedure:** An evaluation form will be sent out for each study or analysis to the internal Code 270 customer.
6. **Inspection Procedure:** A comparison of the completion date established with the customer for each individual milestone and the actual completion date will be made to determine whether each individual milestone identified in a study/analysis was completed on time. For some studies and analyses, multiple milestones may be established. Individual milestones that do not address all requirements for that milestone will not count as being completed.
7. **Additional Information:** Milestones will be established for key events or points in time for each study or analysis. The number of milestones (and the requirements for those milestones) for each individual study or analysis will be agreed upon by the Government and the contractor when each study/analysis is assigned by the Government COTR. Each individual milestone will be weighted equally.

PROJECT LOGISTICS
Performance Requirement 2
Logistics Planning and Transportability Engineering

1. **Method of Surveillance:** 100% Inspection
2. **Lot Size:** 50-60 activities resulting from 15-20 projects supported
3. **Sample Size:** 100%
4. **Performance Requirement:** Logistics and engineering activities shall be completed on schedule.
5. **Sampling Procedure:** Each quarter all projects that have a Code 270 Logistics Manager assigned will be selected.
6. **Inspection Procedure:**

The following items will be checked:

- a. An evaluation will be made to determine whether logistics activities (support requirements for transportation and material handling, including documentation) are completed within established schedules. The customer's requirements and schedules are identified in the Project MOUs, transportation plans, and other agreements.
- b. An evaluation will be made to determine whether mechanical engineering activities (support requirements for container/isolation system designs, including documentation) are completed within established schedules. The customer's requirements and schedules are identified in the Project MOUs, instrumentation plans, and other agreements.
- c. When a support requirement involves a planning component (e.g., development of a transportation plan) and an implementation component (e.g., the actual transportation of the spacecraft), each component will be evaluated as a separate activity.
- d. This evaluation will be documented by the Logistics Manager by completing the "Project Support Assessment" form.

PROJECT LOGISTICS
Performance Requirement 3
Packing and Crating

1. **Method of Surveillance:** Random Sample

2. **Lot Size:** 1,800 shipments for Greenbelt; 180 for Wallops

3. **Sample Size:** 120 for Greenbelt; 30 for Wallops

4. **Performance Requirement:** Material and equipment shall be packaged to withstand all foreseen climatic and environmental conditions, stacking weights, modes of shipment, and long-term storage by various carriers.

5. **Sampling Procedure:** Each month a sample of 20 non-hazardous material shipments for Greenbelt and 5 for Wallops will be selected. Each month all hazardous materials shipments will also be selected.

6. **Inspection Procedure:**

The following items will be checked:

- a. Packaging documentation and/or the packaging for the material shipments will be inspected during the shipping process.

- b. Documentation will be reviewed for completeness. Documentation includes, but is not limited to, the following: GSFC Form 20-4 (*Transfer/Shipping Request*), *Shipper's Declaration for Dangerous Goods*, Material Safety Data Sheets, and Transportation Pickup Tickets. If any required information (according to the appropriate form instructions) is missing or any required approvals were not obtained, this will result in a failed individual sample.

- c. Packaging will be inspected for compliance with applicable Federal and state transportation regulations. Packaged items will be checked to verify they are packaged in accordance with 270-WI-6400.1.1 and hazardous materials are packaged in accordance with AFJM 24-204; Title 49 CFR and IATA. Packages not in compliance will result in a failed individual sample.

SUPPLY
Performance Requirement 4
Inventory Management

1. **Method of Surveillance:** Random Sample

2. **Lot Size:** 1,600 line items (1,400 EEE parts and 200 flight fasteners)

3. **Sample Size:** 120

4. **Performance Requirement:**
 - a. A physical inventory shall be completed on all program stock (project parts) in accordance with NPR 4100.1

 - b. Inventory adjustments shall be completed within 3 workdays.

5. **Sampling Procedure:** Each month a sample of 20 line items will be selected from the current Project Parts inventory.

6. **Inspection Procedure:** In accordance with the inspection procedures and schedules in NPR 4100.1, the selected items will be counted for accuracy in order to determine whether the difference (if any) between the inventory records and the actual inventory is below 10% in count and 10% in value.

The following items will be checked:

- a. The physical inventory was conducted in accordance with NPR 4100.1.

- b. Inventory Adjustment Reports will be evaluated to determine whether required inventory adjustments were completed within 3 workdays of completion of the inventory. Analysis of the inventory discrepancies will not be required to be completed within the 3 workdays.

If any of the above two items were not accomplished, this will result in a failed individual sample.

SUPPLY
Performance Requirement 5
Project Parts Receiving

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 3,000 Line Items
3. **Sample Size:** 180
4. **Performance Requirement:** Project Parts are processed within 10 calendar days of delivery to the Greenbelt Receiving Dock.
5. **Sampling Procedure:** Each month a sample of 30 line items will be selected from the Project Parts Log Book/AMMS Report.
6. **Inspection Procedure:** A comparison of the date from the time the item was received to the date the item was processed will be made to determine whether the item was processed within 10 calendar days. Processing includes receipt, inspection, and completion of required paperwork.

RECEIVING
Performance Requirement 6
Receiving (GSFC)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 10,000 items
3. **Sample Size:** 120
4. **Performance Requirement:** GSFC items shall be processed within 3 workdays of delivery to Greenbelt Receiving Dock.
5. **Sampling Procedure:** Each month a sample of 20 receipts (includes government and stores stock receipts) will be selected from the Loading Dock Log Book. Project parts, express receipts and hazardous materials will not be selected.
6. **Inspection Procedure:** A comparison of the date that the item was received and the date that the item was processed will be made to determine whether the receiving process was completed within 3 workdays. Processing includes receipt, inspection, tagging, and completion of required paperwork.

RECEIVING
Performance Requirement 6
Receiving (NASA HQ)

1. **Method of Surveillance:** 100% Inspection
2. **Lot Size:** 11,000 items
3. **Sample Size:** 120
4. **Performance Requirement:** NASA HQ items shall be processed and delivered to customer within 1 workday of delivery to NASA HQ Receiving Dock.
5. **Sampling Procedure:** Each month a sample of 20 NASA Headquarters receipts will be selected from the Loading Dock Log Books at NASA Headquarters. Project parts, orders placed through AMMS and hazardous materials will not be selected.
6. **Inspection Procedure:** A comparison of the date that the item was received and the date that the item was delivered to the customer will be made to determine whether the receiving process and delivery was completed within 1 workday. Processing includes receipt, inspection, tagging, and completion of required paperwork.

SUPPLY
Performance Requirement 6
Receiving (Hazardous Materials)

1. *Method of Surveillance:* Random Sample

2. *Lot Size:* 1,000 hazardous materials

3. *Sample Size:* 90

4. *Performance Requirement:* Hazardous materials shall be processed within 1 workday of delivery to Greenbelt Receiving Dock.

5. *Sampling Procedure:* Each month 15 receipts for hazardous materials will be selected from the Hazardous Materials Log Book. New items requiring cataloging will not be selected.

6. *Inspection Procedure:* A comparison of the date the item was received to the date the item was processed will be made to determine whether the item was processed within 1 workday. Processing includes receipt, inspection, and completion of required paperwork.

**TRANSPORTATION
Performance Requirement 7
Freight Shipments**

1. **Method of Surveillance:** Random Sample

2. **Lot Size:** 1,800 shipments for Greenbelt; 180 for Wallops

3. **Sample Size:** 120 for Greenbelt; 30 for Wallops

4. **Performance Requirement:** Freight shipments and special moves shall be processed to ensure undamaged delivery to final destination within the requested delivery date.

5. **Sampling Procedure:** Each month a sample of 20 shipments for Greenbelt and 5 for Wallops will be selected. All “major moves” and other “high interest” shipments identified on the “Project Support Matrix” will be included in those selected.

6. **Inspection Procedure:**

The following items will be checked:

- a. Materials movements will be reviewed for compliance with written procedures and regulatory requirements. Work instructions/procedures include, but are not limited to, the following: 49 CFR, *U.S. Government Freight Transportation Handbook*, and 270-WI-6400.1.2 (*Transporting Material for Space Flight and Scientific Projects*).

- b. Documentation will be reviewed for completeness within established timeframes and schedules. Documentation includes, but is not limited to, the following: Standard Form 1103 (*U.S. Government Bill of Lading*), GSFC Form 20-4 (*Transfer/Shipping Request*), Shipper's Export Declarations, *Shipper's Declaration for Dangerous Goods*, Transportation Pickup Tickets, and Public Vouchers.

If any required information (according to the appropriate form instructions) is missing or any required approvals were not obtained, this will result in a failed individual sample.

TRANSPORTATION
Performance Requirement 8
Office/Lab Moves Coordination

1. **Method of Surveillance:** Random Sample

2. **Lot Size:** 250 moves

3. **Sample Size:** 30

4. **Performance Requirement:** Move requests shall be arranged for and completed within the customer's required date.

5. **Sampling Procedure:** Each month a sample of 5 moves will be selected.

6. **Inspection Procedure:**

The following items will be checked:

- a. A move file is maintained for each office move that is coordinated and performed. This file contains all paperwork relevant to the move (e.g., GSFC Form 20-35 - *Move List*, Office Mover's Delivery Ticket, and claims). A comparison of the customer's required delivery date and the actual delivery date (recorded on the Office Moves Monthly Report) will be made to determine whether the move was completed on schedule.

- b. The move file will be examined to determine whether special handling requirements (e.g., overweight/over-dimensional items, rigging) were met, and whether these requirements were given to and received by the office mover.

- c. All loss and damage claims shall be provided to the moving company within 7 calendar days of completion of the move, interim status reports shall be obtained from the movers every 30 calendar days on pending claims, and claims shall be resolved within 60 calendar days of filing of the claim.

If any of the above three items were not accomplished, this will result in a failed individual sample.

EQUIPMENT MANAGEMENT
Performance Requirement 9
Tagging Equipment

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 1,000 equipment items for Greenbelt; 100 for Wallops; 30 for NASA HQ
3. **Sample Size:** 90 for Greenbelt; 30 for Wallops; 30 for NASA HQ
4. **Performance Requirement:** Equipment shall be tagged and data entered within 8 workdays from receipt of tagging request, document, or telephone call from the customer. Capital equipment shall be tagged and entered within 30 calendar days.

5. **Sampling Procedure:**

Each month a sample of 15 source documents and tagging requests for Greenbelt, 5 for Wallops, and 5 for NASA HQ will be selected. These samples, which may include capital equipment items, will be obtained from source documents that were microfiched, or from tagging requests received by email, fax, or telephone call. Items tagged in Central Receiving will not be selected.

6. **Inspection Procedure:**

The following items will be checked:

- a. A comparison will be made between the date of the tagging request and the date the data was entered into the equipment management system database to determine whether the tagging was completed within 8 workdays. Capital equipment will have 30 calendar days for data entry.
- b. Source documents will be compared against the corresponding equipment record located in the equipment management system database to determine whether the data matches. Any data found in the database not matching the source document will be recorded as a discrepancy.

