

**Appendix 1**  
**Data Requirements List (DRL) and**  
**Data Requirements**  
**Description (DRD) Documents**

**For**

**Kennedy Space Center Integrated**  
**Communications Services (KICS)**

**DATA REQUIREMENTS LIST**

<b>DRD No.</b>	<b>Section</b>	<b>DRD TITLE</b>
DRD H-1	H.3	Motor Vehicle Utilization Plan
DRD M-1	2.2	Financial Report
DRD M-2	2.2	KICS 5-Year Technical and Cost Plan
DRD M-3	2.3.7	Configuration Management Plan
DRD M-4	2.3.8	Security Plan
DRD M-5	2.3.9	Emergency Preparedness Plan
DRD M-6	2.3.10	Data Impoundment Plan
DRD M-7	2.4	Quality Management Plan
DRD M-8	2.4.8	Contract Performance Metrics Report
DRD M-9	2.5	Risk Management Plan
DRD M-10		Advance Notification of Workforce Reduction
DRD SHE-1	3.1	Safety and Occupational Health Plan
DRD SHE-2	3.1.1	Safety Statistics Report
DRD SHE-3	3.1.4	Mishap Data Report
DRD-T-1	4.1.3	Sustaining Engineering Plan
DRD-T-2	4.1.2	KICS 5-Year Maintenance Plan
DRD-T-3	4.2.5	Reports, Telephone Call Detail
DRD-T-4	4.2.2.5.1	Photographic Post Operation Critique Follow Up Report
DRD-T-5	4.2.2.5	Photographic Product Cost Summary
DRD-T-6	4.2.2.5	Shuttle Photographic Acquisition & Distribution Document (PADD)
DRD-T-7	4.2.5	Reports, Asset Transition Value (ATV)
DRD-T-8	4.2.2.5.3	DOD Multi-Media Photographic Acquisition and Distribution Document (PADD)
DRD-T-9	4.2.2.5.3.1	DOD Multi-Media Performance-Production Report
DRD L-1	7.1	Logistics Plan
DRD L-2	7.3	Equipment Loss Rate Plan
DRD TR-1	8.1	KICS Training and Certification Plan

**DATA REQUIREMENTS DESCRIPTION (DRD)**

- 1.0 DRD NO.:** DRD H-1                      **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** N/A
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Motor Vehicle Utilization Plan
- 7.0 DESCRIPTION/USE:** To ensure proper use of all GSA and/or government vehicles and how that vehicle will be utilized.
- 8.0 DISTRIBUTION:** CO (1), TA-A (1)
- 9.0 INITIAL SUBMISSION:** Within 30 days of contract start
- 10.0 SUBMISSION FREQUENCY:** Semiannually
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** Section H.3
- 13.0 DATA PREPARATION INFORMATION:** The Motor Vehicle Utilization Plan shall address the Contractor's approach to ensure the proper utilization of GSA and/or government vehicles. This includes the monthly submittal of KSC Form 7-490 (KSC Vehicle Use Record) to the Vehicle Coordinator and the completion of proper maintenance of the vehicle.
- 13.1 SCOPE:** All vehicles supplied by GSA or commercial rental vehicles
- 13.2 APPLICABLE DOCUMENTS:** KSC Clause 52.208-90 Motor Vehicle Management
- 13.3 CONTENTS:**
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

- 1.0 DRD NO.:** M-1 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 2.2
- 3.0 DATA TYPE:** N/A
- 4.0 DATE** N/A  
**REVISED:**
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Financial Report
- 7.0 DESCRIPTION/USE:** To provide actual and forecast data for: labor and material cost, workforce utilization, and subcontracts.
- 8.0 DISTRIBUTION:** Per Contracting Officer letter
- 9.0 INITIAL** Per NF533  
**SUBMISSION:**
- 10.0 SUBMISSION** Per NF533  
**FREQUENCY:**
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 2.0
- 13.0 DATA PREPARATION** N/A  
**INFORMATION:**
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE** N/A  
**DOCUMENTS:**
- 13.3 CONTENTS:** Per NF533
- 13.4 FORMAT:** Microsoft Excel
- 13.5 MAINTENANCE:** N/A



**1.0 DRD NO.:** M-2 (Continued)      **ISSUE:** Basic

**13.3 CONTENTS:** The plan shall contain text descriptions of planned work and cost data to support examination and prioritization of planned work. Cost data shall also be in a form readily adaptable to Program Operating Plan (POP) products. The plan shall include at least the following sections:

1. Executive Summary: including a text summary of work planned, organized by government fiscal year (GFY), and associated schedule, labor, and cost data in a format that can be directly submitted to each program's POP submit.
2. Planned Work: Including text descriptions of work planned over the next five government fiscal years including justifications for implementation, along with identified risks any potential impact to mission accomplishment, and prioritization of work. Descriptions shall be organized into government fiscal years, with functional categories within each government fiscal year (GFY) as directed by the government, including:
  - a. Voice Systems
  - b. Video Systems
  - c. Transmission Systems
  - d. Networks
  - e. IT Security and Wide Area Networks
  - f. Miscellaneous Communications Support

Each functional category, described above, shall be further divided into sub-categories including:

1. Operations and Maintenance (O&M)
2. Sustaining Engineering
3. ID/IQ Tasks

Descriptions shall include cost estimates (Table form) for each task, including the basis for cost estimates, and account for cost escalation over the five government fiscal years represented by the plan.

