

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGES 1 51	
2. CONTRACT NUMBER NNL12AA06B/ 0304-11-103778		3. SOLICITATION NUMBER NNL11383762R		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 07/19/2011	
7. ISSUED BY NASA/Langley Research Center Office of Procurement 2101 Langley Blvd M/S 12 Hampton VA 23681-2199		CODE LARC		8. ADDRESS OFFER TO (if other than item 7)		6. REQUISITION/PURCHASE NUMBER 4200383762	

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

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in _____ until _____ (Hour) local time _____ (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provisions 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 Joseph P. Jarus	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 757 864-2412		C. E-MAIL ADDRESS Joseph.P.Jarus@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 the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	19. CALENDAR DAYS (%) Net 30 days	20. CALENDAR DAYS (%)	30. CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR GENTECH PARTNERS JOINT VENTURE 2 EATON STREET SUITE 603 HAMPTON VA 23669-4055	CODE SZAJO	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) MIN H. Kim Managing Director
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15B. TELEPHONE NUMBER AREA CODE NUMBER EXT. 757 838-5065	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE 	18. OFFER DATE 2/29/12
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AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT \$.01	21. ACCOUNTING AND APPROPRIATION See schedule
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304 (b) () <input type="checkbox"/> 41 U.S.C. 253 (b) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (if other than item 7) See Schedule G	25. PAYMENT WILL BE MADE BY See Schedule G	CODE NSSC
26. NAME OF CONTRACTING OFFICER (Type or print) Roberta I. Keeter	27. UNITED STATES OF AMERICA 	28. AWARD DATE 2/29/2012

IMPORTANT - Award will be made on this Form, or on Standard Form 28, or by other authorized official written notice.
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CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNL12AA06B/0304-11-103778

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NAME OF OFFEROR OR CONTRACTOR
GENTECH PARTNERS JOINT VENTURE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
001	<p>Small Business Administration Prime Contractor SBA Region 3 Richmond District 400 North 8th Street Richmond, VA 23219-4829 Contract #0304-11-103778 INCO TERMS 1: FOB INCO TERMS 2: Destination FOB: Destination</p> <p>Firm Fixed Price CLIN for Task Orders in accordance with the Performance Work Statement (PWS). Labor Rates in accordance with Exhibit H of the Contract per individual Task Orders. Obligated Amount: \$0.00</p> <p>Fixed Price Line Item for Langley Administrative, Media, and Professional Services (LAMPS) ID/IQ Task Orders issued under this CLIN</p>				
002	<p>Cost Reimbursable Travel/Supply (No Fee) (ODC). Indirect Rates in accordance with contract terms and conditions. As negotiated per individual task orders.</p> <p>This Cost Reimbursement line item for Supplies/Services directly related to task orders (e.g. Travel, supplies for print/duplication center) issued under ID/IQ Task Orders.</p>				

PART I – THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES/PRICES

NAMING/NUMBERING SCHEME FOR CLAUSES IN FULL TEXT AND FOR CLAUSES INCORPORATED BY REFERENCE (LaRC 52.201-90) (Aug 2008)

There are various types of clauses contained in the contract. Most clauses will reference a numbered citation such as: Federal Acquisition Regulation (FAR 52.#); NASA FAR Supplement (NFS 1852.#); or Langley Research Center (LaRC 52.#). There are also clauses that have no designation. Those clauses were written specifically for this contract by LaRC or are generic Agency clauses specific for this contract type and no numbered citation exists.

B.1 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 the Performance Work Statement (PWS) titled Langley Administrative, Media and Professional Services (Exhibit A). Work will be obtained by the issuance of task orders that are Firm Fixed Price. Also this contract has a line item for Cost Reimbursable (CR) items directly related to task order performance (e.g. Travel, Supplies and Other Direct Costs (ODCs)) which is Cost Reimbursable, Not To Exceed (CR NTE), with no fee.

Contract Line Item Number (CLIN)	PWS Section	Type
1	1.0 thru 5.0	FFP
2	(As required per Task Order)	CR

(End of clause)

B.2 INDEFINITE DELIVERY/INDEFINITE QUANTITY (ID/IQ) CONTRACT VALUE/LIMITATIONS

The minimum quantity of work required under the contract is \$100,000. There will be no further obligation on the part of the Government to issue any Task Orders. The total maximum value of all CLINS is \$94100,000,000 for the five-year period of performance.

B.3 INDEFINITE DELIVERY/INDEFINITE QUANTITY (ID/IQ) FIRM FIXED-PRICE (FFP) RATE

(a) The purpose of this clause is to set forth the Not-to-Exceed Firm-Fixed Priced fully burdened labor rate (thru all applicable indirect costs and profit) for the contract, as identified in Exhibit G, Schedule of Rates, incorporated from the Offeror's proposal as listed on Attachment V, Cost/Price Forms, Form 5 "Schedule of Rates".

The Contractor shall use the Schedule of Rates set forth in Exhibit G for establishing the price for each task order issued. The Contractor may propose rates less than, but not exceeding, the Not-to-Exceed Firm-Fixed Priced Schedule of Rates.

Labor categories may be added upon bilateral agreement provided the requirements warrant additions. Firm Fixed price rates may be subject to change in accordance with FAR Clause 52.222-43.

(b) In accordance with Section I clause 52.216-22 – Indefinite Quantity, a Task Order may be issued at any time within the period specified in clause F.2 Period of Performance.

(End of clause)

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**C.1 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 Specifications, Performance Work Statement, Task Orders and contract deliverables.

Exhibit A - Performance Work Statement

Exhibit B - Contract Documentation Reporting Requirements

End of Section

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING, HANDLING, AND TRANSPORTATION. (1852.211-70) (SEP 2005)

Note: Specific Packaging, Handling, and Transportation Instructions will be listed at the Task Order Level if required.

End of Section

SECTION E - INSPECTION AND ACCEPTANCE**E.1 CLAUSES INCORPORATED BY REFERENCE -- SECTION E**

Clause(s) below 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)

CLAUSE NUMBER	CLAUSE TITLE
52.246-3	INSPECTION OF SUPPLIES – COST REIMBURSEMENT (MAY 2001)
52.246-4	INSPECTION OF SERVICES – FIXED-PRICE (AUG 1996)

E.2 Government Contract Quality Assurance Functions. 1852.246-71 (OCT 1988)

In accordance with the inspection clause of this contract, the Government intends to perform the following functions at the locations indicated:

Conduct periodic surveillance of services, for both on and off-site, provided by the Contractor to ensure conformance to the Performance Standards in the PWS and Task Order deliverables. Surveillance by the Government will be in accordance with the Government's Quality Assurance Surveillance Plan (QASP) and may be conducted by a Government Representative other than the COTR or CO.

(End of clause)

End of Section

SECTION F - DELIVERIES OR PERFORMANCE**F.1 CLAUSES INCORPORATED BY REFERENCE -- SECTION F**

Clause(s) below 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)

CLAUSE NUMBER	CLAUSE TITLE
52.242-15	STOP-WORK ORDER (AUG 1989)
52.242-17	GOVERNMENT DELAY OF WORK (APR 1984)

F.2 PERIOD OF PERFORMANCE

(a) The period of performance of this contract is 60 months from the effective date of the contract (September 1, 2012 – August 31, 2017). (*Mod 01 – Jun 1 2012*)

(b) The period of performance shall be stated in each individual Task Order. Issuance of task orders shall not occur beyond the contract expiration date. Performance of all task orders issued before the end of the period of performance shall not exceed 12 months beyond the contract period of performance.

(End of clause)

F.3 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contract shall be performed at the following location(s): NASA Langley Research Center, Hampton, VA, the Contractor's facility (if required) and other sites that may be designated by the Contracting Officer.

(End of clause)

F.4 DELIVERY OF REPORTS

Unless otherwise specified, all reports shall be addressed to the recipients listed in Exhibit B, "Contract Documentation Reporting Requirements" or reports specific to task orders will be specified in the individual task order.

(End of clause)

End of Section

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 CLAUSES INCORPORATED BY REFERENCE -- SECTION G**

Clause(s) below 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)

CLAUSE NUMBER	CLAUSE TITLE
1852.242-71	TRAVEL OUTSIDE OF THE UNITED STATES (DEC 1988)

G.2 INVOICE PAYMENTS

- (a) The invoices shall be submitted in the following manner:
- (b) In accordance with the contract clause entitled Payments (FAR 52.232-1), payment will be made by the Government to the Contractor no more than twice monthly based on receipt of a proper invoice and satisfactory contract performance.
- (c) A proper invoice is defined as containing the following information:
- (1) Contract Number
 - (2) Name and address of Contractor
 - (3) Invoice date
 - (4) Invoice number and Taxpayer Identification Number
 - (5) Summary of Invoice detail to include:
 - Contact Line Item Number (CLIN), quantity, unit of measure, unit price and extended price for services performed
 - Supported organization/documentation as detailed in each task order (may be attached as supporting documentation)
 - (6) Total amount due, per CLIN
 - (7) Name and title of signer, signature and date
- (d) All invoices marked either "Interim" or "Final" as appropriate, shall be sent

electronically to the Payment Office at the following address:

Email: NSSC-AccountsPayable@nasa.gov

NASA Shared Services Center
Financial Management Division (FMD)
Accounts Payable
Bldg 1111, C. Road
Stennis Space Center, MS 39529

(e) All payments will be made by electronic funds transfer. Payment will be forwarded to the financial institution and account identified in the Standard Form 3881 executed by the Contractor.

(End of clause)

G.3 TECHNICAL DIRECTION (1852.242-70) (SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that:

- (1) Constitutes an assignment of additional work outside the statement of work;
- (2) Constitutes a change as defined in the changes clause;
- (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
- (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
- (5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within

the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is:

- (1) Rescinded in its entirety; or
- (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e) A failure of the Contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

G.4 CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (1852.245-70) (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.

(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 52.245-1, Government Property.

G.5 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

Contract Managers shall ensure all Installation Accountable Government Property is reassigned before the current Contractor equipment user resigns or is terminated.

Property not recorded in NASA property systems must be managed in accordance with

the requirements of FAR 52.245-1.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(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:

(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 of the property as required by FAR 52.245-1, Government Property, and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document, (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all Contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require 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, 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:

(1) Office space, work area space, and utilities. Government telephones,

networks and computer systems are available for official purposes only.

(2) Office furniture.

(3) Property listed in Exhibit C

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

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

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

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

(8) 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.