If any of the above two items were not accomplished, this will result in a failed individual sample.

EQUIPMENT MANAGEMENT
Performance Requirement 10
Equipment Management System Database

1. **Method of Surveillance:** Random Sample

2. **Lot Size:** 15,000 equipment records for Greenbelt; 1,500 for Wallops; 1,500 for NASA HQ

3. **Sample Size:** 180 for Greenbelt; 90 for Wallops; 90 for NASA HQ

4. **Performance Requirement:** Data entry into the equipment database shall be completed within 4 workdays from receipt of the request or source document.

5. **Sampling Procedure:** Each month a sample of 30 equipment records for Greenbelt, 15 for Wallops, and 15 for NASA HQ will be selected.

6. **Inspection Procedure:**

The following items will be checked:

- a. A comparison will be made between the date of request (or date on the source document) and the date the data was entered into the equipment management system database to determine whether the data entry was completed within 4 workdays.
- b. Source documents will be compared against the corresponding equipment record located in the equipment system database to determine whether the data matches. Any data found in the database not matching the source document will be recorded as a discrepancy.
- c. The use of incorrect transactions when adding the equipment to the equipment management system database will be recorded as a discrepancy.
- d. The acquisition cost and/or adjusted cost listed on the equipment record will be reviewed against the source document to ensure all discounts, packing and shipping costs, and associated parts were calculated correctly when determining the acquisition cost. Any data not correctly matching the equipment record will be recorded as a discrepancy.

If any of the above four items have a discrepancy or were not completed, this will result in a failed individual sample.

EQUIPMENT MANAGEMENT
Performance Requirement 11
Processing of Excess Property

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 8,000 excess property items for Greenbelt, 900 for Wallops, 1,100 for NASA HQ
3. **Sample Size:** 180 for Greenbelt, 90 for Wallops, 90 for NASA HQ
4. **Performance Requirement:**
 - a. Processing of Greenbelt excess property shall be completed within 17 workdays from receipt of excess request.
 - b. Processing of Wallops excess property shall be completed within 7 workdays from receipt of excess request.
 - c. Processing of NASA HQ excess property shall be completed within 10 workdays from receipt of excess request.
5. **Sampling Procedure:** Each month a sample of 30 excess property items for Greenbelt, 15 excess property items for NASA HQ and 15 excess property items for WFF. Items that are not tracked through the excess process will not be selected.
6. **Inspection Procedure:** A comparison between the case entry date on the (GSFC 0129 form) and the warehouse date on the (GSFC 0129 form) will be made to determine whether the property was processed within 17 workdays for Greenbelt and 10 workdays for NASA HQ. A comparison between the timestamp date on the (GSFC 0129 form) and the warehouse date on the (GSFC 0129 form) will be made to determine whether the property was processed within 7 workdays for Wallops. Processing includes data entry into the disposal system, labeling and pickup, and inspection and assignment to a warehouse location.

MANAGEMENT SERVICES
Performance Requirement 12
Records (Records Storage Requests)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 300 records requests for Greenbelt; 60 for NASA HQ
3. **Sample Size:** 30 for Greenbelt; 30 for NASA HQ
4. **Performance Requirement:**
 - a. Greenbelt records storage requests shall be processed to the GSFC Records Manager within 5 workdays of receipt.
 - b. NASA HQ records storage requests shall be processed to the NASA HQ Records Manager within 2 workdays of receipt.
5. **Sampling Procedure:** Each month 5 records storage requests for Greenbelt and 5 for NASA HQ will be selected from the “New Retirement to WNRC” folder.
6. **Inspection Procedure:** For each selected record, the Accession Number, Date Form Received, Date Signed by Center Records Manager, Date SF 135 Sent to Federal Records Center (FRC), Date Approved by FRC, and Date Transported to FRC for GSFC (Date of SF 189 for NASA HQ) will be annotated on a worksheet. The “Transfer Tracking Spreadsheet/Database” will be used to verify that SF-135’s are prepared within 5 workdays of receipt from customer for Greenbelt (2 workdays for NASA HQ). Any information missing will result in a failed individual sample.

Processing includes the following steps:

- a. Verify accuracy of assigned retention schedule and disposal date provided by the customer; coordinate corrections with the customer as necessary; log action/completion date.
- b. Complete an SF-135 and route to the Center Records Manager for approval signature; log action/completion date.
- c. Forward the transfer package to the FRC; upon return receipt arrange for transportation; log action/completion date.

MANAGEMENT SERVICES
Performance Requirement 12
Records (Disposal Eligibility Notices)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 300 notices for Greenbelt; 40 for NASA HQ
3. **Sample Size:** 30 for Greenbelt; 30 for NASA HQ
4. **Performance Requirement:** Quarterly disposal eligibility notices shall be processed within 60 calendar days of receipt.
5. **Sampling Procedure:** Each month a sample of 5 disposal eligibility notices for Greenbelt and 5 for NASA HQ will be selected.
6. **Inspection Procedure:** A comparison of the date the notice was received and the date the processing was completed will be made to determine whether the notice was processed within 60 calendar days. The “Destruction Tracking Spreadsheet/Database” will also be examined to verify the following information for each individual sample: Accession Number, Date Disposal Eligibility Notice Received, Date Notice Sent to Records Liaison Officer (RLO), Date Response Received, and Date Notice sent to Federal Records Center (FRC). Any information missing from the “Destruction Tracking Spreadsheet/Database” will result in a failed individual sample.

Processing includes the following steps:

- a. Complete a 270-Form-0106, suspense and forward package to the appropriate RLO; log all actions and completion dates in the disposal tracking spreadsheet/database.
- b. Forward signed disposal package to the Center Records Manager for approval signature; log all actions and completion dates in the disposal tracking spreadsheet/database.
- c. Forward completed package to the FRC; log all actions/completion dates in the disposal tracking spreadsheet/database.

CREATIVE SERVICES
Performance Requirement 13
Graphics Design and Photography (Graphics Design)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 850 requests
3. **Sample Size:** 60
4. **Performance Requirement:** Graphics design requests shall be completed within the established timeline.
5. **Sampling Procedure:** Each month the Studio 8 database will be accessed and a sample of 10 graphics requests will be selected.
6. **Inspection Procedure:** A comparison of the completion date established with the customer (as documented in the eMOD system) and the actual completion date will be made to determine whether the request was completed on time. Completion requirements will be documented in the eMOD system.

CREATIVE SERVICES
Performance Requirement 13
Graphics Design and Photography (Photography)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 500 requests
3. **Sample Size:** 30
4. **Performance Requirement:** Photography requests shall be completed within the established timeline.
5. **Sampling Procedure:** Each month the Studio 8 database will be accessed and a sample of 5 photography requests will be selected.
6. **Inspection Procedure:** A comparison of the completion date established with the customer (as documented in the eMOD system) and the actual completion date will be made to determine whether the request was completed on time. Completion requirements will be documented in the eMOD system.

AUDIO VISUAL SERVICES
Performance Requirement 14
Audio Visual Services (A/V Services Testing)

1. *Method of Surveillance:* Random Sample

2. *Lot Size:* 900 events

3. *Sample Size:* 60

4. *Performance Requirement:* Audio visual services shall be set up and tested no later than 30 minutes prior to the event.

5. *Sampling Procedure:* Each month 10 events will be selected.

6. *Inspection Procedure:*

The following information will be checked in the Testing Log Book for each event. If any of the following three events were not completed, this will result in a failed individual sample.

- a. The A/V services were setup and tested no later than 30 minutes prior to the start of the event.
- b. The test results are recorded (e.g., “no issues,” “projector failure,” etc.).
- c. When testing failed, the customer was notified immediately.

AUDIO VISUAL SERVICES
Performance Requirement 14
Audio Visual Services (Video Conferencing)

1. **Method of Surveillance:** Random Sample
2. **Lot Size:** 750 events
3. **Sample Size:** 60
4. **Performance Requirement:** Connectivity for video conferences scheduled with WFF, IV&V, and GISS shall be tested no later than 30 minutes prior to the event.
5. **Sampling Procedure:** Each month 10 events will be selected.
6. **Inspection Procedure:**

The following information will be checked in the Testing Log Book for each event. If any of the following four events were not completed, this will result in a failed individual sample.

- a. The connectivity test was performed no later than 30 minutes prior to the start of the event.
- b. The test results are recorded (e.g., “no issues,” “no connectivity,” etc.).
- c. When connectivity cannot be established, the customer was notified immediately.
- d. When connectivity cannot be established, the issue was reported to the Code 271 Branch Head within 3 work hours.

CLAUSE J.1 ATTACHMENT D

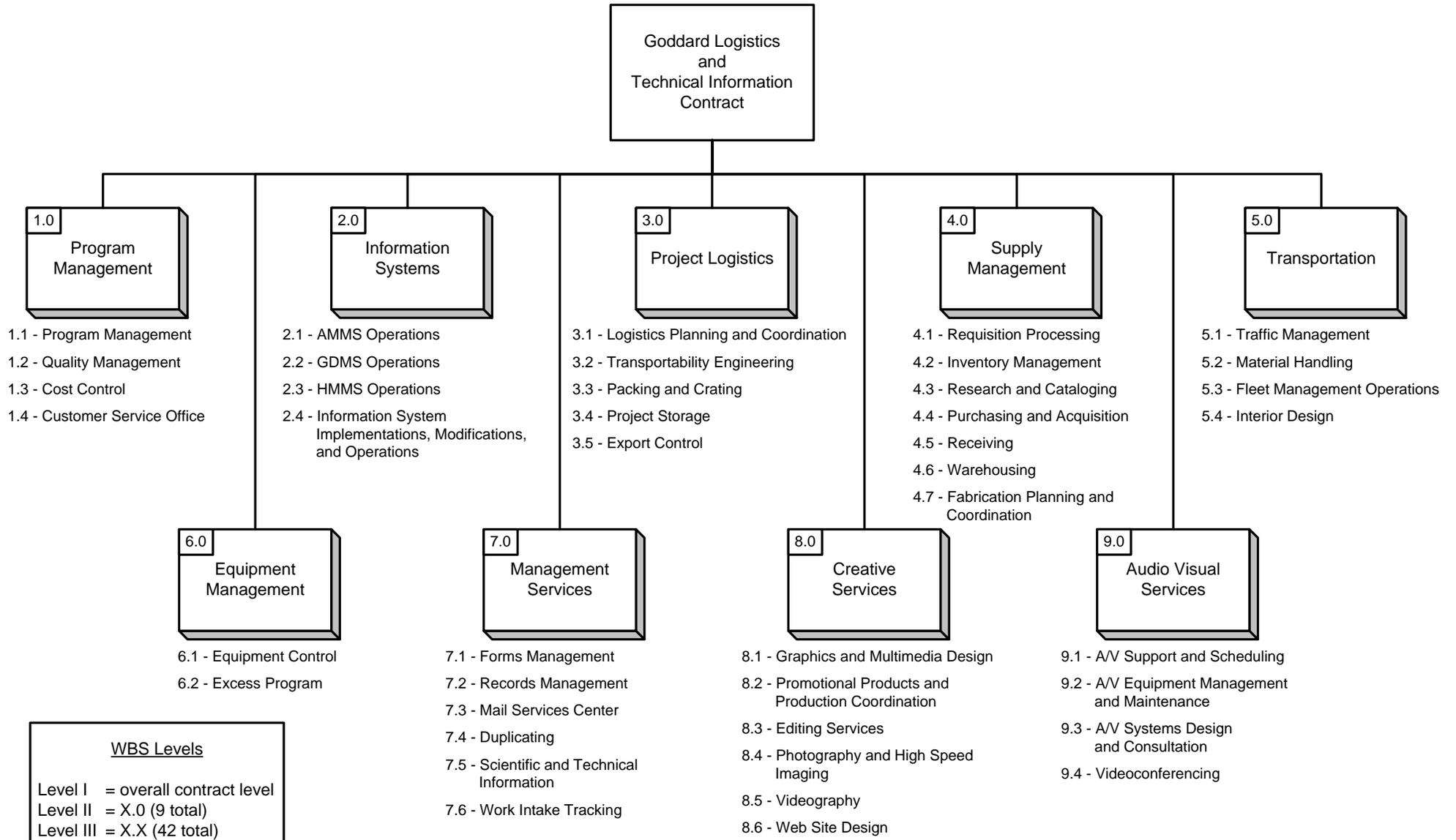
WORK BREAKDOWN STRUCTURE (WBS)