3. Operating Plan for GFY ##: Provide an operating plan that reflects a detailed breakdown of costs for the upcoming government fiscal year, as directed by the government, including at least:
  - a. Labor costs for contractor, partners, and subcontractors
  - b. Materials
  - c. Other direct costs
  - d. Other costs

- 1.0 DRD NO.:** M-2 (Continued)                      **ISSUE:** Basic
- 13.3 CONTENTS:**
4. Cost Summaries: Including roll-up formatted data representing the planned work described in the Planned Work section (item 2, above) to support cost analysis as directed by the government, and provide the basis for the POP inputs. Cost summary data shall reflect the costs of each component of the roll-up and total them to form at least the following cost summaries:
    - a. Cost by functional category for each GFY
    - b. Cost by sub-category within each functional category for each GFY
    - c. Program contribution by functional category for each GFY
    - d. Program contribution by sub-category within each functional category for each GFY
    - e. Total contribution by each program within each GFY
    - f. Total cost by GFY and total contract value
  5. Proposed Additional Work: A brief description of additional work proposed with estimated costs and a prioritization of the proposed tasks.
- 13.4 FORMAT:** One hard copy, and electronic copy in Microsoft Office format compatible with government systems.
- In such format to support the government's development of operating plans.
- 13.5 MAINTENANCE:** Re-Issue Annually, with colored change pages for interim changes.

**DATA REQUIREMENTS DESCRIPTION (DRD)**

- 1.0 DRD NO.:** M-3 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 2.3.7
- 3.0 DATA TYPE:** N/A
- 4.0 DATE** N/A  
**REVISED:**
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Configuration Management Plan
- 7.0 DESCRIPTION/USE:** To develop, implement and maintain a Configuration Management Plan describing the contractor's approach to comply with the configuration management requirements of the contract.
- 8.0 DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** Final version 3 months after contract award
- 10.0 SUBMISSION FREQUENCY:** Annually, with updates as required
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 2.0
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the configuration management requirements of the contract.
- 13.2 APPLICABLE DOCUMENTS:** KNPG 8040.1 KSC Configuration Management Policy and Guidelines  
KHB 8040.1 Payloads Configuration Management Handbook
- 13.3 CONTENTS:** The Plan shall describe the configuration management process for hardware, software, firmware, and documentation to be implemented and methods to be used for configuration identification, interface control, hardware, software and firmware documentation control, status accounting, and configuration verification. The plan shall describe the contractor's CM organization, policies, procedures, implementation approach, and control mechanisms that are to be used to ensure compliance with all configuration management requirements.
- 13.4 FORMAT:** Format chosen by Contractor, electronic format and availability as required by Contracting Officer's letter.
- 13.5 MAINTENANCE:** Changes shall be incorporated by change pages or complete reissue.





## DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** M-6 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 2.3.10
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Data Impoundment Plan
- 7.0 DESCRIPTION/USE:** To describe the contractor's approach to managing the implementation, control and release of data and implementation of configuration control for communication systems.
- 8.0 DISTRIBUTION:** Per Contracting Officer letter
- 9.0 INITIAL SUBMISSION:** Draft 30 days after contract start and as required to implement by completion of the Phase-In period.
- 10.0 SUBMISSION FREQUENCY:** Annually
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 2.3.10
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** All communication services equipment and data storage, retrieval and transmission controls.
- 13.2 APPLICABLE DOCUMENTS:**
- 13.3 CONTENTS:**
- 1) Notification process for data impoundment
    - Communication Systems implementation process
  - 2) Systems control
    - Data control
    - Configuration management and data release approval process
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:** N/A

**DATA REQUIREMENTS DESCRIPTION (DRD)**

- 1.0 DRD NO.:** M-7 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 2.4
- 3.0 DATA TYPE:** N/A
- 4.0 DATE** N/A  
**REVISED:**
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Quality Management Plan
- 7.0 DESCRIPTION/USE:** To provide details of approach to achieve quality procedures and systems and to ensure customer satisfaction.
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** Final version approved prior to Phase-in completion.
- 10.0 SUBMISSION FREQUENCY:** Annually
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 2.0
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE DOCUMENTS:** N/A
- 13.3 CONTENTS:**
- 1) ISO 9001-2000 compliance methodology
  - 2) Continuous improvement methodology
  - 3) Customer satisfaction methodology
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:** N/A