(End of clause)

G.6 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". This includes deliverable equipment listed in the schedule and other equipment when 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) Property shall be marked in a location that will be human readable, without disassembly or movement of the property, 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 items physically transferred under paragraph (a) the following additional data is required:

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

(e) The data required in paragraphs (c) and (d) shall be delivered to the NASA center receiving activity listed below: NASA Langley Research Center, 4 South Marvin Street (Bldg. 1206), Hampton, VA 23681-2199

(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)

G.7 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, 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.

(2) The Contractor shall use the physical inventory results to validate the property record data, specifically location, condition 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 NASA Industrial Property Officer (IPO), 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 NASA IPO, when all of the conditions in either (1) or (2) below 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,

- (i) The Contractor provides written confirmation that the Government property exists in the recorded condition and location; and
- (ii) The items continue to be used exclusively for performance of the contract or as otherwise authorized by the Contracting Officer.

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

(c) The Contractor shall report the results of the physical inventory to the property administrator and the NASA Industrial Property Officer 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, damage or destruction, 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 all physical inventory records, including records of all transactions associated with inventory reconciliation. All records shall be subject to Government review and/or audit.

(End of clause)

G.8 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 and Industrial Property Officer (IPO), 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.

(b) The Contractor shall contact the IPO at: NASA Langley Research Center, Attn: Susan Tillman, Mail Stop 377, Hampton, VA 23681-2199, (757) 864-2064, susan.c.tillman@nasa.gov.

(End of clause)

G.9 OCCUPANCY MANAGEMENT REQUIREMENTS (1852.245-82) (JAN 2011)

(a) In addition to the requirements of the clause at FAR 52.245-1, Government Property, 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 8831.2E, Facility Maintenance and Operations Management
- (3) LAPD 8800.14, Real Property Management

(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.10 GOVERNMENT PURCHASE CARD (PCard) (applicable to CLIN 1 & 2)

(a) The Contractor shall accept orders placed by authorized Government Purchase Card (PCard) users. The Government PCard is a purchasing instrument issued through a commercial bank to a Government Agency to facilitate micro purchases. The Government PCard shall only be accepted for fixed price service work (CLIN1) or supplies (CLIN 2) under \$3,000, or the micro purchase threshold, within scope of the LAMPS contract and for additional services not previously priced on an issued task order.

(b) The Contractor shall accept and perform only those services within the scope of the LAMPS contract and listed below in paragraph (e). In addition, the Contractor shall obtain all Government functional approvals (e.g., safety, environmental or standard practice engineers) as required in this contract. If there is a question concerning a particular purchase request the contractor shall contact the COR or CO. Use of a Government PCard by Government personnel does not alter the terms and conditions of this contract or the SOW requirements.

(c) The Contractor shall utilize Clause H.2 for pricing under CLIN 1 and CLIN 2. Any request for work that cannot be priced based on the requirements of Clause H.2 requires advance approval of the Contracting Officer. The Contractor is responsible for tracking and reporting PCard orders.

(d) The Government PCard shall be billed by the Contractor when the work is completed and accepted by the customer.

(e) List of authorized supplies/services for the LAMPS contract:

Interpreter Services	Installation	Reviews
(Outside Core hrs.)	Videography	Technical Editing
Cart Services	Video Production	Event Support Services
Closed Captioning	Support	Safety Equipment (For
DVD/CD Duplication	Off-Site Conference	LAMPS Contractor Use
DVD Authoring	Support	in performance)
AV Support	Guest Speaker	Software (For use in
Graphics Supplies	Honorariums	contract performance)
Printing Supplies	Digitization	
Video Equipment	Co-Editing/Peer	

(End of Clause)

End of Section

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 CLAUSES INCORPORATED BY REFERENCE -- SECTION H

Clause(s) below 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)

CLAUSE NUMBER	CLAUSE TITLE
1852.208-81	RESTRICTIONS ON PRINTING AND DUPLICATING (NOV 2004)
1852.223-70	SAFETY AND HEALTH (APR 2002)
1852.223-75	MAJOR BREACH OF SAFETY OR SECURITY (FEB 2002)
1852.225-70	EXPORT LICENSES (FEB 2000) Fill In: (b) NASA Langley Research Center ALT I (FEB 2000)

H.2 TASK ORDERING PROCEDURE

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
- (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
- (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost/price information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 5 business days after receipt of the Contracting Officer's request, the Contractor shall submit a task order proposal conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

- (1) Date of the order.
- (2) Contract number and task order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (Refer to the Schedule of Rates in Exhibit G).
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) Contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 2 business days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a Not To Exceed price may be issued.

(g) The Contracting Officer may amend/modify tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task order proposal, the task order shall prevail.

(i) The Contractor shall submit monthly task order progress reports. As a minimum, the reports shall contain the following information:

- (1) Contract number, task order number, and date of the order.
- (2) Total price.
- (3) Total price paid to date for each issued task.
- (4) Price estimated to completion for each issued task.
- (5) Significant issues/problems associated with the task.
- (6) Price summary of all tasks issued under the contract.

(j) The Government may implement a web based Task Ordering system for the above ordering and reporting process at no cost to the Contractor. If the system is not available Microsoft Office applications will be used.

(End of clause)

H.3 ORDER LIMITATIONS. (52.216-19) (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$3,000 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor –

- (1) Any order for a single item in excess of \$25,000,000;
- (2) Any order for a combination of items in excess of \$50,000,000; or
- (3) A series of orders from the same ordering office within 10 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) Notwithstanding paragraphs (b) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

**H.4 ~~OBSERVANCE OF LEGAL HOLIDAYS (1852.242-72) (AUG 1992) ALTERNATE II~~
~~(OCT 2000) DENIED ACCESS TO NASA FACILITIES (1852.242-72) (OCT 2015)~~**

(a)(1) The performance of this contract requires contractor employees of the prime contractor or any subcontractor, affiliate, partner, joint venture, or team member with which the contractor is associated, including consultants engaged by any of these entities, to have access to, physical entry into, and to the extent authorized, mobility within, a NASA facility.

(2) NASA may close and or deny contractor access to a NASA facility for a portion of a business day or longer due to any one of the following events:

- (i) Federal public holidays for federal employees in accordance with 5 U.S.C. 6103.
- (ii) Fires, floods, earthquakes, unusually severe weather to include snow storms, tornadoes and hurricanes.
- (iii) Occupational safety or health hazards.
- (iv) Non-appropriation of funds by Congress.
- (v) Any other reason.

(3) In such events, the contractor employees may be denied access to a NASA facility, in part or in whole, to perform work required by the contract. Contractor personnel already present at a NASA facility during such events may be required to leave the facility.

(b) In all instances where contractor employees are denied access or required to vacate a NASA facility, in part or in whole, the contractor shall be responsible to ensure contractor personnel working under the contract comply. If the circumstances permit, the contracting officer will provide direction to the

contractor, which could include continuing on-site performance during the NASA facility closure period. In the absence of such direction, the contractor shall exercise sound judgment to minimize unnecessary contract costs and performance impacts by, for example, performing required work off-site if possible or reassigning personnel to other activities if appropriate.

(c) The contractor shall be responsible for monitoring the local radio, television stations, NASA Web sites, other communications channels, for example contracting officer notification, that the NASA facility is accessible. Once accessible the contractor shall resume contract performance as required by the contract.

(d) For the period that NASA facilities were not accessible to contractor employees, the contracting officer may—

- (1) Adjust the contract performance or delivery schedule for a period equivalent to the period the NASA facility was not accessible;
- (2) Forego the work;
- (3) Reschedule the work by mutual agreement of the parties; or
- (4) Consider properly documented requests for equitable adjustment, claim, or any other remedy pursuant to the terms and conditions of the contract.

(e) Notification procedures of a NASA facility closure, including contractor denial of access, as follows:

(1) The contractor shall be responsible for monitoring the local radio, television stations, NASA Web sites, other communications channels, for example contracting officer notification, for announcement of a NASA facility closure to include denial of access to the NASA facility. The contractor shall be responsible for notification of its employees of the NASA facility closure to include denial of access to the NASA facility. The dismissal of NASA employees in accordance with statute and regulations providing for such dismissals shall not, in itself, equate to a NASA facility closure in which contractor employees are denied access. Moreover, the leave status of NASA employees shall not be conveyed or imputed to contractor personnel. Accordingly, unless a NASA facility is closed and the contractor is denied access to the facility, the contractor shall continue performance in accordance with the contract.

(2) NASA's Emergency Notification System (ENS). ENS is a NASA-wide Emergency Notification and Accountability System that provides NASA the ability to send messages, both Agency-related and/or Center-related, in the event of an emergency or emerging situation at a NASA facility. Notification is provided via multiple communication devices, e.g. Email, text, cellular, home/office numbers. The ENS provides the capability to respond to notifications and provide the safety status. Contractor employees may register for these notifications at the ENS Web site: <http://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html>.

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

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-
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/price of salaries and wages to the Contractor for the period of any such excused absence shall be paid for in accordance with the schedule under this contract for employees and in accordance with the Contractor's established accounting policy.~~

~~(End of clause)~~

H.5 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 [REDACTED] are hereby incorporated by reference in this resulting contract.

(End of Clause)

H.6 SECURITY PROGRAM/FOREIGN NATIONAL EMPLOYEE ACCESS REQUIREMENTS (LARC 52.204-91) (APRIL 2014)

1) Applicable Definitions:

Foreign National: Any person who is not a U.S. citizen and who is not a lawful permanent resident as defined by 8 U.S.C. 1101(a) (20) or any person who is not a protected individual as defined by 8 U.S.C. 1324b(a) (3). This also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the U.S., as well as any international organizations, any foreign government, and any agency or subdivision of foreign governments (e.g., diplomatic missions).

Lawful Permanent Resident (LPR): A non-U.S. citizen legally permitted to reside and work within the U.S. and issued a Resident Alien Identification (also known as a Green Card). LPRs are to be afforded all the rights and privileges of a U.S. citizen with the exception of voting, holding public office, access to classified national security information, and employment in the federal sector (except for specific needs or under temporary appointment per 5 CFR, Part 7, Section 7.4). LPRs are not prohibited from accessing export controlled commodities, but must have a work-related "need-to-know" for access. LPRs are considered foreign nationals under immigration laws. LPR, as defined herein, is to replace the term "Permanent Resident Alien" (PRA) in all NASA guidance that has not yet been updated to the use of LPR.