FOR

**GODDARD LOGISTICS AND TECHNICAL
INFORMATION (GLTI)**

NNG12AZ11C

**Work Breakdown Structure for the Goddard Logistics and Technical Information Contract
NNG11294404R
Attachment D**



Attachment E
Financial Management Reporting Requirements

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2E entitled "NASA Contractor Financial Management Reporting, dated May 27, 2011, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The Contractor's 533 Reports shall contain a summary of total contract costs, as well as a separate 533 sheet for each WBS Level I through Level III element of the Statement of Work. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.15, "Financial Management Reporting." The Contractor shall submit an initial report in the NF 533Q format within 30 working days after contract award.

After the initial report, the NF 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported. The NF 533M need not be submitted in months in which an NF 533Q is submitted.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Prime Direct Labor Hours:
(List applicable labor categories)

Total Prime Direct Labor Hours

2. Prime Direct Labor Dollars:
(List according to applicable labor categories)

Total Prime Direct Labor Dollars

3. Overhead Expenses

4. Other Direct Costs (ODCs):
 - a. Significant Subcontractor Labor Hours
Significant Subcontractor Labor Dollars
Direct and Indirect Costs
 - b. Direct Subcontracts –
 - Mailroom – NISH/ServiceSource
 - St. John Properties
 - Vertex Non-Profit Holding, Inc
 - Jones, Lang, LaSalle America’s
 - c. Center Purchases
 - d. Warehouses/Office Leases
 - e. Equipment Maintenances
 - f. Travel
 - g. Computer Hardware/Software
 - h. Other/Miscellaneous
 - i. Total ODCs
5. Subtotal (Direct Cost plus Overhead)
6. G&A Expense
7. Total Estimated Cost
8. Fixed Fee (FF)
9. Technical Performance Incentive Fee (TPIF)
10. Total CPFF/TPIF

NNG12AZ11C

ATTACHMENT G

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

FOR

**GODDARD LOGISTICS AND
TECHNICAL INFORMATION (GLTI)**

January 2011

**Installation Accountable Government Property
(1852.245-74)
January 2011**

<u>Equipment Description</u>	<u>Manufacturer Name</u>	<u>Model Number</u>	<u>ECN Barcode Number</u>	<u>Acquisition Date</u>	<u>Acquisition Value</u>
AIR CONDITIONER, PORTABLE	AIR ROVER CO	ULCR-24-CA-7KW	2176398	08/25/2010	\$12,222
AIR CONDITIONER, PORTABLE	AIR ROVER CO	ULCR-24-CA-7KW	2176399	08/25/2010	\$12,222
AUTOMOBILE	GENERAL MOTORS CORP	MALIBU	2171269	11/16/2008	\$23,786
CAMERA	CONTAX SYSTEMS	CONTAXST	43939	10/25/1994	\$1,289
CAMERA	NIKON INC	SLR	3079432	04/13/1984	\$689
CAMERA	PANASONIC	AG455P	2044925	11/28/2000	\$500
CAMERA	PENTAX CORP	FX15712	180995	01/21/1987	\$850
CAMERA	SONY CORP OF AMERICA	HDR-HC1	2520534	05/25/2006	\$1,997
CAMERA	TELEX COMM F-RADIANT F-SINGER	655990	643120	10/05/1989	\$745
CAMERA	TOYO-VIEW	TOYOVIEW	24144	02/04/1993	\$725
CAMERA, DIGITAL	EASTMAN KODAK CO	DC120	1953232	10/05/1998	\$502
CAMERA, DIGITAL	KODAK CANADA LTD	DCS420	1521992	05/31/1995	\$9,487
CAMERA, DIGITAL	MINOLTA CAMERA CO LTD	DIMAGE	1665347	07/03/2002	\$1,000
CAMERA, DIGITAL	NIKON CORP	D100	3039965	07/19/2004	\$1,500
CAMERA, DIGITAL	NIKON CORP	D1-X	3038536	06/03/2004	\$3,699
CAMERA, DIGITAL	NIKON CORP	D3 DSLR	2550355	11/12/2008	\$5,800
CAMERA, DIGITAL	NIKON CORP	D3 SLR	2550907	06/02/2009	\$4,350
CAMERA, DIGITAL	NIKON CORP	NIKON D2X	1673704	05/11/2005	\$4,400
CAMERA, DIGITAL	NIKON CORP	NIKON D2X	1673705	05/11/2005	\$4,400
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080843	12/31/2008	\$6,800
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080844	12/31/2008	\$6,800
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080845	12/31/2008	\$6,800
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080846	12/31/2008	\$6,800
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080847	12/31/2008	\$6,800
CAMERA, DIGITAL	PANASONIC	AW-HE-100	3080848	12/31/2008	\$6,800
CAMERA, DIGITAL	SAMSUNG	SVP6000N	2103477	08/14/2002	\$4,392
CAMERA, DIGITAL	SHARP	VLDC1U	1824697	11/05/1997	\$1,615
CAMERA, DIGITAL	SONY CORP OF AMERICA	MVC-FD92	1664815	12/07/2001	\$600
CAMERA, VIDEO	HITACHI AMERICA LTD	KPC501GU	1103213	08/16/1991	\$1,158
CAMERA, VIDEO	SONY CORP	DXC-3000A	1107671	04/09/1992	\$4,000
CAMERA, VIDEO	SONY CORP	EVID30	2103479	08/14/2002	\$1,079
CAMERA, VIDEO	SONY CORP	EVID30	2103480	08/14/2002	\$1,079

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CAMERA, VIDEO	SONY CORP	EVID30	2103481	08/14/2002	\$1,079
CAMERA, VIDEO CONFERENCE	SONY CORP OF AMERICA	EVI-D30	2112607	08/16/2001	\$1,183
CAMERA-MULTIMEDIA PRESENTER	SAMSUNG ELECTRONICS	SVP6000N	1664930	11/13/2001	\$5,000
CAMERA-MULTIMEDIA PRESENTER	SAMSUNG ELECTRONICS	SVP6000N	3011592	09/23/2002	\$2,000
CAMERA-RECORDER, VIDEO	JVC CO OF AMERICA	GR-DVM50U	1643404	05/23/2000	\$1,300
CAMERA-RECORDER, VIDEO	SONY CORP OF AMERICA	EV1-P30	2112606	08/17/2001	\$1,183
CAMERAS	HASSELBLAD A B VICTOR	500	569462	02/22/1984	\$2,856
CART, GOLF, ELECTRIC	YAMAHA INTERNATIONAL CORP	G5	1322252	09/08/1993	\$6,200
COMPUTER, LAPTOP	APPLE COMPUTER INC	A1260	2520464	07/22/2008	\$2,072
COMPUTER, LAPTOP	COMPAQ COMPUTER CORP	N610C	3037274	03/01/2004	\$1,924
COMPUTER, LAPTOP	DELL COMPUTER CORP F-PC'S LTD	PP01X	2501977	05/27/2008	\$3,112
COMPUTER, LAPTOP	DELL COMPUTER CORP F-PC'S LTD	PP05L	2502331	10/20/2003	\$1,884
COMPUTER, LAPTOP	FUJITSU	P1510D	2170675	08/29/2006	\$1,535
COMPUTER, LAPTOP	SONY CORP OF AMERICA	PCG-7F1L	3076479	05/27/2008	\$1,500
COMPUTER, MICRO	ANTEC	INTEL E5300	2175537	07/15/2010	\$1,764
COMPUTER, MICRO	APPLE COMPUTER INC	A1047	3039704	10/06/2004	\$2,500
COMPUTER, MICRO	APPLE COMPUTER INC	A1047	3069131	04/13/2005	\$2,249
COMPUTER, MICRO	APPLE COMPUTER INC	A1047	3070548	07/13/2005	\$3,988
COMPUTER, MICRO	APPLE COMPUTER INC	A1186	3078731	11/20/2007	\$3,512
COMPUTER, MICRO	APPLE COMPUTER INC	A1186	3078732	11/20/2007	\$3,512
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVO D500	2158810	05/27/2008	\$895
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVO DESKPRO D500 MT	2132937	03/28/2002	\$1,024
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVO-D500	2159110	05/27/2008	\$895
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVO-D500	2159128	05/27/2008	\$895
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVO-D500	3076773	05/27/2008	\$895
COMPUTER, MICRO	COMPAQ COMPUTER CORP	EVOD500SFF	2103165	05/27/2008	\$895
COMPUTER, MICRO	COMPAQ COMPUTER	EVOD500SFF	2103174	05/27/2008	\$895