- 1.0 DRD NO.:** M-8 (Continued)      **ISSUE:** Basic
- 13.4 FORMAT:** Format Chosen by Contractor
- 13.5 MAINTENANCE:** N/A

## DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** M-9 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 2.5
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Risk Management Plan
- 7.0 DESCRIPTION/USE:** The Contractor shall submit its detailed Risk Management Plan with its proposal. The plan shall be maintained throughout the life of the contract.
- 8.0 DISTRIBUTION:** Per Contracting Officer letter
- 9.0 INITIAL SUBMISSION:** Final version approved 30 days after contract award
- 10.0 SUBMISSION FREQUENCY:** Annually
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 2.5
- 13.0 DATA PREPARATION INFORMATION:** Prepare and maintain a current Risk Management Plan that delineates the tailored processes, methods, and tools for identifying/managing project risks to minimize performance issues.
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE DOCUMENTS:** NPG 7120.5  
NPG 8000.4
- 13.3 CONTENTS:** The plan shall, as a minimum, provide the following elements:
- a. Introduction/Overview of Risk Management process.
  - b. Project organization, roles, and responsibilities.
  - c. Risk Management activities and practices in detail, including risk identification processes and procedures, analysis/prioritization procedures, procedures to progress from risk identification through risk mitigation; methods to measure the success of risk mitigation efforts, and procedures regarding how the Contractor will provide status to NASA of ongoing risk mitigation efforts.
  - d. Budget, resources, and milestones (e.g., project risk reviews, quarterly risk management reviews) for risk management activities and risk mitigation.
  - e. Risk management documentation (e.g., procedures for documenting risks, products provided [risk sheets, prioritized risk lists, risk tracking database, milestone review risk charts]).
  - f. Method to be used to train the Contractor and support personnel in risk identification and mitigation.
  - g. Risk management assumptions, technical considerations, constraints, and de-scope options.
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:** N/A

### DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** M-10 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:**
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Advance Notification of Workforce Reduction
- 7.0 DESCRIPTION/USE:** The Contractor shall notify in writing the Industrial Relations Officer, Code QA-A, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned workforce reduction of permanent, full-time, and part-time employees that exceeds 10% of the total workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organization to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to the issuance of the notification.
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** N/A
- 10.0 SUBMISSION FREQUENCY:** As Required
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** N/A
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE DOCUMENTS:** N/A
- 13.3 CONTENTS:** The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.

The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information. The contractor is requested to provide a briefing to NASA Headquarters Office of Space Flight (Code M), Office of Legislative Affairs (Code L), and the appropriation Congressional staff/member.

Contractor form is acceptable.

**13.4**    **FORMAT:**    Microsoft Word

**13.5**    **MAINTENANCE:**    N/A

### DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** SHE-1 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 3.1
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Safety and Occupational Health Plan
- 7.0 DESCRIPTION/USE:** To describe the contractor's approach to managing the cost, technical aspects, and quality processes of the contract.
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** With proposal.
- 10.0 SUBMISSION FREQUENCY:** As necessary in accordance with NFS 1852.223-70(j) or at least annually.
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 3.0
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE DOCUMENTS:** N/A
- 13.3 CONTENTS:** Detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.
- A list of all hazardous operations to be performed.
- Address subcontractor employee safety and occupational health for those proposed subcontracts.
- Discussion of safety and health risk management.
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:** Continuous update and revision as needed

### DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 **DRD NO.:** SHE-2 **ISSUE:** Basic
- 2.0 **DR LINE ITEM NO.:** 3.1.1
- 3.0 **DATA TYPE:** N/A
- 4.0 **DATE REVISED:** N/A
- 5.0 **PAGE:** 1/1
- 6.0 **TITLE:** Safety Statistics Report
- 7.0 **DESCRIPTION/USE:** To provide contractor VPP and mishap information
- 8.0 **DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 **INITIAL SUBMISSION:** Final version 30 days after contract award
- 10.0 **SUBMISSION FREQUENCY:** Quarterly
- 11.0 **REMARKS:** N/A
- 12.0 **INTERRELATIONSHIP:** PWS 3.0
- 13.0 **DATA PREPARATION INFORMATION:** N/A
- 13.1 **SCOPE:** N/A
- 13.2 **APPLICABLE DOCUMENTS:** KHB 1710.2 KSC Safety Practices Handbook
- 13.3 **CONTENTS:** Mishap and VPP information totals by quarter and cumulative by year.
- 13.4 **FORMAT:** Microsoft Word
- 13.5 **MAINTENANCE:** Continuous update and revision as needed

### DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** SHE-3 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 3.1.4
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/1
- 6.0 TITLE:** Mishap Data Report
- 7.0 DESCRIPTION/USE:** Documents summary data and notification on mishaps, incidents or close calls
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** Final version 30 days after contract award
- 10.0 SUBMISSION FREQUENCY:** See 13.0 Data Preparation Information
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 3.0
- 13.0 DATA PREPARATION INFORMATION:**
- All mishaps and close calls shall be reported. Immediate notification of all incidents with the potential for being classified as a mishap or close call shall be reported to the NASA TA-C1 Chief within four hours or prior to the end of the shift, whichever is first. For incidents occurring on evening or night shifts, the report must be received by 6:45am.
- The information shall be provided using NASA Form 1627 or a contractor' approved form. A follow-up report shall be sent within three days of the initial report or within one day of mishap categorization, whichever is less.
- For incidents that do not meet the definition of a mishap or close call as specified in NPG 8621.1, the follow-up report shall consist of a written assessment as to why the incident should not have been classified as a mishap or close call.
- For incidents categorized as mishaps, the follow-up report shall consist of an initial NASA Mishap Report. A completed NASA Mishap Report or investigation status report shall be provided within 10 days of the initial NASA Form 1627 submittal.
- Serious mishaps (Type A, Type B or Type C damage) shall be reported within one hour.
- The mishap must be entered in the NASA Incident Reporting Information System (IRIS) within 24 hours and updated as required.

- 1.0 DRD NO.:** SHE-3 (Continued)      **ISSUE:** Basic
- 13.1 SCOPE:** During support of, or on the property of KSC and off center support locations
- 13.2 APPLICABLE DOCUMENTS:** KHB 1710.2 KSC Safety Practices Handbook
- 13.3 CONTENTS:** See NASA Form 1627
- 13.4 FORMAT:** Microsoft Word
- 13.5 MAINTENANCE:** Continuous update and revision as needed

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-1                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.1.3
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Sustaining Engineering Plan
  
7. **DESCRIPTION/USE:** To describe the contractors system's sustaining engineering approach in providing configuration, operational procedures and readiness for all KSC Ground Support communications systems to support processing, launch, landing, and institutional functions, including nominal and contingency/emergency.
  
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
  
9. **INITIAL SUBMISSION:** Draft 3 months after phase in period.
  
10. **SUBMISSION FREQUENCY:** Final version 6 months after phase in period, update as required.
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:** PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
  
- 13.1 **SCOPE:** The Sustaining Engineering Plan shall describe the basis for the contractor sustaining engineering approach, organization, and systems and establish processes for accomplishing and managing system engineering, integration, assessments, upgrades, maintenance and documentation for functions described in the PWS. Processes shall be documented in the sustaining engineering plan to insure that all drawings are complete and current at all times showing current system configuration and operational configurations as applicable. Processes shall be documented in the sustaining engineering plan to insure that drawing packages and operational procedures are completed and approved prior to initiating any system change or addition.
  
- 13.2 **APPLICABLE DOCUMENTS**

NSTS 08117	Certification of Flight Readiness Requirements
SSP 50108	Certification of Flight Readiness for Space Station
GP-435 Vol. 1 & 2:	Engineering Drawing Practices
- G.                      KSC-DF-107: DE Technical Document Style Guide
  
- 13.3 **CONTENTS:** KSC Sustaining Engineering Plan shall describe the processes of maintaining configuration of all facilities, procedures, hardware, firmware, software and documentation required to support routine activities. Sustaining Engineering processes shall include configuration and documentation containing: top level system functional block diagrams, detailed functional system configuration, firmware, software, facility configurations, physical diagrams including part numbers as applicable, and operational configurations and schedules as applicable for systems which have dynamic configurations per operational requirements.
  
- 13.4 **FORMAT:** Contractor format is acceptable; electronic format and availability as required by Contracting Officer's letter.
  
- 13.5 **MAINTENANCE:** Changes shall be incorporated by change pages or complete re-issue.

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-2                      **ISSUE:** Initial
2. **DR LINE ITEM No.:** 4.1.2
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Kennedy Integrated Communication System 5-Year Maintenance Plan
  
7. **DESCRIPTION/USE:** To describe the current maintenance schedules, develop maintenance budget costs for KICS communication systems and equipment, describe maintenance procedures, and incorporate KICS maintenance performance metrics for all communications systems that support processing, launch, landing, and administrative functions.
  
8. **DISTRIBUTION:** Formatting and electronic distribution
  
9. **INITIAL SUBMISSION:** Draft 3 months after phase in period
  
10. **SUBMISSION FREQUENCY:** Final version 6 months after phase in period; updates as required.
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:**              PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
  
- 13.1 **SCOPE:** The KICS Maintenance Plan defines how the contractor is going to budget, install, operate, maintain, repair, protect, and preserve the contractor and Government Furnished Property.
  