2) Requirements for Center Access for Foreign Nationals who are not LPRs:

Access to the NASA Langley Research Center by foreign nationals who are not LPRs shall be approved in accordance with NPR 1600.4, "Identity and Credential Management" and Interim Policy Regarding Foreign National Access Management, dated April 2, 2014. Center access approval requires a minimum of 5 (five) working days advance notice. Designated country nationals require a minimum of 30 (thirty) working days advance notice because of additional approval requirements. Foreign nationals who are not LPRs must be escorted by a NASA Civil Servant or permanently badged contractor at all times while on Center unless otherwise approved in writing by the International Visitors Coordinator (IVC).

3) Requirements for Center Access for LPRs:

- a) Visit requests should be submitted directly to the Badge and Pass Office (BPO) using an LF-103. LPRs may be sponsored for Center access by permanently badged contractor employees or NASA civil servants. Contractor LPRs are generally expected to be sponsored by the employing contractor.
- b) LPRs who will be at LaRC in excess of 29 days will be processed through IdMAX.
- c) LPRs who will be at LaRC in excess of 179 days will be processed for PIV credentials that will remain valid for 5 years.
- d) Contractor management is responsible for ensuring credentials issued to LPRs sponsored by the contractor are returned when the LPR no longer requires access to NASA LaRC under the contract or no longer works for the contractor.
- e) No Security Transfer Technology Control Plan (STTCP) is required for LPRs.
- f) LPRs on a work related, "need-to-know" basis are allowed access to export controlled commodities. It is incumbent on the Branch Head or Program Manager to appropriately determine who should have access to export controlled information. The Security Services Branch and the Center Export Administrator are available for guidance.

- g) LPRs are permitted to carry personal mobile devices on Center. Personal mobile devices are not be used to record, store, or process NASA data and are not to be used to take photographs within NASA facilities.
- h) LPRs and non-LPR Foreign Nationals must request and obtain prior approval from Joint Base Langley-Eustis prior to entering Joint Base Langley-Eustis. Access is subject to conditions imposed by Joint Base Langley-Eustis and may require a U.S. citizen escort at all times.

Violation of security policies by contractor personnel may result in withdrawal of Center access for the offending personnel and/or contractual actions against the contractor. Additionally, violations may be criminal in nature and are subject to criminal prosecution.

(End of clause)

H.7 SPECIAL REQUIREMENTS FOR SERVICE CONTRACTS (LaRC 52.211-99) (APR 2007)

- (a) Inherently Governmental Functions - No inherently government functions as defined in FAR 2.101 and FAR 7.5 shall be performed by the Contractor under this NASA LaRC contract. Contractor employees shall not participate in any deliberations or meetings intended to exercise an inherently governmental function. All final determinations such as binding the United States to take or not to take some action, selecting program priorities, and providing direction to Federal employees shall be made by the government. The Contractor shall immediately notify the Contracting Officers Technical Representative (COTR) and the Contracting Officer if performance of an activity would result in the performance of an inherently governmental function.
- (b) Non-Personal Services Contract - In accordance with FAR 37.101, this contract is a non-personal services contract in that the Contractor personnel rendering the services shall not be subject, either by the contract's terms or by the manner of its administration, to the continuous supervision and control of a Government officer or employee. The Contractor shall immediately notify the COTR and the Contracting Officer if, through contract administration, the actions of a government employee will result in the performance of a personal services contract.
- (c) Identification of Contractor Personnel - All Contractor personnel who attend meetings, answer government telephones, use a nasa.gov e-mail address, or work in situations where their actions could be construed as acts of Government officials shall clearly identify themselves as Contractor personnel. Contractor employees shall never identify themselves as representing NASA but rather shall identify themselves as being under contract to NASA. Additionally, all Contractor work spaces located on NASA LaRC shall be clearly identified.
- (d) Marking of Reports - The Contractor shall mark all documents or reports produced under

this contract with the Contractor name, contract number, and task order number if applicable.

(End of clause)

H.8 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES (LARC 52.211-104) (FEB 2007)

(a) Observation of Regulations--In performance of that part of the contract work which may be performed at Langley Research Center (LaRC) or other Government installation, the Contractor shall require its employees to observe the rules and regulations as prescribed by the authorities at LaRC or other installation including all applicable Federal, NASA and Langley safety, health, environmental and security regulations.

(b) Identification Credentials--At all times while on LaRC property, the Contractor shall require its employees, subcontractors and agents to wear credentials issued by NASA LaRC. Contractors will be held accountable for these credentials, and may be required to validate its active employees on an annual basis with the NASA LaRC Security Office. Immediately upon employee termination or contract completion, badges shall be returned to the NASA LaRC Badge and Pass Office. It is agreed and understood that all NASA identification badges remain the property of NASA and the Government reserves the right to invalidate such badges at any time.

(c) Employee Out-Processing--The Contractor shall ensure that all employees who are terminated or no longer connected with work being performed under this contract are out processed through the LaRC Badge and Pass Office. Badges and keys must be accounted for and returned.

(End of clause)

H.9 ENABLING CLAUSE BETWEEN LANGLEY ADMINISTRATIVE, MEDIA AND PROFESSIONAL SERVICES CONTRACTOR AND THE RESEARCH, OPERATIONS, MAINTENANCE, AND ENGINEERING (ROME) CONTRACTOR (LaRC 52.215-116) (FEB 2003)

(a) NASA has entered into a contract for Research, Operations, Maintenance, and Engineering (ROME) support and other applicable on-site contracts.

(b) In the performance of this contract, the Langley Administration, Media and Professional Services (LAMPS) Contractor agrees to cooperate with the ROME Contractor by: responding to invitations from authorized personnel to attend meetings; providing access to technical information and research, development and planning data, test data and results, schedule and milestone data; discussing technical matters related to the project; providing access to Contractor facilities utilized in the performance of this contract; and allowing observation of technical activities by appropriate support Contractor technical personnel.

- (c) The Contractor further agrees to include in each subcontract a clause requiring compliance by the subcontractor and succeeding levels of subcontractors with the response and access provisions of paragraph (b) above, subject to coordination with the Contractor. This agreement does not relieve the Contractor of responsibility to manage subcontracts effectively and efficiently, nor is it intended to establish privity of contracts between the Government and the subcontractors.
- (d) Contractor personnel are not authorized to direct another Contractor in any manner.
- (e) To the extent that the work under this contract requires access to proprietary information, and as long as these data remain proprietary, the Contractor shall protect the data from unauthorized use and disclosure.
- (f) Neither the Contractor nor its subcontractors shall be required in the satisfaction of the requirements of this clause to perform any effort or supply any documentation not otherwise required by their contract or subcontract.

(End of clause)

H.10 ORGANIZATIONAL CONFLICTS OF INTEREST - NOTICE, PROCEDURES AND REQUIREMENTS

(a) **Notice.** Pursuant to FAR 9.504, the Contracting Officer is responsible for identifying and evaluating potential Organizational Conflicts of Interest (OCI) early in the acquisition process and either avoiding, neutralizing, or mitigating such conflicts before contract award. This clause provides Offerors with notification of the potential OCIs that the CO has identified, the approach to neutralize and mitigate the potential OCIs that have been identified, and related OCI requirements. This acquisition will result in an indefinite delivery/indefinite quantity type contract under which the Contractor will perform many tasks which have not yet been identified. The tasks will entail administrative, media and professional services for Langley Research Center (LaRC). Therefore, in accordance with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest (OCI), the Contracting Officer has determined that there is a potential for this acquisition to give rise to the types of organizational conflicts of interest described below in paragraph (b). Based on the potential types of OCIs that could arise in relation to the resultant contract, the Contracting Officer has included OCI mitigation approaches within paragraph (c). [For purpose of this clause, the term "Contractor" includes any division, separate company, or subsidiary that is wholly-owned by the parent corporation, and includes any of the prime Contractors teammates and/or Subcontractor(s).]

(b) Description of Potential Conflicts. The Contractor will have access to and may generate

“sensitive information” as defined in NFS 1852.237-72, Access to Sensitive Information. For example, the Contractor may have access to NASA data regarding future simplified acquisitions in the procurement office and future requirements with access to proprietary data provided by other support Contractors such as unique designs, assemblies, and engineering concepts for projects. This has potential for an “Unfair Competitive Advantage” type OCI should the Contractor wish to compete for related NASA solicitations. It is also likely that the Contractor’s work under this contract could result in deliverables that will lead directly, predictably, and without delay to a statement of work for a Government procurement solicitation, so a “Biased Ground Rule” type of conflict could occur. Task Orders issued under the contract generally will not entail work that requires the Contractor to perform evaluation of proposals or of work performed by itself or its affiliates or competitors, so an “Impaired Objectivity” type of conflict is unlikely to occur.

(c) Description of OCI Mitigation Approaches. To ensure that the above potential OCIs that could occur relative to task orders issued under this contract are properly mitigated, this contract includes the following:

(i) This clause that includes OCI requirements and procedures for responding to task orders to identify and mitigate potential OCIs.

(ii) A requirement for the awardee to provide an OCI Avoidance Plan (see Exhibit B for delivery date and instructions for the OCI Avoidance Plan). The OCI Avoidance Plan and its obligations are hereby incorporated in the contract by reference. Either the Contractor or the Government may propose changes to the OCI Avoidance Plan. Such changes are subject to the mutual agreement of the parties and will become effective only upon incorporating the changes into the plan by contract amendment. In the event that the Government and the Contractor cannot agree upon a mutually acceptable change, the Government reserves the right to make a unilateral change to the OCI Avoidance Plan as necessary subject to Contractor appeal as provided in the Disputes clause.

(iii) The Access to Sensitive Information Clause which includes information protection requirements and which incorporates the Contractor’s OCI Avoidance Plan into the contract as a compliance document. Detailed data protection requirements are to be included within the Contractor’s OCI Avoidance Plan.

(iv) A Limitation of Future Contracting Clause.

(d) Contractor’s response to Task Orders: Within two working days of receipt of a Task Order request causing a potential conflict to arise, the Contractor shall notify the Contracting Officer and provide a report of a potential conflict detailing:

- (1) The nature of the conflict
- (2) Plan for avoiding, neutralizing or mitigating the conflict
- (3) The benefits and risks associated with acceptance of the plan

(e) Government Response to a Report of a Potential Conflict: The Contracting Officer shall review the report and determine which of the following approaches is in the best interest of the Government and shall so advise the Contractor:

- (1) The Contractor shall perform consistent with the Task Order;
 - (2) The Contractor shall not perform the Task Order;
 - (3) The Task Order shall be modified to remove the identified conflict and/or work identified in the Task Order;
- or
- (4) The Contractor may identify a subcontractor who can provide services consistent with the Task Order. The Contractor may enter into a subcontract and retain all contractual responsibilities except that the subcontractor will ensure that sensitive information provided to or generated by the subcontractor team performing the task order will not be transmitted to (i) any prime employees, or (ii) any subcontractor employees who are not also performing the task order. Further, the subcontractor will not release any information regarding the task order to anyone but Government personnel identified by the Contracting Officer as proper recipients of the information. This subcontract arrangement will not obviate the Contractor's responsibility for acceptable technical performance of the Task Order.