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	CORP				
COMPUTER, MICRO	DELL COMPUTER CORP F-PC'S LTD	PPI	2043581	09/14/2000	\$3,585
COMPUTER, MICRO	DELL COMPUTER CORP F-PC'S LTD	TS30GI	1756705	10/21/1996	\$3,493
COMPUTER, MICRO	DUNN COMPUTER CORP	NONE	1482065	07/15/1999	\$2,131
COMPUTER, MICRO	HEWLETT-PACKARD CO	D530C/P3	3039864	05/27/2008	\$1,002
COMPUTER, MICRO	HEWLETT-PACKARD CO	D530C/P4	3039778	10/14/2004	\$1,002
COMPUTER, MICRO	HEWLETT-PACKARD CO	DC7100	2164822	11/22/2006	\$1,228
COMPUTER, MICRO	HEWLETT-PACKARD CO	XW4100	3039281	06/07/2004	\$963
COMPUTER, MICRO	HEWLETT-PACKARD CO	XW4100	3039282	06/07/2004	\$963
COMPUTER, SERVER	APPLE COMPUTER INC	A1279	2551029	08/20/2009	\$2,862
COMPUTER, SERVER	DELL COMPUTER CORP F-PC'S LTD	E02S	2551022	08/18/2009	\$5,960
COMPUTER, SERVER	DELL COMPUTER CORP F-PC'S LTD	EMM01	2550988	07/31/2009	\$4,362
COMPUTER, SERVER	DELL COMPUTER CORP F-PC'S LTD	XEON E3110/R200	2550987	07/30/2009	\$3,305
COMPUTER/DISPLAY	SAMSUNG	910T	2165334	10/05/2004	\$560
COMPUTER/DISPLAY	SAMSUNG	910T	2165339	10/05/2004	\$560
COMPUTING DEVICE, HANDHELD	HEWLETT-PACKARD CO	JORNADA 720	1645292	03/01/2001	\$910
COOLER WALK IN	BANGOR COOLER CO	NONE	214793	02/04/1986	\$11,419
CUTTER PAPER	CHALLENGE MACHINERY CO THE	DIAMOND	189027	07/29/1987	\$6,995
DEGAUSSER	ELECTRO-MATIC PRODUCTS CO	2PTFB15B17208	2170992	09/13/2006	\$26,500
DEGAUSSER	GARNER IND F- GARNER TOOL & DIE	1400	84963	10/15/1987	\$5,790
DISK ARRAY	HEWLETT-PACKARD CO	MSA1500CS	2552384	05/13/2010	\$13,516
DISK DRIVE UNIT	BOFFIN LTD	NONE	1817203	05/28/1997	\$3,135
DISK DRIVE UNIT	BOFFIN LTD	NONE	1817204	05/28/1997	\$3,135
DISK DRIVE UNIT	HEWLETT-PACKARD CO	A5272AZ	1645222	10/24/2000	\$22,237
DISK DRIVE UNIT	HEWLETT-PACKARD CO	DVD200E	2103709	08/13/2002	\$563
DISK DRIVE UNIT	IMPEDIMENT, INC.	FT2J5025	2110547	06/21/2001	\$1,085
DISK DRIVE UNIT	SUN MICROSYSTEMS INC	611	1750463	06/11/1996	\$1,022

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DISK DRIVE UNIT	SUN MICROSYSTEMS INC	611	1754500	09/17/1996	\$888
DISK DRIVE UNIT	SUN MICROSYSTEMS INC	611	1756685	10/18/1996	\$888
DISK DRIVE UNIT	SUN MICROSYSTEMS INC	611	1946690	04/21/1998	\$1,271
DISK DRIVE UNIT	TRIMM INC	FT4J5025	2110546	06/12/2001	\$500
DISPLAY UNIT	AMX CORP	AXT-CV10	1957823	03/11/2002	\$4,002
DISPLAY UNIT	AMX CORP	VPT-CP	2103478	08/14/2002	\$3,304
DISPLAY UNIT	APPLE COMPUTER INC	A1038	3034529	09/24/2003	\$1,145
DISPLAY UNIT	APPLE COMPUTER INC	A1038	3034530	09/24/2003	\$1,145
DISPLAY UNIT	APPLE COMPUTER INC	A1038	3034531	09/24/2003	\$1,145
DISPLAY UNIT	APPLE COMPUTER INC	A1038	3034532	09/24/2003	\$1,145
DISPLAY UNIT	APPLE COMPUTER INC	A1081	3068969	03/16/2005	\$899
DISPLAY UNIT	APPLE COMPUTER INC	A1081	3069501	05/10/2005	\$794
DISPLAY UNIT	APPLE COMPUTER INC	A1081	3069502	05/09/2005	\$757
DISPLAY UNIT	APPLE COMPUTER INC	A1082	3070285	07/06/2005	\$1,799
DISPLAY UNIT	APPLE COMPUTER INC	A1082	3070644	08/01/2005	\$1,419
DISPLAY UNIT	APPLE COMPUTER INC	M7649	2164273	07/27/2004	\$629
DISPLAY UNIT	APPLE COMPUTER INC	M8149	2045425	01/23/2001	\$3,975
DISPLAY UNIT	APPLE COMPUTER INC	M8149	2112298	08/14/2001	\$2,500
DISPLAY UNIT	APPLE COMPUTER INC	M8536	3014417	03/12/2003	\$3,261
DISPLAY UNIT	APPLE COMPUTER INC	M8536	3014418	03/12/2003	\$3,261
DISPLAY UNIT	DELL COMPUTER CORP F-PC'S LTD	1901FP	3066576	10/14/2004	\$616
DISPLAY UNIT	DELL COMPUTER CORP F-PC'S LTD	1901FP	2165426	09/23/2004	\$616
DISPLAY UNIT	DELL COMPUTER CORP F-PC'S LTD	E193FP	3069371	04/18/2005	\$558
DISPLAY UNIT	ELO TOUCH SYSTEMS INC	ET1915L-8CWA-1-G	2175536	07/15/2010	\$775
DISPLAY UNIT	JVC CO OF AMERICA	TM910SU	3036054	01/28/2004	\$658
DISPLAY UNIT	LA CIE LTD	NSC3107STTUW	2159323	05/31/2002	\$930
DISPLAY UNIT	NEC INFORMATION SYSTEMS INC	L192R9	3036293	02/17/2004	\$1,058
DISPLAY UNIT	NEC INFORMATION SYSTEMS INC	LCD1860NX	3036965	03/01/2004	\$619
DISPLAY UNIT	PANASONIC IND CO DIV OF MATSU	TH50PHD3U	2133025	03/28/2002	\$9,385
DISPLAY UNIT	PANORAMA PRODUCTION	MON3-3	3036055	01/28/2004	\$1,913
DISPLAY UNIT	SAMSUNG ELECTRONICS	191TS	1637529	08/22/2002	\$1,080

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DISPLAY UNIT	SAMSUNG ELECTRONICS	193P	3069441	04/29/2005	\$659
DISPLAY UNIT	SAMSUNG ELECTRONICS	193P	3069442	04/29/2005	\$659
DISPLAY UNIT	SAMSUNG ELECTRONICS	193P	3069443	04/29/2005	\$659
DISPLAY UNIT	SAMSUNG ELECTRONICS	213T	2168225	08/09/2005	\$748
DISPLAY UNIT	SAMSUNG ELECTRONICS	910T	3066547	10/04/2004	\$560
DISPLAY UNIT	SAMSUNG ELECTRONICS	910TS	2165449	09/27/2004	\$609
DISPLAY UNIT	SAMSUNG ELECTRONICS	910TS	2165453	09/27/2004	\$603
DISPLAY UNIT	SAMSUNG ELECTRONICS	910V	3067031	10/28/2004	\$721
DISPLAY UNIT	SAMSUNG ELECTRONICS	910V	3067032	10/28/2004	\$721
DISPLAY UNIT	SONY CORP	DVM2530	91894	06/24/1988	\$1,410
DISPLAY UNIT	SONY CORP OF AMERICA	PVM8220	1102430	07/30/1991	\$600
DISPLAY UNIT	SONY CORP OF AMERICA	SDM-M81	2159285	05/29/2002	\$930
DISPLAY UNIT	SONY CORP OF AMERICA	SDM-X52	3014423	03/12/2003	\$533
DISPLAY UNIT / TELEVISION	SAMSUNG ELECTRONICS	241MP	3012835	06/09/2003	\$4,640
DISPLAY UNIT, RACKMOUNT	HEWLETT-PACKARD CO	HPTFT7600	2552385	05/13/2010	\$705
FORKLIFT	HYSTER CO	GLC080LJNGAE088	2176447	08/26/2010	\$14,900
FORKLIFT	YALE MATERIALS HANDLING CORP	GLC080LJNGAE088	2176446	08/26/2010	\$10,500
MACHINE, BOX MAKER	INTERNATIONAL STAPLE AND MACHI	2800	2133410	09/17/2001	\$6,850
MAILING MACHINE	ASCOM HASLER MAILING SYSTEM	WJ220	2168645	09/23/2005	\$13,726
MIXER INTERFACE	SHURE ELECTRONICS LTD	ST6000W	180318	12/05/1986	\$5,767
MONITOR	APPLE COMPUTER INC	A1082	3066404	07/27/2005	\$1,494
MONITOR, TELEVISION	PANASONIC	BTS702N	1095978	03/11/1991	\$1,037
MONITOR, TELEVISION	SYMPHONIC CORP	19-TR	828040	10/12/1988	\$740
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520250	08/28/2006	\$1,595
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520251	08/28/2006	\$1,595

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OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520252	08/28/2006	\$1,595
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520253	08/28/2006	\$1,595
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520254	08/28/2006	\$1,595
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520255	08/28/2006	\$1,595
OPTICAL READER, DATA ENTRY	SYMBOL TECHNOLOGIES INC	MC3000	2520265	08/28/2006	\$1,595
PALLET JACK	CROWN INDUSTRIAL PRODUCTS CO	80PW-27-3	G042366	02/05/1991	\$5,420
PAPER CUTTER	BAUMFOLDER CORP	CROSS/CUT 4107	2174108	11/17/2009	\$22,285
PAPER FOLDER	BAUMFOLDER CORP	714XLTD2P1	2175177	04/20/2010	\$6,990
PASSENGER, BUS	FORD MOTOR CO	E350	3079360	06/16/2008	\$46,997
PLAYER, LASER DISC	PANASONIC IND CO DIV OF MATSU	AG-LD30	1522299	06/02/1995	\$791
PLOTTER, GRAPHICS	HEWLETT-PACKARD CO	C7780C	3068050	11/02/2004	\$6,927
PLOTTER, GRAPHICS	HEWLETT-PACKARD CO	Q6653C	2174109	11/17/2009	\$12,397
POWER SUPPLY	INTERNATIONAL POWER SYSTEMS	BP202020	1416568	08/23/1994	\$19,260
PRINTER, ADP	GENICOM CORP	8930 PRINTER	2030953	03/24/1999	\$1,494
PRINTER, ADP	HEWLETT-PACKARD CO	2300L	2174155	03/19/2010	\$600
PRINTER, ADP	HEWLETT-PACKARD CO	C2003A	1340197	11/05/1993	\$642
PRINTER, ADP	HEWLETT-PACKARD CO	C3917A	3076152	03/01/2007	\$2,136
PRINTER, ADP	HEWLETT-PACKARD CO	C4172A	3036687	03/01/2004	\$914
PRINTER, ADP	HEWLETT-PACKARD CO	C4172A	3071366	10/16/2006	\$500
PRINTER, ADP	HEWLETT-PACKARD CO	C7044A	3069997	11/02/2005	\$1,000
PRINTER, ADP	HEWLETT-PACKARD CO COMPUTER	C2003A	1395833	01/11/1994	\$642
PRINTER, ADP	INTERNATIONAL BUSINESS MACHINE	3203	2107768	03/26/1984	\$38,320
PRINTER, ADP	TEXAS INSTRUMENTS INC	8930	1521812	06/05/1995	\$2,291
PRINTER, ADP, LASER	DATA MAX	DMX-1-4208	2175114	04/12/2010	\$1,299
PRINTER, ADP, LASER	DATA MAX	DMX-1-4208	2175115	04/12/2010	\$1,495
PRINTER, ADP,	HEWLETT-PACKARD	1500L	2174150	02/22/2010	\$1,200