- 13.2 **APPLICABLE DOCUMENTS**  
KSC-STD-E-0021              Standard for Design of KSC Telecommunication Premises Distribution Systems
  
- 13.3 **CONTENTS:** This plan shall consist of those procedures that constitute the contractor's Maintenance Plan and shall include at a minimum the following categories:
  - a. Five Year Maintenance Plan
  - b. Equipment Maintenance Procedures
  - c. Maintenance Performance Metrics
  - d. Equipment Spares
  - e. Maintenance Frequencies
  - f. Equipment calibration requirements
  
- 13.4 **FORMAT:** Contractor format is acceptable; format and availability as required by Contract requirements.
  
- 13.5 **MAINTENANCE:** Changes shall be incorporated by change pages or complete re-issue.

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-3                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Reports, Telephone Call Detail
  
7. **DESCRIPTION/USE:** The KICS contractor shall maintain a record of the beginning and ending date and time of all Off-Center telephone calls in electronic format on CDROM. This information shall be maintained by the KICS contractor and made available to authorized personnel, in accordance with NASA and Center policy for release of such information, when requested.
  
8. **DISTRIBUTION:** CD-ROM per Contracting Officer's letter.
  
9. **INITIAL SUBMISSION:** One week after effective date of the delivery order.
  
10. **SUBMISSION FREQUENCY:** Weekly.
  
11. **REMARKS:** The Contractor shall provide all call detail records via CDROM, of all outbound calls, in support of security issues and tolls separation, verification and billing.
  
12. **INTERRELATIONSHIP:** PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
  - 13.1 **SCOPE:** Call detail records associated with a particular call shall be maintained on-line and, depending on traffic load and capabilities of the switch, downloaded on a regular schedule to CDROM for further separation and processing. This information shall be maintained in such a way as to provide all outbound (on-site to off-site, including Local Exchange Carrier (LEC)) call details. Data file format shall be provided to authorized personnel to ensure interface compatibility with the NASA Management Information System. Call detail records shall be handled in accordance with established Privacy Act regulations. Records shall be retained in accordance with NARA General Records Schedule and NASA NPG 1441.1C and any Center-specific guidelines pertaining to release of such information
  
  - 13.2 **APPLICABLE DOCUMENTS:**
  
  - 13.3 **CONTENTS:** The following fields of the Call Detail Records shall be required for all outbound calls:
    - a) Originating phone
    - b) Terminating (Destination) phone number (up to 15 digits)
    - c) Destination number type (domestic, international, or unknown)
    - d) Call type – FTS/ Toll Free/Local/International/zero-plus (third party bill, credit card or collect)
    - e) Length of Call (hours; minutes; seconds)
    - f) Time of call origination (hour:minutes)
    - g) Month/day/year of call
    - h) City, State, Country Called (International Country Code, City Code, Local Number)
    - i) Agency/Company Name of Calling Number
    - j) Department/Mail Code assigned to the Calling Number
    - k) Building Number of Calling Number
    - l) Date/Time Period covered by Report
    - m) Billable directory number.
  
  - 13.4 **FORMAT:** CD-ROM. Contractor format is acceptable.
  - 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-4                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.1
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Photographic Post Operation Critique follow-up Report
  
7. **DESCRIPTION/USE:** The contractor provides motion picture, still photographic, digital and video products and services used in support of a Shuttle launch and landing. The contractor shall provide a post operation critique report of all Photo Support following Shuttle launch and landing support operations.
  
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
  
9. **INITIAL SUBMISSION:** 3 Reports (T+2 working days, T+12 working days, and T+30 working days) issued in support of every launch operation.
  
10. **SUBMISSION FREQUENCY:** Issued in support of every Shuttle launch operation. 2 working days post launch (T+2 working days) with updated reports at 12 working days post launch (T+12 working days) and 30 working days post launch (T+30 working days).
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:** PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
  - 13.1 **SCOPE:** The contractor shall provide a post operation critique report of Photo Support following all Shuttle launch support operations. This critique shall cover all contractor provided motion picture, still photographic, digital and video products and services used in support of a Shuttle launch.
  
  - 13.2 **APPLICABLE DOCUMENTS**
  
  - 13.3 **CONTENTS:** The following information shall be required as a minimum:
    1. Milestone Support Events
    2. Camera Coverage
    3. Conduct of Operation
    4. Equipment Problems/Malfunctions
    5. Laboratory Support Status
    6. Data Shipment Status
    7. Discrepancy/Malfunction Summary
    8. Console Log
  
  - 13.4 **FORMAT:** PDF file format, electronically submitted.
  
  - 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-5                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Photographic Product Cost Summary
  
7. **DESCRIPTION/USE:** A listing of products requested by authorized NASA customers and cost during a monthly period.
  
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
  
9. **INITIAL SUBMISSION:** 30 days after full assumption of full performance for photo services
  
10. **SUBMISSION FREQUENCY:** Monthly.
  
11. **REMARKS:** This report provides control to prevent misuse of photographic services.
  