(f) Additional requirements:

- (1) Any limitations on future contracting resulting from the Contractor's preparation of materials that lead to solicitations, or access to proprietary, business confidential, or financial data of another company are identified in Section **H.11** NFS 1852.209-71, "Limitation of Future Contracting".

- (2) The Contractor shall include this clause in all subcontract(s) regardless of tier.

(g) *Representation.* By submission of its offer, the Offeror represents, to the best of its knowledge and belief that it does not know of any facts that would alter the contracting officer's determination in paragraph (b) regarding the potential conflicts of interest that are likely to arise from work under this contract.

(h) *Breach.* Any breach of the above restrictions and any nondisclosure or misrepresentation of any relevant facts required regarding organizational conflicts of interests to be disclosed may result in—

- (1) Termination of this contract for default;
- (2) Disqualification of the Contractor for subsequent contractual efforts; or
- (3) Other remedies as may be available under law or regulation.

(End of clause)

H.11 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 the conflicts are described in **H.10**

(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 provide acquisition systems development, specifications, statement of work or related materials that will lead directly, predictably and without delay to a statement of work for a Government competitive solicitation, the Contractor shall be ineligible to compete for the work described in that solicitation as a prime or subcontractor. 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 materials, specifications or statements of work under this contract.

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and/or Government sensitive, non-public information, and as long as these data remain proprietary, confidential or non-public as applicable, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete in future procurements.

(End of clause)

H.12 VIRGINIA AND LOCAL SALES TAXES (LARC 52.229-92) (FEB 2004)

To perform this contract, the Contractor must be knowledgeable of relevant state and local taxes when making purchases of tangible personal property. The Contractor shall refrain from paying inapplicable taxes or taxes where an exemption exists, but shall pay applicable taxes that are reimbursable pursuant to FAR 31.205-41, Taxes. Even though title to property purchased under this contract may pass to the Government and the price is reimbursable under contract cost principles, such transactions do not in themselves provide tax immunity to the Contractor. Therefore, within 30 days after the effective date of this contract, the Contractor shall request from the Virginia State Tax Commission a ruling on any tax exemptions that may be applicable to purchases made under this contract. The Contractor shall provide all facts relevant to the situation and shall pursue an interpretation of the law that is most favorable to both the Contractor and the Government.

(End of clause)

H.13 GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) SERVICES

NASA Langley Research Center will furnish all necessary computers and related information technology services that will be connected to the NASA network infrastructure. The Agency enterprise service provider Contractors shall manage the information technology services. The Contractor shall not connect any hardware to the NASA network infrastructure without the permission of Langley Research Center Chief Information Officer, CIO.

(End of clause)

H.14 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS. (52.219-18) (JUN 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer -

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(3) The Offeror's approved business plan is on the file and serviced by [Small Business Administration, Richmond District Office 0304, Federal Building, 400 North 8th Street, Richmond, VA 23219-4829].

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) Offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) "Agreement." A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The [GenTech Partners Joint Venture] will notify the *Office of Procurement, NASA Langley Research Center*, Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

**H.15 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION. (52.219-28)
(APR 2009)**

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

"Long-term contract" means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts -

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard

corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardstopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it ____ is, ____ is not a small business concern under NAICS Code **541611** assigned to contract number [TBD]. (*Contractor to sign and date and insert authorized signer's name and title*).

(End of clause)

H.16 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 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 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.17 Safety and Health Plan (1852.223-73) (NOV 2004)

(a) The Offeror shall submit a detailed safety and occupational health plan as required in Exhibit B of the contract resulting from this solicitation (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a 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.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

- (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 assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of clause)

H.18 OBSERVATION OF SAFETY AWARENESS EVENT BY CONTRACTOR EMPLOYEES (LARC 52.223-92) (MAY 2006)

The Langley Research Center (LaRC) Safety Awareness Event is an annual event dedicated to learning best practices for a safe work environment. When the LaRC Director designates the Safety Awareness Event, the Contractor shall require all onsite and near site employees to participate in Safety Awareness activities at LaRC.

(End of clause)

H.19 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (1852.232-77) (MARCH 1989)

(a) Of the total price of CLINs 1 and 2, the sum of \$ _____ is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said items is allotted. **(See individual Task Orders for funding details)**

(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c)(1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until _____.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will

approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

(d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

(e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

(f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional funds for this contract.

(g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.

(h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of clause)

H.20 CONTRACTOR PURCHASING (FIXED PRICE CONTRACTS)

The contract (or task order) Performance Work Statement (PWS) describes the work to be performed. The Contractor may determine a need to procure supplies and services from outside vendors which are incidental to performing this PWS. These purchasing activities should promote competition to the maximum extent possible and promote best value purchases; however, these purchasing functions are limited to necessary and incidental items tied directly to contract performance. The Contractor is required to notify the Contracting Officer of any requests by Government personnel to direct a specific procurement action to a specific source

without appropriate justification and approval (see NFS 1806.303-170).

(End of clause)

End of Section

SECTION I - CONTRACT CLAUSES

I.1 CLAUSES INCORPORATED BY REFERENCE (52.252-2) (FEB 1998)

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

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

NASA FAR Supplement (NFS) clauses:

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

This contract has two types of contract line items, Firm Fixed Price and Cost Reimbursable (No Fee). The referenced clauses may be applicable to one or both contract line items as appropriate to that contract line item type in accordance with the Federal Acquisition Regulation (FAR) and NASA FAR Supplements (NFS) prescription.

(End of clause)

CLAUSE NUMBER	CLAUSE TITLE
52.202-1	DEFINITIONS (JUL 2004)
52.203-3	GRATUITIES (APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES (APR 1984)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
52.203-7	ANTI-KICKBACK PROCEDURES (SEP 2010)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2010)
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (APR 2010)
52.203-14	DISPLAY OF HOTLINE POSTER(S) (DEC 2007) Fill In: NASA LaRC Office of Inspector General; (757) 864-3262
52.203-16	PREVENTING PERSONAL CONFLICTS OF INTEREST (DEC 2011)
52.204-2	SECURITY REQUIREMENTS (AUG 1996)
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
52.204-7	CENTRAL CONTRACTOR REGISTRATION (APR 2008)

CLAUSE NUMBER	CLAUSE TITLE
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JULY 2010)
<u>52.204-15</u>	<u>SERVICE CONTRACT REPORTING REQUIREMENTS FOR INDEFINITE-DELIVERY CONTRACTS (JAN 2014)</u>
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (DEC 2010)
52.215-2	AUDIT AND RECORDS - NEGOTIATION (OCT 2010)
52.215-8	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT (OCT 1997)
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA -- MODIFICATIONS (AUG 2011)
52.215-13	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA -- MODIFICATIONS (OCT 2010)
52.215-14	INTEGRITY OF UNIT PRICES (OCT 2010)
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS (OCT 2010)
52.215-16	FACILITIES CAPITAL COST OF MONEY (JUN 2003)
52.215-17	WAIVER OF FACILITIES CAPITAL COST OF MONEY (OCT 1997)
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (JUL 2005)
52.215-21	REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR DATA OTHER THAN COST OR PRICING DATA - MODIFICATIONS (OCT 2010)
52.215-23	LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)
52.216-11	COST CONTRACT- NO FEE (APR 1984)
52.216-18	ORDERING (OCT 1995) (ID/IQ only) Fill in: (a) contract effective date through the end of the contract period of performance.
52.216-22	INDEFINITE QUANTITY (OCT 1995) (ID/IQ only) Fill in: (d) 12 months after the completion of the contract.
52.217-8	OPTION TO EXTEND SERVICES (NOV 1999)
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS (JAN 2011)
52.219-14	LIMITATIONS ON SUBCONTRACTING NOV 2011)
52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2009)
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)
52.222-2	PAYMENT FOR OVERTIME PREMIUMS (JUL 1990) Fill in: (a) "zero"
52.222-3	CONVICT LABOR (JUN 2003)
52.222-21	PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
52.222-26	EQUAL OPPORTUNITY (MAR 2007)
52.222-35	EQUAL OPPORTUNITY FOR VETERANS (SEP 2010)

CLAUSE NUMBER	CLAUSE TITLE
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (SEP 2010)
52.222-37	EMPLOYMENT REPORTS VETERANS (SEP 2010)
52.222-41	SERVICE CONTRACT ACT OF 1965 (NOV 2007)
52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT - PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (SEP 2009)
52.222-50	COMBATING TRAFFICKING IN PERSONS (FEB 2009)
52.222-54	EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)
52.223-3	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (JAN 1997) - ALTERNATE I (JUL 1995)
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (MAY 2011)
52.223-6	DRUG-FREE WORKPLACE (MAY 2001)
52.223-10	WASTE REDUCTION PROGRAM (MAY 2011)
52.223-17	AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION CONTRACTS (MAY 2008)
52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (SEP 2010)
52.224-1	PRIVACY ACT NOTIFICATION (APR 1984)
52.224-2	PRIVACY ACT (APR 1984)
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
52.226-1	UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES (JUN 2000)
52.227-1	AUTHORIZATION AND CONSENT (DEC 2007) ALT I (APR 1984)
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT (DEC 2007)
52.227-11	PATENT RIGHTS—OWNERSHIP BY THE CONTRACTOR (DEC 2007)
52.227-14	RIGHTS IN DATA--GENERAL (DEC 2007) – AS MODIFIED BY NASA FAR SUPPLEMENT 1852.227-14 NOTE: The paragraph numbering has changed in the updated FAR clause 52.227-14. Until such time as 1852.227-14 is updated all references in 1852.227-14 to subparagraph (3) shall be changed to subparagraph (4). See I.9 below for additional modification language.
52.227-15	REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (DEC 2007)
52.227-16	ADDITIONAL DATA REQUIREMENTS (JUN 1987)
52.227-17	RIGHTS IN DATA -- SPECIAL WORKS (DEC 2007)
52.227-19	COMMERCIAL COMPUTER SOFTWARE LICENSE (DEC 2007)
52.227-23	RIGHTS TO PROPOSAL DATA (TECHNICAL) (JUN 1987)