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LASER	CO				
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	33449A	1194905	03/11/1993	\$1,763
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2001A	1331849	04/27/1993	\$1,332
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2001A	1336377	08/09/1993	\$1,415
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2001A	1333770	05/27/1993	\$1,450
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2003A	1531546	04/15/1996	\$664
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2005A	1416595	09/07/1994	\$1,167
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C2037A	1524598	08/10/1995	\$1,429
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3150A	1527659	06/06/1996	\$849
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3150A	1527629	06/06/1996	\$849
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3916A	1482558	06/11/1999	\$1,250
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3916A	1813987	03/28/1997	\$1,810
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3917A	1750509	06/11/1996	\$1,829
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3917A	3076151	03/01/2007	\$2,097
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3952A	1823049	09/25/1997	\$1,306
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3980A	1954502	11/06/1998	\$761
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3980A	1812079	01/29/1997	\$740
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3982A	1950279	07/23/1998	\$833
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C3982A	1948584	07/24/1998	\$1,379
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C39A08	1947064	05/07/1998	\$776
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4087A	2032648	08/11/2008	\$2,845
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4118A	1953516	10/14/1998	\$1,053
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4121A	3077530	06/28/2007	\$1,700
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4139A	2033337	07/28/1999	\$683
PRINTER, ADP,	HEWLETT-PACKARD	C4170A	2034362	08/06/1999	\$656

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LASER	CO				
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4171A	2041198	06/22/2000	\$739
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4171A	1482303	03/23/1999	\$734
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4213A	1818425	06/27/1997	\$731
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4213A	1944021	03/17/1998	\$740
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C4215A	3037016	03/01/2004	\$2,984
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C6410A	2033930	05/29/2003	\$800
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	C7063A	2103649	07/29/2002	\$1,149
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	CE528A	2174589	01/28/2010	\$870
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2426S	3013202	01/29/2003	\$1,551
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2472A	3014985	04/22/2003	\$627
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2472A	3015198	05/06/2003	\$651
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2473A	3038460	05/05/2004	\$950
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2475	3038459	03/09/2004	\$1,055
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2475A	3035854	01/12/2004	\$1,899
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q2477A	3071342	08/31/2006	\$500
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q5409A	3077615	07/16/2007	\$2,011
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q5930A	2168473	09/15/2005	\$599
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q5964A	3070682	02/27/2006	\$864
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q7534A	3077465	05/21/2007	\$1,200
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q7545	2176297	09/15/2010	\$2,139
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q7545A	2175623	06/22/2010	\$4,150
PRINTER, ADP, LASER	HEWLETT-PACKARD CO	Q7545A	2175624	06/22/2010	\$4,150
PRINTER, ADP, LASER	HEWLETT-PACKARD CO COMPUTER	C2021A	1320550	01/28/1993	\$1,085
PRINTER, BARCODE	DATAMAX BARCODE	DMX-I-4208	2175729	07/13/2010	\$1,445

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LABEL	PRODUCTS CORP				
PRINTER, BARCODE LABEL	DATAMAX BARCODE PRODUCTS CORP	DMX-I-4208	2175730	07/13/2010	\$1,445
PRINTER, LABEL	HASLER TEL CO INC	LP2844	2175538	07/15/2010	\$600
PRINTSERVER	INTERNATIONAL BUSINESS MACHINE	867051X	1666173	12/29/2003	\$1,828
PROJECTOR	CHRISTIE DIGITAL SYSTEMS INC	38VIV201-01	2158879	05/06/2002	\$6,320
PROJECTOR	DUKANE CORP AUDIO VISUAL DIV	28A9000	2035324	09/14/1999	\$10,500
PROJECTOR	DUKANE CORP AUDIO VISUAL DIV	28A9000	2035325	09/14/1999	\$10,500
PROJECTOR	SHARP ELECTRONICS CORP	XG-NV3XU	1947929	05/28/1998	\$7,596
PROJECTOR, DIGITAL	CHRISTIE DIGITAL SYSTEMS INC	VIVIDLX35	2103484	08/14/2002	\$6,555
PROJECTOR, MULTIMEDIA	PANASONIC	DW10000U	3077986	09/10/2007	\$45,999
PROJECTOR, MULTIMEDIA	PANASONIC	DW10000U	3078004	09/10/2007	\$45,999
RECORDER, ACCELEROMETER	INSTRUMENTED SENSOR TECHNOLOGY	3DR3	3079547	10/07/1998	\$19,350
RECORDER, DATA	INSTRUMENTED SENSOR TECHNOLOGY	EDR3(10)	1951872	06/23/1999	\$8,000
RECORDER, DATA	INSTRUMENTED SENSOR TECHNOLOGY	EDR3(10)	2505613	06/23/1999	\$8,000
RECORDER, DATA	INSTRUMENTED SENSOR TECHNOLOGY	EDR-6DOF	2551193	07/10/2009	\$16,950
RECORDER, DIGITAL	INSTRUMENTED SENSOR TECHNOLOGY	M1	3075161	06/12/1996	\$9,000
RECORDER, DVD, MINI	JVC CO OF AMERICA	SR-DVM700U	2172854	06/08/2009	\$1,350
RECORDER, DVD, MINI	JVC CO OF AMERICA	SR-DVM700U	2172855	06/08/2009	\$1,350
RECORDER, DVD, MINI	JVC CO OF AMERICA	SR-DVM700U	2172856	06/08/2009	\$1,350
RECORDER, DVD, MINI	JVC CO OF AMERICA	SR-DVM700U	2172857	06/08/2009	\$1,350
RECORDER, SHOCK	INSTRUMENTED SENSOR TECHNOLOGY	MSR1M6	3079384	03/11/2009	\$12,650
RECORDER, SHOCK	INSTRUMENTED SENSOR TECHNOLOGY	MSR1M6	3079393	03/11/2009	\$9,500
RECORDER, SHOCK	INSTRUMENTED SENSOR TECHNOLOGY	MSR-3C	2173432	07/10/2009	\$15,310
RECORDER, SHOCK & VIBRATION	INSTRUMENTED SENSOR TECHNOLOGY	3C-10	2551194	07/10/2009	\$23,760
RECORDER, SHOCK & VIBRATION	INSTRUMENTED SENSOR TECHNOLOGY	3D10	2171337	03/11/2009	\$18,275

**Installation Accountable Government Property
(1852.245-74)
January 2011**

<u>Equipment Description</u>	<u>Manufacturer Name</u>	<u>Model Number</u>	<u>ECN Barcode Number</u>	<u>Acquisition Date</u>	<u>Acquisition Value</u>
RECORDER, SHOCK & VIBRATION	INSTRUMENTED SENSOR TECHNOLOGY	3D10	3079394	03/11/2009	\$18,275
RECORDER, VIDEO	JVC CO OF AMERICA	GY-DV500U	3014419	03/12/2003	\$4,494
RECORDER, VIDEO	JVC CO OF AMERICA	HR-S9900U	2115617	03/04/2002	\$514
RECORDER, VIDEO CASSETTE	JVC CO OF AMERICA	HRS10000U	G043484	08/07/1990	\$2,425
RECORDER, VIDEO CASSETTE	PANASONIC	AGWIP	1184198	05/06/1992	\$1,815
RECORDER, VIDEO CASSETTE	SONY CORP	VP9000	1100468	06/06/1991	\$2,333
RECORDERS, VIDEO CASSETTE	SONY CORP OF AMERICA	HVR-M15AU	2172811	06/02/2009	\$1,970
RECORDERS, VIDEO CASSETTE	SONY CORP OF AMERICA	HVR-Z7U	2550923	06/08/2009	\$6,540
SAW CIRCULAR, TABLE	NORTHFIELD FOUNDRY AND MACHINE	NONE	1756640	11/22/1996	\$7,400
SAW, PANEL, VERTICAL	SKIL CORP	5860-T2:78	3034640	09/15/2003	\$30,997
SAW, RADIAL ARM, TABLE	THE ORINGINAL SAW CO	3553TYPE7	3011610	06/29/2002	\$9,338
SCALE, PLATFORM	WEIGH-TRONIX INC	W1110	98393	11/09/1989	\$5,668
SCAN CONVERTER	COMMUNICATIONS SPECIALTIES INC	ULTRAD	2035098	09/09/1999	\$5,033
SCANNER, BARCODE	MOTOROLA INC	MC5590	2552219	01/05/2010	\$1,192
SCANNER, BARCODE	MOTOROLA INC	MC5590	2552220	01/05/2010	\$1,192
SERVER	DELL COMPUTER CORP F-PC'S LTD	ECM01	2173416	07/22/2009	\$12,315
SERVER	DELL COMPUTER CORP F-PC'S LTD	EMS	1672205	10/19/2004	\$6,200
SERVER	DELL COMPUTER CORP F-PC'S LTD	EMS	1674358	10/20/2004	\$6,585
SERVER	DELL COMPUTER CORP F-PC'S LTD	SCL	3067022	10/28/2004	\$4,208
SERVER	DELL COMPUTER CORP F-PC'S LTD	SMM01	3069446	05/02/2005	\$1,721
SERVER	DELL COMPUTER CORP F-PC'S LTD	SVP	2550363	12/11/2008	\$2,131
SERVER	DELL COMPUTER CORP F-PC'S LTD	SVP	2550364	12/11/2008	\$2,131
SERVER	DELL COMPUTER CORP F-PC'S LTD	XTBU	2551024	08/18/2009	\$4,554
SERVER	HEWLETT-PACKARD CO	A5119A	2045263	10/24/2000	\$69,441
SERVER	HEWLETT-PACKARD CO	DL380G5	2552382	05/13/2010	\$14,280
SERVER	HEWLETT-PACKARD	DL380G5	2552383	05/13/2010	\$14,280