12. **INTERRELATIONSHIP:** PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
- 13.1 **SCOPE:** Applicable to all items ordered that requires a work order.
- 13.2 **APPLICABLE DOCUMENTS**
- 13.3 **CONTENTS:** The following fields shall be required:
  - a) Requester of photographic services
  - b) Products requested per work order
  - c) Per Unit Cost of items requested
  - d) Total Cost of each work order
    - i. Date of request from user
    - ii. Date of work completed
    - iii. Total cost of all work orders
    - iv. Work order number
    - v. Description of requested work
- 13.4 **FORMAT:** Microsoft Excel format, submitted electronically.
- 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-6                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5
3. **DATA TYPE:** Report
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Shuttle Photographic Acquisition and Distribution Document (PADD)
  
7. **DESCRIPTION/USE:** To have the contractor describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services & products package, separating and coding all additional requirements from the basic package by product or service and identified by distinct item number.
  
8. **DISTRIBUTION:** Initial: electronic distribution to the applicable launch program customer (Resource Advisor/Manager) and COTR; Final: one paper file copy to the Launch customer (Resource Manager/Advisor) and one paper copy to the COTR after product distribution is closed..
  
9. **INITIAL SUBMISSION:** NLT 15 days before launch
  
10. **SUBMISSION FREQUENCY:** Per Mission event requiring certified photo support.
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:** PWS 4.2.2.5 Photo Services
  
13. **DATA PREPARATION INFORMATION:**
  - 13.1 **SCOPE:** F-1 pre-launch imaging activities, launch camera/metric and optical tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.
  
  - 13.2 **APPLICABLE DOCUMENTS:** Related L&L PRD, KPRD, OR's, OD's, UDS, etc.
  
  - 13.3 **CONTENTS:** Spreadsheet sortable listings of each operational requirement and the technical instrumentation information (specifics: location, camera ID, lens, film/tape, settings, timing, start/stop, etc) that will acquire the proper images; to note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized, POCs/phone numbers; date of expected delivery; closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.
  
  - 13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel) and PDF format, electronically delivery required.
  
  - 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-7                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Reports, Asset Transition Value (ATV)
  
7. **DESCRIPTION/USE:** The KICS contractor shall maintain a record of the Asset Transmission Value of the Telephone Instruments by type.
  
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
  
9. **INITIAL SUBMISSION:** One year from date of start of telephone section of contract.
  
10. **SUBMISSION FREQUENCY:** Annually.
  
11. **REMARKS:** The Contractor shall provide the ATV for use by the government to determine the value of the instruments.
  
12. **INTERRELATIONSHIP:** PWS 4.0
  
13. **DATA PREPARATION INFORMATION:**
- 13.1 **SCOPE:** The ATV shall consist of all of the contractor owned telephone instruments at KSC. The listing shall be maintained by the contractor in a manner that makes the evaluation of the value of the assets readily obtainable, easily identifiable and traceable.
- 13.2 **APPLICABLE DOCUMENTS**
- 13.3 **CONTENTS:** The following information for each instrument is required:  
Seat type, aquisition date, beginning value, value as of report and location of instrument
- 13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.
- 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-8                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.3
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** DOD Multi-Media Photographic Acquisition and Distribution Document (PADD)
  
7. **DESCRIPTION/USE:** To have the contractor describe his technical support plan in advance of a launch for each imaging item ordered by CLIN/SubCLIN in a launch multi-media package, separating and coding all additional requirements from the basic package by CLIN/SubCLIN
  
8. **DISTRIBUTION:** Initial: electronic distribution to the applicable DOD launch program customer (Resource Advisor/Manager) and DOD PM/ERVIM; Final: one paper file copy to the DOD Launch customer (Resource Manager/Advisor) and one paper copy to the DOD PM/ERVIM after product distribution is closed..
  
9. **INITIAL SUBMISSION:** NLT 15 days before launch
  
10. **SUBMISSION FREQUENCY:** As Required.
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:** PWS 4.2.2.5.3 DOD Technical Multi-Media Support
  
13. **DATA PREPARATION INFORMATION:**
  - 13.1 **SCOPE:** F-1 pre-launch imaging activities, launch camera/non-metrics tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.
  
  - 13.2 **APPLICABLE DOCUMENTS:** Related UDS (PRDs, ORs, ODs), DOD Technical Multi-Media Support Exhibit A, Associated DOD Delivery Order.
  
  - 13.3 **CONTENTS:** Spreadsheet sortable listings of each operational requirement and the technical instrumentation information (specifics: location, camera ID, lens, film/tape, settings, timing, start/stop, etc) that will acquire the proper images; to note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized, POCs/phone numbers; date of expected delivery; closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.
  
  - 13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.
  