CLAUSE NUMBER	CLAUSE TITLE
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
52.228-7	INSURANCE – LIABILITY TO THIRD PERSONS (MAR 1996)
52.229-3	FEDERAL, STATE, AND LOCAL TAXES (APR 2003)
52.232-1	PAYMENTS (APR 1984)
52.232-8	DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS (APR 1984)
52.232-11	EXTRAS (APR 1984)
52.232-17	INTEREST (OCT 2010)
52.232-18	AVAILABILITY OF FUNDS (APR 1984)
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)
52.232-20	LIMITATION OF COST (APR 1984)
52.232-22	LIMITATION OF FUNDS (APR 1984)
52.232-23	ASSIGNMENT OF CLAIMS (JAN 1986)
52.232-25	PROMPT PAYMENT (OCT 2008) ALTERNATE I (FEB 2002)
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION (OCT 2003)
52.233-1	DISPUTES (JUL 2002) - ALTERNATE I (DEC 1991)
52.233-3	PROTEST AFTER AWARD (AUG 1996) ALTERNATE I (JUN 1985)
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
52.237-3	CONTINUITY OF SERVICES (JAN 1991)
52.239-1	PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)
52.242-3	PENALTIES FOR UNALLOWABLE COSTS (MAY 2001)
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)
52.242-13	BANKRUPTCY (JUL 1995)
52.243-1	CHANGES – FIXED PRICE (AUG 1987) ALTERNATE I (APR 1984)
52.243-2	CHANGES – COST-REIMBURSEMENT (AUG 1987) ALTERNATE I (APR 1984)
52.244-2	SUBCONTRACTS (OCT 2010) Fill in: (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: any subcontract over \$4,000,000 Insert: (j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: any and all subcontractors evaluated during pre-award.
52.244-5	COMPETITION IN SUBCONTRACTING (DEC 1996)
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2010)

CLAUSE NUMBER	CLAUSE TITLE
52.245-1	GOVERNMENT PROPERTY (AUG 2010)
52.245-9	USE AND CHARGES (AUG 2010)
52.246-25	LIMITATION OF LIABILITY - SERVICES (FEB 1997)
52.247-1	COMMERCIAL BILL OF LADING NOTATIONS (FEB 2006)
52.248-1	VALUE ENGINEERING (OCT 2010)
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (MAY 2004)
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES)(SHORT FORM) (APR 1984)
52.249-6	TERMINATION (COST REIMBURSEMENT) (MAY 2004)
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (APR 1984)
52.249-14	EXCUSABLE DELAYS (APR 1984)
52.251-1	GOVERNMENT SUPPLY SOURCES (AUG 2010)
52.253-1	COMPUTER GENERATED FORMS (JAN 1991)
1852.216-89	ASSIGNMENT AND RELEASE FORMS (JUL 1997)
1852.219-74	USE OF RURAL AREA SMALL BUSINESSES (SEP 1990)
1852.225-71	RESTRICTION ON FUNDING ACTIVITIES WITH CHINA (APR 2011)
1852.227-11	PATENT RIGHTS--RETENTION BY THE CONTRACTOR (SHORT FORM)
1852.227-17	Rights in Data--Special Works
1852.228-75	MINIMUM INSURANCE COVERAGE (OCT 1988)
1852.237-70	EMERGENCY EVACUATION PROCEDURES (DEC 1988)
1852.242-78	EMERGENCY MEDICAL SERVICES AND EVACUATION (APR 2001)

I.2 NOTIFICATION OF OWNERSHIP CHANGES (52.215-19) (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall –

- (1) Maintain current, accurate, and complete inventory records of assets and their costs;
- (2) Provide the ACO or designated representative ready access to the records upon request;
- (3) Ensure that all individual and grouped assets, their capitalized values, accumulated

depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

I.3 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT (52.222-40) (DEC 2010)

(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 Web site 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 Web site that contains the full text of the poster. The link to the Department's Web site, 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 Web site at <http://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.

(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.4 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
Administrative Assistant	\$18.59 - \$22.09
Data Entry Operator	\$11.95 - \$15.45
Exhibits Specialist II	\$18.59 - \$22.09
General Clerk IV	\$14.31 - \$17.81
Technical Librarian Assistant	\$18.59 - \$22.09
Media Specialist II	\$16.73 - \$20.23
Personnel Assistant II	\$15.00 - \$18.50

Photographer IV	\$22.74 - \$26.29
Secretary III	\$16.73 - \$20.23

FRINGE BENEFITS

Annual Leave - Receives 13 days paid leave for service up to 3 years; 20 days for 3 to 15 years service; and 26 days for 15 years service or over.

Sick Leave - Receives 13 days paid leave per year.

Holidays - Receives 10 paid holidays per year.

Health Insurance - Government pays up to 72% of health insurance.

Group Life Insurance - Government pays one-third of the cost of the basic life insurance premium.

Retirement - The Government provides three retirement plans identified as the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), and the CSRS Offset. Under the CSRS, the Government contributes 7% of the employees' base pay towards the retirement benefit and 1.45% towards Medicare. Under the FERS, the Government contributes 11.2% of the employees' base pay towards a basic benefit plan, 6.2% to Social Security, 1.45% towards Medicare, and 1% (plus matching contributions of up to 4% of basic pay, depending on employees' contributions) to a thrift savings plan. Under the CSRS Offset, the Government contributes 0.8% of the employees' base pay towards the retirement benefit, 6.2% to Social Security, and 1.45% towards Medicare.

Part-time Federal employees receive pro rata annual leave, sick leave, holiday leave, health insurance, and group life insurance benefits based on the number of hours worked.

(End of clause)

I.5 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 (48 CFR 18) clause with an authorized deviation is indicated by the addition of (DEVIATION) after the name of the regulation.

(End of clause)

I.6 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 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 Contracting 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.7 OMBUDSMAN (1852.215-84) (OCT 2003) – ALTERNATE I (JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from Offerors, potential Offerors, and Contractors during the pre-award and post-award 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, Laura O'Conner, Executive Technical Assistant to the Director; direct inquiries to the Office of Procurement Deputy Director, NASA Langley Research Center, Mail Stop 12, Hampton, VA 23681-2199; phone (757) 864-2426; facsimile (757) 864-8541. 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, Diane Thompson, e-mail: diane.thompson@nasa.gov.

Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(End of clause)

I.8 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.

"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.9 Rights In Data—General (1852.227-14) (MODIFIES FAR CLAUSE 52.227-14)

Add the following subparagraph (4) to paragraph (d) of the basic clause at [FAR 52.227-14](#):

(4)(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)(4)(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".

(End of addition)

~~I.10 REPORTING OF INCIDENTS INVOLVING WORKPLACE VIOLENCE (LaRC 52.223-93) (May 2011)~~

REPORTING OF INVOLUNTARY SEPARATIONS AND INCIDENTS INVOLVING WORKPLACE VIOLENCE (LaRC 52.223-93) (NOV 2013)

a) The Contractor and its employees shall comply with LAPD 1600.5, Workplace Violence and Threatening Behavior. The Contractor shall conduct training on and develop procedures for recognizing, managing, and responding to incidents and threats of workplace violence as defined in LAPD 1600.5.

b) In accordance with LAPD 1600.5, if the LaRC Workplace Violence and Prevention Program (WVPP) Threat Assessment Team determines it is appropriate for the Contractor to participate in a WVPP Threat Assessment Team meeting, the Contractor shall comply with the request. The Contractor shall report the disposition of any incidents to the LaRC WVPP Threat Assessment Team.

c) In addition to the conditions set forth in paragraphs (a) and (b) above, the Contractor shall consider any personnel action resulting in the involuntary separation of a contractor employee as a "potential violent situation" and follow the reporting procedures in LAPD 1600.5.

d) These requirements shall flow down to the subcontractors however, the subcontractors shall report up through the prime Contractor.
~~The Contractor and its employees shall comply with LAPD 1600.5, Workplace Violence and Threatening Behavior. The Contractor shall conduct training on and develop procedures for recognizing, managing and responding to incidents and threats of workplace violence as defined in LAPD 1600.5.~~

~~In accordance with LAPD 1600.5, if the LaRC Workplace Violence and Prevention Program (WVPP) Threat Assessment Team determines it is appropriate for the Contractor to participate in a WVPP Threat Assessment Team meeting, the Contractor shall comply with the request. The Contractor shall report the disposition of any incidents to the LaRC WVPP Threat~~

~~Assessment Team.~~

~~This requirement shall flow down to the subcontractors, however the subcontractors shall report up through the prime Contractor.~~

(End of clause)

I.11 ACCESS TO SENSITIVE INFORMATION (1852.237-72) (JUN 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 government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's 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 government 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.12 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. 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, 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.

(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)

End of Section

SECTION J - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**J.1 LIST OF EXHIBITS**

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

Exhibits

Exhibit A	Performance Work Statement (PWS)
Exhibit B	Contract Documentation Reporting Requirements
Exhibit C	Government Property (On-Site for use)
Exhibit D	Organizational Conflict of Interest Avoidance Plan
Exhibit E	IT Security Plan
Exhibit F	DD Form 254 (Security Requirements)
Exhibit G	Schedule of Rates (Attachment V, Form 5 of Proposal)
	Labor Descriptions
Exhibit H	Safety & Health Plan
Exhibit I	Wage Determination (WD 05-2544) (06/15/2010)
Exhibit J	Collective Bargaining Agreements (CBA):
	1. Tessada & Associates, Inc. with International Association of
	Machinists and Aerospace Workers (IAM)
	2. NCI Information Systems, Inc. with IAM

End of Section

Performance Work Statement
For
Langley Administrative, Media, and Professional Services (LAMPS)

1.0 Introduction

NASA Langley Research Center is one of ten NASA Centers and contributes to NASA's Vision *"To reach for new heights and reveal the unknown so that what we do and learn will benefit all humankind."* Langley's mission is to *"Deliver on today's commitments and prepare for tomorrow's opportunities"*. To accomplish this mission the Center seeks a partner to provide Administrative, Media and Professional support services to organizations across the Center. This Performance Work Statement (PWS) describes the general requirements applicable to the entire Indefinite Delivery Indefinite Quantity (ID/IQ) contract. The Contractor shall provide all labor, management, equipment, supplies, materials, and resources, not provided by the Government, to perform the requirements of this PWS and resulting Task Orders (TOs). Work requirements encompass a broad scope of Center support activities within the three basic areas of administration, media and professional services. All work assignments will be made by the issuance of TOs.