**Installation Accountable Government Property
(1852.245-74)
January 2011**

<u>Equipment Description</u>	<u>Manufacturer Name</u>	<u>Model Number</u>	<u>ECN Barcode Number</u>	<u>Acquisition Date</u>	<u>Acquisition Value</u>
	CO				
SERVER	HEWLETT-PACKARD CO	DL380G5	2552386	05/13/2010	\$14,280
SERVER	HEWLETT-PACKARD CO	DL380G5	2552387	05/13/2010	\$14,280
SERVER	HEWLETT-PACKARD CO	DL540R04	2552355	05/13/2010	\$19,678
SERVER	HEWLETT-PACKARD CO	DL580R04	2552381	05/13/2010	\$19,748
SHREDDER	MBM CORP.	CROSS/CUT 4107	2174113	11/17/2009	\$9,423
STITCHER	WR PABICH MANUFACTURING CO INC	NONE	2173362	07/27/2009	\$5,590
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	3624	1187806	08/26/1992	\$10,691
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	3624	1187807	08/26/1992	\$10,691
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	3624	1187808	08/26/1992	\$10,691
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	3624	1187809	08/26/1992	\$10,691
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	3624	1187810	08/26/1992	\$10,691
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	PC362419	1411741	07/07/1994	\$11,772
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	PC362419	1411742	07/07/1994	\$11,772
STORAGE UNIT	WHITE STORAGE & RETRIEVAL SYST	PC362419	1411743	07/07/1994	\$11,772
TELEVISION	PANASONIC	CT-2583-VY	1339904	10/22/1993	\$578
TELEVISION	PANASONIC	CT-2583-VY	1339905	10/22/1993	\$578
TELEVISION	PHILLIPS	PA3531C40	1821002	08/22/1997	\$1,500
TELEVISION	SONY CORP OF AMERICA	FWD-32LX1	3066249	08/25/2009	\$1,889
TELEVISIONS, HOME TYPE	MITSUBISHI ELECTRIC CORP	C540307	3077532	06/29/2007	\$2,019
TELEVISIONS, HOME TYPE	SAMSUNG ELECTRONICS	63B550	2173404	07/27/2009	\$2,699
TELEVISIONS, HOME TYPE	SAMSUNG ELECTRONICS	LN52B550KIF	2173405	07/27/2009	\$1,599
TELEVISIONS, HOME TYPE	SAMSUNG ELECTRONICS	LN52B550KIF	2173406	07/27/2009	\$1,599
TELEVISIONS, HOME TYPE	SAMSUNG ELECTRONICS	LN52B550KIF	2173407	07/27/2009	\$1,599
TELEVISIONS, HOME TYPE	SAMSUNG ELECTRONICS	LN52B550KIF	2173408	07/27/2009	\$1,599
TELEVISIONS, HOME	SONY CORP OF	FWD42PX2	3077978	08/28/2007	\$1,439

**Installation Accountable Government Property
(1852.245-74)
January 2011**

<u>Equipment Description</u>	<u>Manufacturer Name</u>	<u>Model Number</u>	<u>ECN Barcode Number</u>	<u>Acquisition Date</u>	<u>Acquisition Value</u>
TYPE	AMERICA				
TELEVISIONS, HOME TYPE	SONY CORP OF AMERICA	FWD42PX2	3077979	08/28/2007	\$1,439
TELEVISIONS, HOME TYPE	SONY CORP OF AMERICA	FWD42PX2	3077980	08/28/2007	\$1,439
TRAILER, FLATBED	TRANSCRAFT CORP	TL 2000S	2171151	03/16/2009	\$19,025
TRANSPORT, MAGNETIC TAPE	HEWLETT-PACKARD CO	Q1567A	2168468	09/12/2005	\$1,955
TRUCK LIFT	MOHAWK TOOLS INC MACHINE TOOL	M413-0141	2133412	10/23/2002	\$13,567
TRUCK LIFT	MOHAWK TOOLS INC MACHINE TOOL	M4509-0100	2133413	10/23/2002	\$5,706
TRUCK, LIFT	INTERNATIONAL TRUCK AND ENGINE	4300 ROLLBACK	2171152	02/12/2009	\$42,317
TRUCK, LIFT, FORK	CATERPILLAR INDUSTRIAL INC	M40	585413	05/11/1984	\$14,658
TRUCK, LIFT, FORK	CLARK EQUIP CO	ESM11-20	2164091	08/06/1998	\$24,173
TRUCK, LIFT, FORK	CLARK EQUIPMENT CO	0P-15	641023	08/21/1984	\$14,925
TRUCK, LIFT, FORK	CROWN CONTROLS CORP	35RRTT-S	1217296	10/21/1991	\$23,226
TRUCK, LIFT, FORK	CROWN EQUIPMENT CORP	SC4000	3079511	03/28/2008	\$11,900
TRUCK, LIFT, FORK	CROWN EQUIPMENT CORP	SC4000	3079510	03/28/2008	\$11,900
TRUCK, LIFT, FORK	HYSTER CO	H155XL	2168901	09/27/2005	\$20,000
TRUCK, LIFT, FORK	HYSTER CO	N40FR	1412812	07/08/1994	\$29,900
TRUCK, LIFT, FORK	HYSTER CO F-LEWIS-SHEPARD DIV	C500-60	1213740	09/24/1993	\$15,000
TRUCK, LIFT, FORK	HYSTER CO F-LEWIS-SHEPARD DIV	H155XL	3037130	01/13/1997	\$65,641
TRUCK, LIFT, FORK	INDUSTRIAL CONTROL CO	020R30TT	1953359	10/14/1998	\$6,699
TRUCK, LIFT, FORK	NISSAN MOTOR CO LTD	DE3307-3	1395620	01/11/1994	\$18,584
TRUCK, LIFT, FORK	RAYMOND CORP THE	20-DR30TT	568938	02/07/1984	\$26,339
TRUCK, LIFT, FORK	RAYMOND CORP THE	20I-R30TT	1094849	12/05/1990	\$25,899
TRUCK, LIFT, FORK	RAYMOND CORP THE	21IDR30TT	1094850	12/05/1990	\$32,045
TRUCK, LIFT, FORK	RAYMOND CORP THE	ERTX-XF	456634	01/30/1984	\$7,975
TRUCK, LIFT, FORK	RAYMOND INDUSTRIAL EQUIPMENT	201DR25TT	3034677	08/18/1989	\$28,997
TRUCK, LIFT, FORK	RAYMOND INDUSTRIAL EQUIPMENT	201R30TT	1949109	10/14/1998	\$24,627
TRUCK, LIFT, FORK	RAYMOND INDUSTRIAL	21I-DR30TT	3035493	10/30/2003	\$33,960

**Installation Accountable Government Property
(1852.245-74)
January 2011**

<u>Equipment Description</u>	<u>Manufacturer Name</u>	<u>Model Number</u>	<u>ECN Barcode Number</u>	<u>Acquisition Date</u>	<u>Acquisition Value</u>
	EQUIPMENT				
TRUCK, LIFT, FORK	YALE INDUSTRIAL TRUCKS-MD	0S030BBN24SE095	1106679	11/22/1991	\$15,949
TRUCK, LIFT, FORK	YALE MATERIALS HANDLING CORP	ERC030ABN36SE083	183738	08/06/1987	\$19,773
TRUCK, PICKUP	CHEVROLET MOTOR DIV	TRAIL BLAZER	2171098	04/30/2009	\$15,995
TRUCK, STRAIGHT	FORD MOTOR CO FORD PARTS	F650	2171150	05/26/2009	\$25,000
TRUCK, SUV	GENERAL MOTORS CORP	SUBURBAN	2171099	04/30/2009	\$22,595
TRUCK, TRACTOR	INTERNATIONAL TRUCK AND ENGINE	8600	2171153	06/02/2009	\$35,000
VAN, PASSENGER	CHEVROLET MOTOR DIV	UPLANDER	2174896	04/30/2009	\$11,895
VAN, PASSENGER	CHEVROLET MOTOR DIV	UPLANDER LS	2171106	05/04/2009	\$10,500
VIDEO CONFERENCE GROUP	POLYCOM INC	VS4000/PR4-XXXX	3069351	04/18/2005	\$7,140
VIDEO CONFERENCING CODEC	POLYCOM INC	VS 4000	2168710	09/23/2005	\$7,139
X-RAY MACHINE, PACKAGE	HEIMANN SYSTEMS GMBH	HS9075	2113326	09/14/2001	\$34,720
TOTAL ITEMS: 327					\$2,138,685

ATTACHMENT J

IT SECURITY APPLICABLE DOCUMENTS LIST

**GODDARD LOGISTICS AND TECHNICAL
INFORMATION (GLTI)**

NNG12AZ11C

January 2012

Information Technology (IT) Security Applicable Documents List
January 2012

NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR)		
Document	Subject	Effective Date
NPR 1382.1	NASA Privacy Procedural Requirements	August 10, 2007
NPD 1382.17H	NASA Privacy Policy	June 24, 2009
NPD 1440.6H	NASA Records Management	March 24, 2008
NPR 1441.1D	NASA Records Retention Schedules (w/Change 5, 6/29/09)	February 24, 2003
NPD 2540.1G	Personal Use of Government Office Equipment Including Information Technology	June 08, 2010
NPD 2800.1B	Managing Information Technology	March 21, 2008
NPR 2800.1B	Managing Information Technology	March 20, 2009
NPD 2810.1D	NASA Information Security Policy	May 9, 2009
NPR 2810.1A	Security of Information Technology w/ Change 1, May 19, 2011)	May 16, 2006
NPD 2830.1	NASA Enterprise Architecture	December 16, 2005
NPR 2830.1	NASA Enterprise Architecture Procedures	February 9, 2006
NPR 7120.7	NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements	November 3, 2008
NPR 2841.1	Identity, Credential, and Access Management	January 6, 2011

NASA Interim Directive		
Document	Subject	Effective Date
NM2810-64	NASA Interim Directive: Information Technology Security and Efficiency Requirements	May 22, 2008

NASA Interim Technical Requirements (NITR)		
Document	Subject	Effective Date
NITR 2800_2	Email Services and Email Forwarding	September 18, 2009
NITR 2800_1	NASA Information Technology Waiver Requirements and Procedures	August 13, 2009
NITR 2830-1B	Networks in NASA Internet Protocol (IP) Space or NASA Physical Space	February 12, 2009
NITR 1382_2	NASA Rules and Consequences to Safeguarding PII, with Change 1, dated 02/04/2008	January 28, 2008

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK-0002	Roles and Responsibilities Crosswalk	January 3, 2012
ITS-HBK-0201	Security Assessment and Authorization	May 6, 2011
ITS-HBK-0301	Planning	May 6, 2011
ITS-HBK-0401	Risk Assessment	May 6, 2011
ITS-HBK-2810.05-01	Systems and Service Acquisition	November 21, 2011
ITS-HBK-0601	Awareness and Training	May 6, 2011
ITS-HBK-0701	Configuration Management	May 6, 2011
ITS-HBK-0801	Contingency Planning	May 6, 2011
ITS-HBK-0901	Incident Response and Management	May 6, 2011