  - 13.5 **MAINTENANCE:**

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DRD No.:** DRD-T-9                      **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.3.1
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** DOD Multi-Media Performance-Production Report
  
7. **DESCRIPTION/USE:** To provide the customer/agency a post-operation critique for each imaging item and outcome (performance and end product quality) in a launch multi-media package, separating and coding all additional requirements and outcomes from the basic package statistics.
  
8. **DISTRIBUTION:** Electronic distribution to the applicable launch program customer (Resource Advisor/Manager) and DOD PM/ERVIM.
  
9. **INITIAL SUBMISSION:** Following each DOD launch NLT 2WD
  
10. **SUBMISSION FREQUENCY:** Launch+2WD, Launch+12WD, Close-out by Launch+30WD.
  
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:** PWS 4.2.2.5.3 DOD Technical Multi-Media Support
  
13. **DATA PREPARATION INFORMATION:**
  - 13.1.            **SCOPE:** F-1 pre-launch imaging activities, launch camera/non-metrics tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.
  
  - 13.2.            **APPLICABLE DOCUMENTS:** Related UDS (PRDs, ORs, ODs), DOD Technical Multi-Media Support Exhibit A, Associated DOD Delivery Order.
  
  - 13.3.            **CONTENTS:** Provide copies of console logs with the Launch+2WD report. Provide a summary matrix of all discrepancies or malfunctions. Provide additional details and data fields identifying affected cameras by name and serial number, lenses by focal length, name and serial number, trackers by name and serial number, amount and type of damage (motion picture film in feet, stills in number of exposures, video in minutes), cause of trouble/damage, corrective actions and/or proposed process improvements with milestones as applicable in the initial report. Provide updated information, findings, and milestones for corrective actions and/or process improvements as applicable in the follow-up Launch+12WD and Launch+30WD reports. Provide individual numbers and overall metrics (unacceptable/acceptable x 100=%) for each of the 3 following categories: image acquisition phase (acceptable % of camera operations), processing phase (acceptable % of items processed/edited/manipulated/transferred), and finishing (% of acceptable items end products delivered/ordered.)
  
  - 13.4.            **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.
  
  - 13.5.            **MAINTENANCE:**

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** L-1            **ISSUE:** Initial
2. **DRL INE ITEM No.:** 7.1
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Logistics Plan
7. **DESCRIPTION/USE:** To provide an approach and rationale for the Logistics Management of the KICS contract.
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
9. **INITIAL SUBMISSION:** Draft 45 days after contract award.
10. **SUBMISSION FREQUENCY:** Final version 90 days after contract award; updates as required.
11. **REMARKS:**
  
12. **INTERRELATIONSHIP:**    **PWS 7.0**
  
13. **DATA PREPARATION INFORMATION:**
- 13.1 **SCOPE:** The KICS Logistic Plan defines how the contractor is going to use, maintain, repair, protect, and preserve the Government Furnished Property. It shall describe the contractor's approach to procuring, receiving, transporting, inspecting, tagging, tracking, handling, stocking, maintaining, protecting, and issuing Government Property.
  
- 13.2 **APPLICABLE DOCUMENTS**
  - NPD 4100.1    Supply Support and Material Management Policy
  - NPG 4100.1    NASA Materials Inventory Management Manual
  - NPD 4200.1    Equipment Management
  - NPG 4200.1    NASA Equipment Management Manual
  - NPG 4200.2    Equipment Management Manual for Property Custodians
  - NPD 4300.1    NASA Personal Property Disposal Policy
  - NPG 4300.1    NASA Personal Property Disposal Procedures and Guidelines
  - NPG 8735.1    Procedures for Exchanging Parts, Materials and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories
  - NPD 6000.1    Transportation Management
  - NPG 6000.1E    Requirements for Packaging, Handling and Transportation of Equipment and Associated Components
  - NPG 6200.1A    NASA Transportation and General Traffic Management
  - KHB 5310.1    Reliability, Maintainability, and Quality Assurance Handbook
  - KHB 6000.1    Transportation Support System Handbook

1. **DRD No.: L-1 (Continued) ISSUE: Initial**

13.3 **CONTENTS:** This plan shall consist of those procedures which constitute the contractor's Logistics Support Plan and shall include at a minimum the following categories:

- |   |                                       |
|---|---------------------------------------|
| a. Property Management                      | b. Acquisition                        |
| c. Receiving                                | d. Inspection                         |
| e. Inventory Management                     | f. Property Protection                |
| g. Spares Management<br>Storage             | h. Mod-Kit Preparation &<br>Storage   |
| i. Equipment Loss Rate Plan                 | j. Transportation Services            |
| k. Calibration Services                     | l. Calibration Services               |
| m. Sampling and Analysis Services           | n. Reports                            |
| o. Excess and Disposal<br>Equipment Storage | p. Property & Associated<br>Equipment |
| q. Packing, crating and handling            |                                       |

13.4 **FORMAT:** Contractor format is acceptable; format and availability as required by Contract requirements.