2.0 General Requirements

Services and products required under this contract shall be generally provided from on-site facilities at Langley. Contractor personnel may be required to travel to temporary off-site locations within the Continental United States (CONUS) and Overseas (OCONUS) to provide services. The following general requirements apply to all task orders:

- 2.1 The Contractor shall adhere to the latest versions of all applicable guidance identified in Appendix A – Applicable Regulations, Statutes, and Procedures in the performance of this PWS.
- 2.2 The Contractor shall develop and maintain all contract deliverables as required in Exhibit B – Contract Documentation Reporting Requirements.
- 2.3 The Contractor shall provide on-site staff to manage the services performed by its personnel.
- 2.4 The Contractor shall provide qualified and fully trained personnel to perform the required services from TO start until completion. The contractor shall provide training required for employee development, maintaining existing skills of contractor personnel and ensuring continuity of services in the event of employee turnover. Software systems requiring qualified trained personnel include, but are not limited to, Microsoft Office Applications, SAP, Contract Management Module (CMM), Business Warehouse (BW), and Fed Traveler and its replacement.
- 2.5 The Contractor shall maintain and notify the Government of any changes to the contract management structure in place to efficiently manage the work including the roles and responsibilities of contract management and team leads and the lines of communication between contract management, any subcontractors, and NASA.

Performance Work Statement
For
Langley Administrative, Media, and Professional Services (LAMPS)

3.0 Performance Management Review (PMR)

The Contractor shall schedule and attend PMRs, at times mutually agreed upon with the Government. The CO, COTR, and other Government personnel, as appropriate, will meet periodically with the Contractor to review performance. PMRs will be held at least semi-annually; however, the Government reserves the right to conduct PMRs more frequently as needed. The Government and the contractor will partner in advance of the PMR to develop the agenda which will include, at a minimum, status and feedback on performance standards, overall contract performance, and any significant events. PMRs are intended to serve as an opportunity for open and frank dialogue on the current status of the contract. The contractor shall document the meeting and provide the minutes to the CO and COTR.

4.0 Administrative, Media, and Professional Support Services

The Contractor shall provide administrative, media, and professional support services to various organizations, programs, and projects throughout Langley as specified per task orders including, but not limited to, the following:

4.1 General Administrative Support

The Contractor shall provide general administrative support service to include office activities coordination, action tracking, preparation of end-user procurement documentation (e.g. purchase requests and purchase card support, contract/grant administration), data entry, travel authorization and voucher processing, foreign visitor processing, correspondence management, technical publication submittal and approval, organization Information Technology (IT) services Point of Contact (POC), property management, metric collection, facility support requests, human resources, and budget activities.

4.2 Human Resources Support

The Contractor shall provide human resource support services to include but not limited to processing, verifying, and maintaining personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence. The Contractor shall routinely interact with employees, managers, applicants, vendors, and visitors from LaRC, other NASA Centers, and other Government agencies, both in person and in writing. The Contractor shall explain NASA personnel policies, benefits, and procedures to employees or job applicants, enter personnel data into systems and prepare personnel file documentation as required. The Contractor shall compile and prepare reports, presentations and documents pertaining to personnel activities and statistical data for Office of Human Capital Management and its customers as needed. Request information from various employment officials, previous employers, and other references to determine applicants' employment acceptability, process and review

Performance Work Statement
For
Langley Administrative, Media, and Professional Services (LAMPS)

employment applications and arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.

4.3 Conference and Event Support

The Contractor shall provide conference/event management at Langley and others sites (as specified) to include: administrative, logistical and general conference support services to plan and conduct official conferences, symposia, colloquia, peer reviews, workshops, seminars, classes, receptions, banquets and meetings both on and off-site; staff and manage Langley's conference facilities; and provide general and audiovisual support for all official Langley events scheduled in the Langley conference facilities.

4.4 Finance and Resource Analysis

The Contractor shall provide various program analysis services to include: budget formulation and execution support; financial analysis, tracking, and reporting; reconciliation of budgets, plans, and resources; research and analyze problems, issues, or program/project requirements; preparation of budget charts, exhibits and reports; facilitation of organizational financial performance reviews; cost accounting analysis and processing; administrative support of reimbursable orders; participation in the closeout of sales orders; and analysis and administrative support of the Langley travel program and travel help desk.

4.5 Independent Cost Estimating

The Contractor shall provide cost analyst/estimating, common investment analysis including life cycle cost estimating, cost benefit analysis, cost effectiveness analysis, and business case analysis services.

4.6 Subject Matter Expert

The Contractor shall provide support for business case analysis (including, but not limited to, problem definition, analysis, and requirements development) for complex to extremely complex systems or issues. The Contractor shall make recommendations and advise on organization-wide systems improvements, optimization or maintenance efforts in integrated systems: such as information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management, electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis or any other area within the LAMPS scope.

4.7 Procurement Support

The Contractor shall provide professional, paraprofessional, and clerical services to the Office of Procurement (OP) including, but not limited to simplified commercial and non-

Performance Work Statement
For
Langley Administrative, Media, and Professional Services (LAMPS)

commercial acquisitions (as defined by the Federal Acquisition Regulation (FAR) and its supplements) for pre-award, award, and administration support; data verification and entry; purchase order expediting and closeout activity; and procurement training coordination.

4.8 Management Systems Support

The Contractor shall provide support to develop and maintain Center Directives, maintain content for the Langley Management System (LMS) on-line library, coordinate team meetings, coordinate Langley's participation in the review of Agency Directives, participate in Agency level activities (meetings, telecons, etc.), provide briefings to Center Management, conduct the day-to-day operations of the Center's Records Management System, coordinate related center-wide communications, and conduct related training.

4.9 Technical Writing/Editing

The Contractor shall provide technical support to create, edit, and update documentation in support of various organizations, programs, and projects within Langley. This support shall include but is not limited to coordinating input, assembling, compiling, organizing, and editing documentation. The Contractor shall provide professional reviews, assessments and recommendations pertaining to the quality of document content in terms of readability and communication of information. The Contractor shall place particular emphasis on developing and maintaining a clear and comprehensible format and ensuring proper grammar and syntax in the text and figures. Recommendations shall also be made for graphical illustrations to ensure readability and clarity.

4.10 Interpreter Services

The Contractor shall provide interpreter services to include primary oral and sign language, communication access real-time translation (CART), and video remote interpreting on-site at Langley or within the Hampton Roads Metropolitan Area (HRMA).

4.11 Technical Information and Library Services

The Contractor shall provide support to Langley technical information and library services to include: acquisition, management and dissemination of electronic and print resources; user support including processing electronic searches and material requests and delivering information in a timely manner; development of digital repositories including scanning paper documents, creating associated metadata, and loading information into identified systems; maintenance of on-line catalog records and links to electronic journals; publications support for the tracking and electronic dissemination of Langley scientific and technical information (STI); tracking and reporting the usage of various content sources and services.

4.12 Public Relations

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The Contractor shall provide public relations support to include: research, development, preparation, and presentation of informational materials for both electronic and print venues; soliciting and conducting person-to-person interviews; advocating for and coordinating interviews with TV stations nationwide; provide a public inquiry center to support public outreach which includes operating the Langley Speaker's Bureau; write, edit and produce Langley's online newspaper; social media marketing; and supporting the Government relations program.

4.13 Exhibit Support

The Contractor shall coordinate and manage exhibit participation for on and off Center events to include design, fabrication, and installation of exhibits; and management of the Langley exhibits inventory.

4.14 Education Support

The Contractor shall provide support for Langley's higher education programs to include application processing, development and maintenance of recruiting materials, and event/activity planning and coordination.

4.15 Media Services

The Contractor shall provide media services related to the production and dissemination of information, providing the capability for production of a complete range of information products in single as well as multiple media, through the operation of a Media Services Center, an on-site virtual "one-stop-shop", for the provision of technical publications, duplication, and graphics services using Government provided equipment and software. These services include photographer services, photographic laboratory and archival services, operation of the multi-platform, digital duplicating facility, graphics services, video support services and multimedia (i.e. video, graphics, web, and photographs). The Contractor shall keep abreast of technological advances and shall provide input to the Government regarding hardware and software refreshes.

4.15.1 Photographer Services

The Contractor shall provide general and technical photographer services in support of the Electronic Photography Lab (EPL) and the NASA Scientific and Technical (S&T) Photographers. Required services include general publication-quality digital photographer services such as portrait, passport, candid, group, and event photography in various locations. Technical photographer services include imagery of a variety of specialized and technical subject matter to record scientific and engineering data or phenomena using specialized

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photographic equipment. Work may be performed in austere environments on occasions and may require physical mobility and dexterity to fully perform the required task.

4.15.2 Photographic Laboratory and Archival Services

The Contractor shall provide comprehensive services in a Government-equipped laboratory in the areas of work control, lab operation and maintenance, digital image scanning and processing, and image archiving.

4.15.3 Duplicating Facility Operation

The Contractor shall operate and manage the day-to-day operations of the Government-equipped multi-platform, digital duplicating facility and provide comprehensive duplicating services to include electronic file transfer and preparation, scanning, duplication, bindery, and distribution to process and produce finished documents and highly technical reports.

4.15.4 Graphics Services

The Contractor shall provide design and production services of artwork products for visual communication of highly technical information as well as information for the general public and school children. Graphics services include design and print production, illustration, web design, multimedia, and display graphics using up-to-date Commercial-Off-the-Shelf (COTS) graphic design hardware and software.

4.15.5 Video Support Services

The Contractor shall provide comprehensive audio visual and video (AV&V) support services to include: video production and post-production, both linear and non-linear editing, 3D and 2D animation, duplication (tape, CD, and DVD), and AV&V engineering and technical support. The Contractor shall provide video production support to include: managing, coordinating, and facilitating field test video productions, closed captioning, scripted video productions for online viewing, and local/national media broadcasting; and developing and distributing video news releases.

4.15.6 Multimedia Support

The Contractor shall provide multimedia support to include: creating multi-media products for display at conferences, workshops, museums, and school group presentations; providing publication quality still photography/photojournalism; researching, producing, and posting web content; and website maintenance.

5.0 Security

A limited number of Contractor personnel are required to have a Secret or Top Secret clearance for some work areas (e.g. Technical Information and Library Services, Duplication

Performance Work Statement
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Facility, Photographic Laboratory, and Management Systems Support). The Contractor is responsible for ensuring only cleared personnel work on those assigned tasks in accordance with the TO. Further information is identified within the DD Form 254.