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK-1001	Maintenance	May 6, 2011
ITS-HBK-1101	Media Protection	May 6, 2011
ITS-HBK-1201	Physical and Environmental Protection	May 6, 2011
ITS-HBK-1301	Personnel Security	May 6, 2011
ITS-HBK-1401	System and Information Integrity	May 6, 2011
ITS-HBK-1501	Access Control	December 21, 2011
ITS-HBK-1502	Access Control: Elevated Privileges (EP)	January 3, 2012
ITS-HBK-1601	Audit and Accountability	May 6, 2011
ITS-HBK-1701	Identification and Authentication	May 6, 2011
ITS-HBK-1801	System and Communications Protection	May 6, 2011
ITS-HBK 0205	Security Assessment and Authorization: External Information Systems	November 8, 2010
ITS-HBK 0206	Security Assessment and Authorization: Extending and Information Systems Authorization to Operate Process and Templates	November 10, 2010
ITS-HB 0001A	Format and Procedures for an IT Security Handbook	March 29, 2011
ITS-HBK-1502	Access Control: Elevated Privileges (EP)	November 8, 2010
ITS-HBK 0207	Security Assessment and Authorization: Information System Security Plan Numbering Schema	November 10, 2010
ITS-HBK 0204	Security Assessment and Authorization: Continuous Monitoring—Annual Security Control Assessments	November 8, 2010

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK 0302	Planning: Information System Security Plan Template, Requirements, Guidance and Examples	February 9, 2011
ITS-HBK 0402	Risk Assessment: Procedures for Information System Security Penetration Testing and Rules of Engagement	February 11, 2011
ITS-HBK 0202	Security Assessment and Authorization: FIPS 199 Moderate & High Systems	November 10, 2010
ITS-HBK 0203	Security Assessment and Authorization: FIPS 199 Low Systems	November 10, 2010
ITS-HB 0035	Digital Media Sanitization	September 15, 2008
ITS-HBK 0802	Contingency Planning: Guidance and Templates for Plan Development, Maintenance and Test	February 11, 2011
ITS-HBK 0902	NASA Information Security Incident Management	August 24, 2011
ITS-HBK 0903	Targeted Collection of Electronic Data	August 24, 2011

Standards		
Document	Subject	Effective Date
EA-STD 0001.0	Standard for Integrating Applications into the NASA Access Management, Authentication, and Authorization Infrastructure	August 1, 2008
EA-SOP 0003.0	Procedures for Submitting a NASA Agency Forest (NAF) Deviation Request and Transition Plan	August 1, 2008
EA-SOP 0004.0	Procedures for Submitting an Application Integration Deviation Request and Transition Plan	August 1, 2008
NASA-STD-2804-O	Minimum Interoperability Software Suite	August 9, 2011
NASA-STD-2805-O	Minimum Hardware Configurations	August 9, 2011

Within 30 days after contract effective date, the Contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer for approval.

RFP NNG11294404R

CLAUSE J.1 ATTACHMENT M

WAGE DETERMINATION FOR

**GODDARD LOGISTICS AND TECHNICAL
INFORMATION (GLTI)**

WD 05-2104 (Rev.-13) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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Diane C. Koplewski Director	Division of Wage Determinations		Wage Determination No.: 2005-2104 Revision No.: 13 Date Of Revision: 06/13/2011
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States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
 George's, St Mary's
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
 King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36
01533 - Travel Clerk III		15.49
01611 - Word Processor I		15.63
01612 - Word Processor II		17.67
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60

12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08

15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91

23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	12.79
24570 - Child Care Attendant	17.77
24580 - Child Care Center Clerk	10.57
24610 - Chore Aide	16.90
24620 - Family Readiness And Support Services Coordinator	18.43
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	27.30
25010 - Boiler Tender	20.84
25040 - Sewage Plant Operator	27.30
25070 - Stationary Engineer	19.49
25190 - Ventilation Equipment Tender	20.84
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	20.57
27004 - Alarm Monitor	12.71
27007 - Baggage Inspector	22.80
27008 - Corrections Officer	24.72
27010 - Court Security Officer	20.57
27030 - Detection Dog Handler	22.80
27040 - Detention Officer	24.63
27070 - Firefighter	12.71
27101 - Guard I	20.57
27102 - Guard II	26.52
27131 - Police Officer I	29.67
27132 - Police Officer II	29.67
28000 - Recreation Occupations	13.59
28041 - Carnival Equipment Operator	14.63
28042 - Carnival Equipment Repairer	14.63

28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	23.13
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	21.31
29041 - Stevedore I	24.24
29042 - Stevedore II	
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90

31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.59 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent

information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2096 (Rev.-12) was first posted on www.wdol.gov on 06/17/2011

 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 | WASHINGTON D.C. 20210
 |
 |
 | Wage Determination No.: 2005-2096
 Diane C. Koplewski Division of | Revision No.: 12
 Director Wage Determinations | Date Of Revision: 06/13/2011

States: Delaware, Maryland, Virginia

Area: Delaware County of Sussex
 Maryland Counties of Somerset, Wicomico, Worcester
 Virginia Counties of Accomack, Northampton

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.68
01012 - Accounting Clerk II		14.23
01013 - Accounting Clerk III		15.92
01020 - Administrative Assistant		19.76
01040 - Court Reporter		17.82
01051 - Data Entry Operator I		11.57
01052 - Data Entry Operator II		12.63
01060 - Dispatcher, Motor Vehicle		17.73
01070 - Document Preparation Clerk		11.40
01090 - Duplicating Machine Operator		11.40
01111 - General Clerk I		11.92
01112 - General Clerk II		13.01
01113 - General Clerk III		14.60
01120 - Housing Referral Assistant		19.16
01141 - Messenger Courier		12.13
01191 - Order Clerk I		12.91
01192 - Order Clerk II		14.09
01261 - Personnel Assistant (Employment) I		14.62
01262 - Personnel Assistant (Employment) II		16.35
01263 - Personnel Assistant (Employment) III		18.24
01270 - Production Control Clerk		19.75
01280 - Receptionist		11.91
01290 - Rental Clerk		10.56
01300 - Scheduler, Maintenance		15.36
01311 - Secretary I		15.36
01312 - Secretary II		17.18
01313 - Secretary III		19.16
01320 - Service Order Dispatcher		17.66
01410 - Supply Technician		19.76
01420 - Survey Worker		13.80
01531 - Travel Clerk I		12.38
01532 - Travel Clerk II		13.31
01533 - Travel Clerk III		14.18
01611 - Word Processor I		13.55
01612 - Word Processor II		15.21
01613 - Word Processor III		17.01
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.51
05010 - Automotive Electrician		17.74

05040 - Automotive Glass Installer	15.50
05070 - Automotive Worker	17.04
05110 - Mobile Equipment Servicer	14.14
05130 - Motor Equipment Metal Mechanic	18.52
05160 - Motor Equipment Metal Worker	17.04
05190 - Motor Vehicle Mechanic	18.52
05220 - Motor Vehicle Mechanic Helper	13.46
05250 - Motor Vehicle Upholstery Worker	16.26
05280 - Motor Vehicle Wrecker	17.04
05310 - Painter, Automotive	17.85
05340 - Radiator Repair Specialist	17.04
05370 - Tire Repairer	9.82
05400 - Transmission Repair Specialist	18.52
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.90
07041 - Cook I	10.66
07042 - Cook II	12.03
07070 - Dishwasher	8.03
07130 - Food Service Worker	9.28
07210 - Meat Cutter	16.74
07260 - Waiter/Waitress	8.88
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.35
09040 - Furniture Handler	11.10
09080 - Furniture Refinisher	14.39
09090 - Furniture Refinisher Helper	11.94
09110 - Furniture Repairer, Minor	13.18
09130 - Upholsterer	14.74
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.34
11060 - Elevator Operator	10.34
11090 - Gardener	13.20
11122 - Housekeeping Aide	10.92
11150 - Janitor	10.92
11210 - Laborer, Grounds Maintenance	11.42
11240 - Maid or Houseman	9.14
11260 - Pruner	10.45
11270 - Tractor Operator	12.76
11330 - Trail Maintenance Worker	11.42
11360 - Window Cleaner	11.11
12000 - Health Occupations	
12010 - Ambulance Driver	15.03
12011 - Breath Alcohol Technician	19.22
12012 - Certified Occupational Therapist Assistant	23.74
12015 - Certified Physical Therapist Assistant	22.30
12020 - Dental Assistant	14.96
12025 - Dental Hygienist	31.70
12030 - EKG Technician	23.24
12035 - Electroneurodiagnostic Technologist	23.24
12040 - Emergency Medical Technician	15.35
12071 - Licensed Practical Nurse I	17.19
12072 - Licensed Practical Nurse II	19.22
12073 - Licensed Practical Nurse III	21.44
12100 - Medical Assistant	13.88
12130 - Medical Laboratory Technician	19.82
12160 - Medical Record Clerk	14.45
12190 - Medical Record Technician	16.16
12195 - Medical Transcriptionist	14.29
12210 - Nuclear Medicine Technologist	35.52
12221 - Nursing Assistant I	10.12
12222 - Nursing Assistant II	11.37

12223	- Nursing Assistant III	12.41
12224	- Nursing Assistant IV	13.93
12235	- Optical Dispenser	15.28
12236	- Optical Technician	16.89
12250	- Pharmacy Technician	13.95
12280	- Phlebotomist	13.93
12305	- Radiologic Technologist	28.03
12311	- Registered Nurse I	21.31
12312	- Registered Nurse II	26.10
12313	- Registered Nurse II, Specialist	26.10
12314	- Registered Nurse III	31.57
12315	- Registered Nurse III, Anesthetist	31.57
12316	- Registered Nurse IV	37.80
12317	- Scheduler (Drug and Alcohol Testing)	23.82
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	19.18
13012	- Exhibits Specialist II	23.77
13013	- Exhibits Specialist III	29.08
13041	- Illustrator I	19.18
13042	- Illustrator II	23.67
13043	- Illustrator III	26.46
13047	- Librarian	23.40
13050	- Library Aide/Clerk	10.76
13054	- Library Information Technology Systems Administrator	21.13
13058	- Library Technician	13.78
13061	- Media Specialist I	14.66
13062	- Media Specialist II	16.65
13063	- Media Specialist III	18.58
13071	- Photographer I	13.31
13072	- Photographer II	15.40
13073	- Photographer III	17.55
13074	- Photographer IV	21.57
13075	- Photographer V	25.31
13110	- Video Teleconference Technician	16.16
14000	- Information Technology Occupations	
14041	- Computer Operator I	13.68
14042	- Computer Operator II	16.13
14043	- Computer Operator III	17.99
14044	- Computer Operator IV	19.99
14045	- Computer Operator V	22.13
14071	- Computer Programmer I	(see 1) 20.45
14072	- Computer Programmer II	(see 1) 22.91
14073	- Computer Programmer III	(see 1)
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1)
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	13.68
14160	- Personal Computer Support Technician	19.99
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	24.46
15020	- Aircrew Training Devices Instructor (Rated)	29.60
15030	- Air Crew Training Devices Instructor (Pilot)	32.57
15050	- Computer Based Training Specialist / Instructor	24.46
15060	- Educational Technologist	26.44
15070	- Flight Instructor (Pilot)	32.57
15080	- Graphic Artist	21.18
15090	- Technical Instructor	20.31
15095	- Technical Instructor/Course Developer	24.85
15110	- Test Proctor	16.39