13.5 **MAINTENANCE:** Changes shall be incorporated by change pages or complete re-issue.

**DATA REQUIREMENTS DESCRIPTION (DRD)**

- 1.0 DRD NO.:** L-2 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** 7.3
- 3.0 DATA TYPE:** N/A
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1 / 1
- 6.0 TITLE:** Equipment Loss Rate Plan
- 7.0 DESCRIPTION/USE:** To develop, implement and maintain an Equipment Loss Rate Plan to include equipment surveyed, items lost during the fiscal year, items found on station and any reinstated equipment.
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** Final version approved prior to completion of Phase-In.
- 10.0 SUBMISSION FREQUENCY:** Annually
- 11.0 REMARKS:** N/A
- 12.0 INTERRELATIONSHIP:** PWS 7.0
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** N/A
- 13.2 APPLICABLE DOCUMENTS:** N/A
- 13.3 CONTENTS:** The contents of the Equipment Loss Rate Plan should include the following
1. All equipment surveyed
  2. Equipment lost during the fiscal year
  3. Equipment found on station
  4. Equipment reinstated
- 13.4 FORMAT:** Format Chosen by Contractor
- 13.5 MAINTENANCE:** N/A

### DATA REQUIREMENTS DESCRIPTION (DRD)

- 1.0 DRD NO.:** TR-1 **ISSUE:** Basic
- 2.0 DR LINE ITEM NO.:** Attachment J-1, Section 2.3.6  
Attachment J-1, Section 8.1
- 3.0 DATA TYPE:** Plan
- 4.0 DATE REVISED:** N/A
- 5.0 PAGE:** 1/2
- 6.0 TITLE:** Kennedy Integrated Communications Support (KICS), Training and Certification Plan
- 7.0 DESCRIPTION/USE:** To define the contractor's approach, rationale, and plan to manage training and certification of personnel
- 8.0 DISTRIBUTION:** Per Contracting Officer's letter
- 9.0 INITIAL SUBMISSION:** Final version approved prior to completion of Phase-In
- 10.0 SUBMISSION FREQUENCY:** Revise annually
- 11.0 REMARKS:** NASA IT&C shall approve plan
- 12.0 INTERRELATIONSHIP:** PWS 2.0, 8.0
- 13.0 DATA PREPARATION INFORMATION:** N/A
- 13.1 SCOPE:** The KICS Training and Certification Plan shall Define how the contractor will organize, implement, manage, and document training and certification to meet all responsibilities under the contract throughout the life of the contract and any options or extensions, if any. The plan shall document the contractor's plan to manage training and certification to be cost-effective, and to ensure that the appropriate skills, experience, and knowledge are available when and where they are needed. The plan shall also document the contractor's plan to ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. Implementation of the plan shall ensure the workforce implementing the contract is trained and competent to perform assigned work, certified and licensed as required by the government and regulatory agencies, experienced and knowledgeable about the work to be accomplished and the equipment, software and systems, knowledgeable about the work environment and related requirements, and knowledgeable about Agency and Center initiatives.

- 1.0 DRD NO.:** TR-1 (Continued) **ISSUE:** Basic
- 13.2 APPLICABLE DOCUMENTS:**
- |            |  |
|------------|--|
| NPG 2810.1 | Security of Information Technology, as revised   |
| KHB 3410.1 | Implementing Instructions for KSC Systems, Safety, and Skills Training, and for Certification of Personnel, as revised |
| KHB 1610.1 | KSC Security Handbook  |
| KHB 1710.2 | Kennedy Space Center Safety Practices Handbook   |
| KHB 5310.1 | Reliability, Maintainability and Quality Assurance Handbook  |
|            | KSC Operational Area Access Safety Training Requirements, as revised   |
|            | KSC Operational Area Access Safety Training Matrix, as revised   |
- 13.3 CONTENTS:** The plan shall include sections that reflect key areas or areas of emphasis in the plan and reflect the contractor's understanding of the task. Any overlap between sections shall be clearly identified and references made to appropriate sections to avoid duplication of effort. The plan shall include at least the following sections:
1. Management approach to training, including basic contract and ID/IQ activities
  2. Regulatory Requirements
  3. Safety and Health
  4. Access to Restricted Work Areas
  5. Special Skills Certification
  6. Systems Training and On-the-Job-Training (OJT)
  7. Information Technology Security Training
  8. Historical Records
  9. Reporting and Status of Training and Certification
  10. Use of Existing Training Resources
  11. Government and KSC Contractor Access to KICS Training
- The plan shall include a revision history that reflects changes in content.
- 13.4 FORMAT:** One hard copy, and electronic copy in Microsoft Office format compatible with KSC government systems.
- 13.5 MAINTENANCE:** Re-issue annually, with colored change pages for interim changes