Performance Work Statement
For
Langley Administrative, Media, and Professional Services (LAMPS)

6.0 Performance Standards

Performance Objective	Contract Requirement	Performance Threshold
Deliver quality service	As identified in each Task Order	Performance is acceptable when the contractor's service meets all contractual requirements with some minor problems and all corrective actions are satisfactory. Quality includes, but is not limited to, timeliness, accuracy, professionalism, and effectiveness.
Customer satisfaction	PWS Section 1.0 & 3.0 and Task Orders	Performance is acceptable when the overall customer satisfaction ratings for task-order customer surveys are rated at least at satisfactory.
Develop and submit all required deliverables	PWS Section 2.2, Contract Exhibit B, and Task Orders	Performance is acceptable when 95% of all deliverable requirements are received on time and determined accurate (contract and/or task order level).
Effective contract workforce management	PWS Section 3.0	Performance is acceptable when there is no mission impact due to position vacancies and/or staffing with unqualified personnel.

Appendix A – Applicable References

American Disabilities Act Amendments Act of 2008 (Pub. L. 110-325) (ADAAA)
American Library Association (ALA) standards
Americans with Disabilities Act of 1990; Americans with Disabilities
Anglo-American Cataloging Rules II (AACR II)
CID 1040.3, Continuity of Operations (COOP) Plan
Environmental Protection Agency (EPA) Comprehensive Procurement Guideline (CPG) Program
Executive Order No. 13,164, 3 C.F.R. 286 (2000) Establishing Procedures to Facilitate the Provision of Reasonable Accommodation
Federal Acquisition Circulars (FAC)
Federal Communication Commission (FCC) Regulation
Federal Sector Equal Employment Opportunity, 29 C.F.R. Part 1614
Government Paper Specification Standards, No. 11, United States Government Printing Office
GPO Agency Procedural Handbook; GPO Publication 305.1
LAPD 1000.1, Langley Management System (LMS) Policy Manual
LAPD 1440.1 Records Management Program
LAPD 2810.1, Security of Information Technology
Library Binding Institute Standards, ANSI/NISO Z39.78-2000, National Information Standards Organization
Library Of Congress Classification Outline
LPR 1440.7, Langley Research Center (LaRC) Records Management Procedural Requirements
LPR 1740.2, Facility Safety Requirements
LPR-1046.1, Emergency Management Plan
Machine Readable Cataloging (MARC) standard revised
NASA FAR Supplement (NFS)
NASA Financial Management Manual (FMM) 9630, Voucher Examination and Payment
NASA Financial Management Manual (FMM) 9700, NASA Federal Travel Regulation Supplement (NFTRS)
NASA Graphics Standards Manual (NP-121)
NASA Graphics Standards WWW Manual
NASA Thesaurus
National Television System Committee (NTSC)
NPD 1383.1, Release and Management of Audiovisual Products
NPD 1383.2, NASA Assistance to Non-Government, Entertainment-Oriented Motion Picture, Television, Video & Multimedia Productions/Enterprises, & Advertising
NPD 1387.1, NASA Exhibits Program
NPD 1387.2, Use, Control, and Loan of Lunar Samples for Public and Educational Purposes
NPD 1440.6, NASA Records Management
NPD 1490.1, NASA Printing, Duplicating, and Copying Management
NPD 3713.8, Provision of Reasonable Accommodation for Individuals With Disabilities

Appendix A – Applicable References

NPR 1387.1, NASA Exhibits Program
NPR 1441.1, NASA Records Retention Policy Guidance
NPR 1450.10 NASA Correspondence Management and Communications Standards and Style
NPR 1600.1, NASA Security Program
NPR 1600.2, NASA Security Policy
NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information
NPR 2800.1, Managing Information Technology
NPR 2810.1, Security of Information Technology
NPR 3451.1, NASA Awards and Recognition Program
NPR 3713.1 Reasonable Accommodation Procedures
NPR 4200.1, NASA Equipment Management Procedural Requirements
NPR 4200.2, Equipment Management Manual for Property Custodians
NPR 8715.1 NASA Occupational Safety and Health Programs
NPR 8715.3 NASA General Safety Program Requirements
OPM Guide to Processing Personnel Actions
Procurement Information Circulars (PIC)
Procurement Notices (PN)
Rehabilitation Act of 1973 Sections 501 and 505 as amended
Society of Motion Picture and Television Engineers (SMPTE) standards
Title 14, Code of Federal Regulations, Part 1206 - Availability of Agency Records to Members of the Public
Title 14, Code of Federal Regulations, Part 1209 - Boards and Committees
Title 14, Code of Federal Regulations, Part 1240 - Inventions and Contributions
Title 14, Code of Federal Regulations, Part 1245 - Patents and Other Intellectual Property Rights
Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352) as amended
U.S. Copyright Law, Oct. 2009

CONTRACT DOCUMENTATION REQUIREMENTS

I. DOCUMENTATION PREPARATION/SUBMISSION INSTRUCTIONS

A. Monthly Contract Management Report -- The contractor shall submit monthly contract management reports, to include, but not limited to, contract performance issues, the Monthly WYE Report, and descriptions of any new efficiencies or innovations. The Monthly WYE Report will be completed in accordance with the instructions provided on the example spreadsheet. The monthly contract management reports shall be submitted within 10 working days after the end of each calendar monthly report period. These monthly reports will be reviewed during Performance Management Reviews (PWS 3.0).

B. Quarterly Progress Report -- The Contractor shall submit separate quarterly reports for all work accomplished during each three-month period of contract performance. In addition to factual data, these reports shall include a separate analysis section that interprets the results obtained, recommends further action, and how it relates to the ultimate objectives of the contract work. The contractor shall provide any updates to its organizational management structure as defined in PWS 2.5. Sufficient diagrams, sketches, curves, photographs, and drawings shall be included to convey the intended meaning. The quarterly progress report shall be submitted within 10 working days after the end of each calendar quarterly report period. These quarterly progress reports will be reviewed during Performance Management Reviews (PWS 3.0).

C. Safety Reports -- The Contractor shall submit safety reports to the LaRC Safety and Facility Assurance Office. These reports shall be submitted on a quarterly basis if the period of performance exceeds ninety days. If the period of performance is less than ninety days, the Contractor shall submit a single report upon completion of on-site work. The Safety Report shall include the hours worked on the contract and the number of fatalities, lost time cases, OSHA recordable incidents and first aid cases which have occurred during the past quarter (if less than ninety days, during the contract's period of performance). NOTE: The NASA LaRC Safety and Facility Assurance Office (SFAO) has developed a web-based system entitled Contractor Monthly Accident Reporting (CMAR) located at <http://cmar.larc.nasa.gov/login.cfm>. If you choose to submit your information electronically via CMAR, no additional hard-copy reports are required. Please contact the responsible NASA official identified at the site for additional information regarding access to the system.

D. Safety and Health Plan -- The contractor shall submit a Safety and Health Plan in accordance with the instructions listed in the Solicitation Attachment IV, No Later Than 45 days after notice of award or prior to contract performance whichever is sooner. Per 1852.223-70(j) of the contract, the contractor is required to continually update the Safety and Health Plan when necessary (e.g., requirement change, safety regulation change, safety incident impact). The Contractor shall submit a revised Plan for Contracting Officer approval no later than 30 days after the affect of a change or incident.

E. Notice of Violation Response -- The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors within three working

days of issuance. The response should include cause for violation; mitigation of impact, if applicable; planned prevention of recurrence. Response shall be submitted to the issuer of the NOV.

F. Information Technology (IT) Security Plan - The Contractor shall submit the IT Security Plan required by contract clause NFS 1852.204-76 Security Requirements for Unclassified Information Technology Resources for Contracting Officer approval no later than 30 days after effective date of the contract.

G. Annual IT Security Training Report - The purpose of this report is to obtain confirmation that IT security training for contractor employees required under paragraph (e) of NFS clause 1852.204-76 Security Requirements for Unclassified Information Technology Resources, has been completed by all individuals required to do so. NASA requires that this annual training be completed by 100% of the appropriate employees no later than June 30 of each year. Accordingly, a report that includes the information listed below shall be submitted to the Contracting Officer no later than June 30 of each calendar year, so long as the period of performance of the contract has not expired prior to June 30th.

Report Content: (1) the number of employees requiring IT security training in accordance with the contract clause (i.e., in accordance with NPR 2810.1 Nondiscrimination in Federally Assisted and Conducted Programs, which requires such training for all "employees who have access to NASA computer systems and networks that process, store, or transmit information"); (2) the number of those employees in item (1) that have completed the annual training as of June 30th; (3) whether the NASA on-line training system was used (use of the NASA on-line system is optional); and (4) a plan of action with milestones to reach 100% in item (2) if that level has not been achieved by June 30th.

H. Documentation for Transferring Property to the Government

It is not the intent of the Government for the Contractor to acquire property, titled to the Government, as a direct cost to the contract however, in the event that it is necessary and in accordance with the NFS clause 1852.245-71, Installation- Provided Government Property clause of this contract, accountability for that property which is acquired for the Government under this contract shall be passed to the Government using the following procedure:

The transfer of accountability shall be initiated by the Contractor submitting a Requisition and Invoice/Shipping Document, DD Form 1149, accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/ Purchase Order number and the Government contract number on the DD Form 1149 under the Federal Stock Number, Description, and Coding of Material and/or Services block. For purchases of supplies and materials, this document shall be submitted within 30 days after the end of each calendar-year quarter (that is, not later than January 30, April 30, July 30, and October 30). For equipment purchases, the DD 1149 shall be submitted within five workdays after acceptance of each item of equipment by the Contractor. Receipt by the Contractor of a copy of the DD Form 1149 signed by the Government relieves the Contractor of accountability for the property specified on that form.

I. Quality Plan -- Within 30 calendar days after the effective date of the contract, the Contractor shall submit a quality plan that specifies which procedures and associated resources shall be applied, by whom and when, to a specific project, product or process in order to accomplish contractual requirements. The plan and subsequent revisions will be reviewed and accepted by the Contracting Officer or the designated representative.

J. Federal Contractor Veterans Employment Report -- In compliance with Clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.

K. Evidence of Insurance -- The Contractor shall submit evidence of the insurance coverage, required by the Section H, NFS Clause 1852.228-75 Minimum Insurance Coverage, (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. The Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under any options exercised, if applicable.