15120 - Tutor	16.39
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.67
16030 - Counter Attendant	8.67
16040 - Dry Cleaner	10.87
16070 - Finisher, Flatwork, Machine	8.67
16090 - Presser, Hand	8.67
16110 - Presser, Machine, Drycleaning	8.67
16130 - Presser, Machine, Shirts	8.67
16160 - Presser, Machine, Wearing Apparel, Laundry	8.67
16190 - Sewing Machine Operator	11.65
16220 - Tailor	12.46
16250 - Washer, Machine	9.42
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.09
19040 - Tool And Die Maker	23.94
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.95
21030 - Material Coordinator	19.75
21040 - Material Expediter	19.75
21050 - Material Handling Laborer	11.46
21071 - Order Filler	10.49
21080 - Production Line Worker (Food Processing)	13.95
21110 - Shipping Packer	13.30
21130 - Shipping/Receiving Clerk	13.30
21140 - Store Worker I	12.69
21150 - Stock Clerk	16.46
21210 - Tools And Parts Attendant	13.95
21410 - Warehouse Specialist	13.95
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.41
23021 - Aircraft Mechanic I	21.37
23022 - Aircraft Mechanic II	22.41
23023 - Aircraft Mechanic III	23.34
23040 - Aircraft Mechanic Helper	17.00
23050 - Aircraft, Painter	20.38
23060 - Aircraft Servicer	18.77
23080 - Aircraft Worker	19.20
23110 - Appliance Mechanic	16.90
23120 - Bicycle Repairer	11.05
23125 - Cable Splicer	26.30
23130 - Carpenter, Maintenance	18.39
23140 - Carpet Layer	17.30
23160 - Electrician, Maintenance	21.03
23181 - Electronics Technician Maintenance I	20.27
23182 - Electronics Technician Maintenance II	23.75
23183 - Electronics Technician Maintenance III	25.61
23260 - Fabric Worker	16.73
23290 - Fire Alarm System Mechanic	19.56
23310 - Fire Extinguisher Repairer	15.77
23311 - Fuel Distribution System Mechanic	19.55
23312 - Fuel Distribution System Operator	15.90
23370 - General Maintenance Worker	15.25
23380 - Ground Support Equipment Mechanic	21.37
23381 - Ground Support Equipment Servicer	18.77
23382 - Ground Support Equipment Worker	19.20
23391 - Gunsmith I	15.77
23392 - Gunsmith II	17.57
23393 - Gunsmith III	19.56
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.64

23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	18.50
23430 - Heavy Equipment Mechanic	19.33
23440 - Heavy Equipment Operator	17.56
23460 - Instrument Mechanic	19.56
23465 - Laboratory/Shelter Mechanic	18.52
23470 - Laborer	11.46
23510 - Locksmith	18.52
23530 - Machinery Maintenance Mechanic	18.81
23550 - Machinist, Maintenance	20.61
23580 - Maintenance Trades Helper	11.97
23591 - Metrology Technician I	19.56
23592 - Metrology Technician II	20.51
23593 - Metrology Technician III	21.37
23640 - Millwright	19.56
23710 - Office Appliance Repairer	18.26
23760 - Painter, Maintenance	15.76
23790 - Pipefitter, Maintenance	20.17
23810 - Plumber, Maintenance	19.68
23820 - Pneudraulic Systems Mechanic	19.56
23850 - Rigger	19.70
23870 - Scale Mechanic	17.57
23890 - Sheet-Metal Worker, Maintenance	17.60
23910 - Small Engine Mechanic	15.39
23931 - Telecommunications Mechanic I	22.78
23932 - Telecommunications Mechanic II	23.71
23950 - Telephone Lineman	25.09
23960 - Welder, Combination, Maintenance	16.28
23965 - Well Driller	19.56
23970 - Woodcraft Worker	19.56
23980 - Woodworker	15.77
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.18
24580 - Child Care Center Clerk	12.70
24610 - Chore Aide	9.94
24620 - Family Readiness And Support Services Coordinator	13.84
24630 - Homemaker	14.17
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.31
25040 - Sewage Plant Operator	16.72
25070 - Stationary Engineer	25.31
25190 - Ventilation Equipment Tender	14.76
25210 - Water Treatment Plant Operator	16.72
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.73
27007 - Baggage Inspector	13.43
27008 - Corrections Officer	17.14
27010 - Court Security Officer	16.99
27030 - Detection Dog Handler	15.02
27040 - Detention Officer	17.14
27070 - Firefighter	17.37
27101 - Guard I	13.43
27102 - Guard II	15.02
27131 - Police Officer I	18.75
27132 - Police Officer II	20.84
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	8.29
28042 - Carnival Equipment Repairer	8.86
28043 - Carnival Equipment Worker	9.64
28210 - Gate Attendant/Gate Tender	14.00

28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	12.21
28515 - Recreation Specialist	15.59
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	13.89
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.78
29020 - Hatch Tender	16.78
29030 - Line Handler	16.78
29041 - Stevedore I	14.70
29042 - Stevedore II	17.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	15.93
30022 - Archeological Technician II	17.82
30023 - Archeological Technician III	22.09
30030 - Cartographic Technician	22.09
30040 - Civil Engineering Technician	20.90
30061 - Drafter/CAD Operator I	15.93
30062 - Drafter/CAD Operator II	17.82
30063 - Drafter/CAD Operator III	19.88
30064 - Drafter/CAD Operator IV	24.45
30081 - Engineering Technician I	12.86
30082 - Engineering Technician II	14.81
30083 - Engineering Technician III	16.56
30084 - Engineering Technician IV	20.52
30085 - Engineering Technician V	25.10
30086 - Engineering Technician VI	29.59
30090 - Environmental Technician	22.09
30210 - Laboratory Technician	18.13
30240 - Mathematical Technician	22.09
30361 - Paralegal/Legal Assistant I	16.01
30362 - Paralegal/Legal Assistant II	19.83
30363 - Paralegal/Legal Assistant III	24.27
30364 - Paralegal/Legal Assistant IV	29.36
30390 - Photo-Optics Technician	22.09
30461 - Technical Writer I	18.84
30462 - Technical Writer II	23.02
30463 - Technical Writer III	27.86
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	19.88
Surface Programs	
30621 - Weather Observer, Senior (see 2)	21.99
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.00
31030 - Bus Driver	15.03
31043 - Driver Courier	13.04
31260 - Parking and Lot Attendant	10.00
31290 - Shuttle Bus Driver	14.07
31310 - Taxi Driver	10.42
31361 - Truckdriver, Light	14.07
31362 - Truckdriver, Medium	14.60
31363 - Truckdriver, Heavy	16.54
31364 - Truckdriver, Tractor-Trailer	16.54

99000 - Miscellaneous Occupations	
99030 - Cashier	8.77
99050 - Desk Clerk	9.68
99095 - Embalmer	25.07
99251 - Laboratory Animal Caretaker I	11.24
99252 - Laboratory Animal Caretaker II	12.13
99310 - Mortician	27.58
99410 - Pest Controller	13.40
99510 - Photofinishing Worker	11.58
99710 - Recycling Laborer	13.62
99711 - Recycling Specialist	15.78
99730 - Refuse Collector	12.46
99810 - Sales Clerk	11.40
99820 - School Crossing Guard	10.63
99830 - Survey Party Chief	19.00
99831 - Surveying Aide	12.45
99832 - Surveying Technician	17.05
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	13.52
99842 - Vending Machine Repairer Helper	11.70

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.59 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties

within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor,

for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

2. THIS SPECIFICATION IS FOR: *(x and complete as applicable)*

<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER NNG12AZ11C
<input type="checkbox"/>	b. SUBCONTRACT NUMBER
<input type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER
	DUE DATE (YYMMDD) 8/1/2012

3. THIS SPECIFICATION IS: *(x and complete as applicable)*

<input type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	DATE (YYMMDD) 8/1/2012
<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. DATE (YYMMDD)
<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	DATE (YYMMDD)

4. THIS IS A FOLLOW-ON CONTRACT? YES NO. If Yes, complete the following:

Classified material received or generated under **NAS5-01091** — *(Preceding Contract Number)* is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? YES NO. If Yes, complete the following:

In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____

6. CONTRACTOR *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE TRAX International Corporation 8337 W. Sunset Road, Suite 250 Las Vegas, Nevada 89113-2211	b. CAGE CODE 4U105	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Office Industrial Security Field Office 10851 N Black Canyon Hwy, Suite 860 Phoenix, AZ 85029-4755
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip code)</i>

8. ACTUAL PERFORMANCE

a. LOCATION Goddard Space Flight Center Greenbelt, MD 20771 NASA Headquarters Washington, DC 20546	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Goddard Logistics and Technical Information Contract

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) Sensitive Compartmented information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the iNISPOM or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Direct Through (Specify):

NASA Goddard Space Flight Center, Public Affairs Office, Code 130

To the Office of Public Affairs, National Aeronautics and Space Administration, Washington, DC 20546, for review.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

In performance of this contract, some personnel may require access to classified information up to the SECRET level. The contractor must have a sufficient number of cleared employees assigned duties under this contract to be able to complete all classified work assignments up to and including SECRET.

1. DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM) dated 2/28/06
2. NASA Space Network Security Classification Guide 01/01/2010
3. GPR 1600.1, Goddard Security Requirements, 4/3/08
4. NPR 1600.1, NASA Security Program Procedural Requirements w/Change 2, 4/01/09
5. NPD 1600.2E, NASA Security Policy, April 28, 2004, Revalidated 4/1/09
6. NPD 1660.1B, NASA Counterintelligence (CI) Policy 11/18/08
7. NPR 1660.1, NASA Counterintelligence (CI)/Counterterrorism (CT) Procedural Requirements 12/21/04
8. NPR 2810.1A, NASA Security of Information Technology 5/16/06
9. NPD 2810.1D, NASA Information Security Policy 5/9/09
10. OMB Circular A.130 Appendix III, Security of Federal Automated Information Resources
11. Federal Information Security Management Act 2002

Any employee who observes or becomes aware of the deliberate or suspected compromise of Classified National Security Information (CNSI) shall promptly report such information personally to the GSFC Counter Intelligence (CI) Office. If Sensitive but Unclassified (SBU) appears compromised by or on behalf of foreign or domestic powers, organizations or persons, employees shall report such information to the GSFC CI Office. If an employee becomes aware of information pertaining to international or domestic terrorist activities, employees shall also report to the GSFC CI Office. If the information indicates a computer compromise or other cyber intrusion, the Office of Inspector General shall be promptly notified.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide any appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

Yes No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

Yes No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL
Caroline E. Ardolini

b. TITLE
Information/Industrial Security Specialist

c. TELEPHONE (Include Area Code)
301-286-6689

d. ADDRESS (Include Zip Code)
NASA/Goddard Space Flight Center
Code 240
Greenbelt, MD 20771

e. SIGNATURE



17. REQUIRED DISTRIBUTION

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY NASA HQ and GSFC PAO, Code 130