L. On and Near-Site Staffing Report - The contractor shall submit a report which includes the number of on-site and near-site Work Year Equivalents (WYE's) performing work on the contract, broken down by skill category. An initial report shall be submitted within 30 days from the effective date of the contract. Subsequent updated reports are due quarterly, on January 1, April 1, July 1 and October 1 of each year.

These reports shall be e-mailed to the following: larc-dl-contractorwye@mail.nasa.gov

The subject line for the e-mail should be "Contractor WYE".

"On-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is on-site at Langley Research Center, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems (e.g., management and administrative staff may charge their time to an "indirect" account, but the time worked by such individuals shall still be counted in the on-site WYE).

"Near-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is within 50 miles of LaRC, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems. Work performed on local college campuses shall not be considered "near site" WYE's.

The contractor shall use the number of hours in its productive work year to compute the number of WYE's to be reported.

The contractor shall break out the On-site and Near-site WYE by skill category using the following categories: Administrative, Media, and Professional Services

The contractor shall break out the On-site and Near-site WYE by task order number, task order title, and principle Technical Monitor.

M. Conformable Wage Rate Agreement -- Within 15 working days after the effective date of the contract, the Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the FAR clause 52.222-41, Service Contract Act of 1965, as Amended, for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit G, Register of Wage Determinations and Fringe Benefits (WD).

N. Collective Bargaining Agreements -- The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract.

O. Organizational Conflict of Interest Avoidance Plan – The Contractor shall submit a comprehensive Organizational Conflict of Interest Avoidance Plan within 30 calendar days from the effective date of the contract. The plan shall address the contractor's approach to identifying, mitigating and/or avoiding organizational conflicts of interest (OCIs) and personal conflicts of interest (COIs) that may arise under this contract. This response must include, at a minimum: (A) an assessment of the potential risk for various types of conflicts such as access to government sensitive or industry proprietary data that may result from the award of this contract, (B) the contractor's process for identifying OCIs, including the contractor's coordination with each of its parent, subsidiaries, affiliates, office locations, divisions and/or other similar entities (collectively, the "Business Units") to determine whether OCIs currently exist, (C) the approach for maintaining communication with each Business Unit during the performance of this contract to identify potential OCIs arising during such performance period, (D) the approach to training and refresher training for its employees, (E) once identified, the methods the contractor will utilize to mitigate the various types of OCIs, (F) the approach for identifying, mitigating and/or avoiding personal OCIs for employees performing work under the contract, and (G) the approach for ensuring the processes and procedures included herein will be applied to each of its subcontractors and/or consultants (including their respective Business Units). The plan and subsequent revisions will be reviewed and approved by the Contracting Officer. The approved plan will be incorporated into the contract as a compliance document once approved in accordance with NFS 1852.237-72.

P. Waste Reduction Reporting – The Contractor shall submit an annual report, due not later than January 1st, detailing total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding reporting period. A complete listing of all categories and products the EPA has designated as having to meet recycled/reclaimed percentages can be found at <http://www.epa.gov/cpg/products.htm>.

II. DOCUMENT DISTRIBUTION REQUIREMENTS

1. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted f.o.b. destination as specified below, addressed as follows:

National Aeronautics and Space Administration Langley Research Center
Attn: **TBD/See below** , Mail Stop **TBD/See below** Contract **TBD**
Hampton, VA 23681-2199

2. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

a--Contracting Officer/Contract Specialist,
Joe Janus, Mail Stop 12
joseph.p.janus@nasa.gov

b--Contracting Officer Technical Representative
Fran Risinger, Mail Stop 401
fran.risinger@nasa.gov

c--Safety and Facility Assurance Branch, Mail Stop 421

d--Contractor Labor Relations Officer, Mail Stop 144

e--Industrial Property Officer, Mail Stop 377

f--Center Information Technology Security Manager (CITSM), Mail Stop 124

g--According to instructions on form

h--As required by Task Order

i--Task Monitor

j--Center STI Publication Manager, Mail Stop 196

k--Industry Assistance Representative, Mail Stop 144

l--On and Near-Site Staffing Report, LaRC-DL-contractorwye@mail.nasa.gov

m--Environmental Management Office, Mail Stop 418

3. The following are the distribution requirements for reports and other documentation required to be delivered f.o.b. destination. The numeral following the letter code specifying the number of copies to be provided. Electronic documentation is preferred via e-mail or website whenever possible:

LETTER CODE AND DOCUMENT: DISTRIBUTION

DISTRIBUTION REQUIREMENTS		
Document Letter	Document	Distribution Code and Quantity
A	Monthly Contract Management Report	a-1, b-1
B	Quarterly Progress Report	a-1, b-1
C	Safety Reports	a-1, b-2, c-1
D	Safety and Health Plan	c-1, or in accordance with directions posted on the website (CMAR)
E	Notice of Violation Response	a-1, c-1
F	Information Technology (IT) Security Plan	a-1, b-1, f-1
G	Annual IT Security Training Report	a-1, b-1, f-1
H	Documentation for Transferring Property to the Government	a-1, b-1, e-1
I	Quality Plan	a-1, b-1
J	Federal Contractor Veterans Employment Report	As identified in the clause, (website) a-1, d-1
K	Evidence of Insurance	a-1, e-1
L	On and Near-Site Staffing Report	a-1, b-1, l-1
M	Conformable Wage Rate Agreement	a-1, b-1, d-1
N	Collective Bargaining Agreements	a-1, b-1 d-1,
O	Organizational Conflict of Interest Avoidance Plan	a-1
P	Waste Reduction Reporting	a-1, m-1

4. When the Contract Specialist is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist.

Electronic Photography Lab (EPL) GFE		Building	Room
ECN	DESCRIPTION		
957821	ODIN/MAC Pro Tower 3GHZ Quad Processor (Yellow)	1194	129
957859	ODIN/MAC Pro Tower 3GHZ Quad Processor (orange)	1194	129
957428	ODIN/MAC Pro Tower 3GHZ Quad Processor (lime)	1194	129
957856	ODIN/MAC Pro Tower 3GHZ Quad Processor (azul)	1194	129
957430	ODIN/MAC Pro Tower 3GHZ Quad Processor (tan)	1194	129
3023490	Dell Precision 670	1194	129
2104876	Printer, Epson Stylus Pro 7600	1194	129
3024317	Printer, Epson 9600	1194	129
3024305	Scanner, film, Kodak HR 500+	1194	129
2100231	Scanner, film, Nikon CoolScan 4000 scanner	1194	129
2100230	Scanner, film, Nikon CoolScan 8000 scanner	1194	129
2105098	Scanner, film, Nikon CoolScan 8000 scanner	1194	129
2102541	Scanner, flatbed, EPSON 1640XL scanner	1194	129
3049208	Scanner, flatbed, EPSON 10000XL	1194	129
2206694	Printer, Noritsu D703	1194	129
2206695	Printer, Noritsu D703	1194	129
3048005	Printer, Primera Bravo II	1194	129

CLASIC Archive Scanning GFE		Building	Room
ECN	DESCRIPTION		
963236	ODIN/MAC Pro Tower 3GHZ Quad Processor (scanner1)	1268	1178
963235	ODIN/MAC Pro Tower 3GHZ Quad Processor (scanner)	1268	1178
2206415	Scanner, Hasselblad X5	1268	1178
2206110	Scanner, Hasselblad X5	1268	1178
3047128	WACOM Display unit (interactive Pen)	1268	1178

CLASIC Photographer GFE		Building	Room
ECN	DESCRIPTION		
	Photographic studio with Cyclorama	1145	108
3023443	MAC/G5 Tower /2 GHZ Dual Processor (studio)	1145	108
	Portrait lighting equipment and backgrounds	1145	108
	Light booth (Product booth)	1145	108
	Overhead Strobes	1145	108
957858	ODIN/MAC Pro Tower 3GHZ Quad Processor (gray)	1194	129
1641830	Digital camera, Nikon D3	1194	129
1658733	Digital camera, Nikon D3	1194	129
2572739	Digital camera, Nikon D3X	1194	129
	Various camera lenses, tilt/shift lens, speedlights, tripods	1194	129
	Location Lighting kit	1194	129

ECN	Item Name	Manufacturer	Model No	Serial No	FSC/NSN	Year Manufactured
1155563	AMPLIFIER, AUDIO	YAMAHA CORP	EMX2200	IJ01033	5895	1992
1262393	AMPLIFIER, AUDIO	YAMAHA CORP	EMX2200	KK01045	5895	1994
1636030	AMPLIFIER, DISTRIBUTION	LEITCH INC	FR6801	17597	5836	2000
2206352	BROADCAST, TRICASTER	NEWTEK PARTNERS LP	TC550	AF08430827	5836	2009
1658293	CAMCORDER	PANASONIC IND CO DIV OF MATSU	AG-HMC15P	3CCD	5820	2009
2205338	CAMCORDER, VIDEO CASSETTE	PANASONIC	AJ-HDX900P	G8THB1367	5836	2008
2205482	CAMCORDER, VIDEO CASSETTE	PANASONIC	AG-HVX200AP	G8TC00403	5836	2008
3049759	CAMERA RECORDING, VIDEO/DIGITAL	SONY CORP	HDW-M2000	18601	5836	2006
1657852	CAMERA, CCD	SONY CORP	DXC-390	111712	5820	2009
1657853	CAMERA, CCD	SONY CORP	DXC-390	111777	5820	2009
1641897	CAMERA, DIGITAL	NIKON INC	D200	3208515	6720	2007
1612398	CAMERA, DIGITAL	POLAROID CORP	PCD2000/40	04711017GU	6720	1998
2107097	CAMERA, DIGITAL	SONY CORP	DSR-570WS	15779	6720	2004
2100744	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	1212820674	5836	2002
2100745	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	1212820680	5836	2002
2100746	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	1212820679	5836	2002
2100747	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	1212820677	5836	2002
2105830	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	NONE (VERIFIED)	5836	2003
2105832	CAMERA, DIGITAL, VIDEO	CANON CAMERA CO INC	VC-C4	NONE (VERIFIED)	5836	2003
1264203	CAMERA, DOCUMENT	ELMO MFG CORP	EV500AF	152332	6730	1994
1656676	CAMERA, HD COLOR	SONY CORP	EV1-HD1	104240	6720	2008
2204503	CAMERA, RECORDING, VIDEO	PANASONIC IND CO DIV OF MATSU	AGHVX200P	H7TC00131	5836	2007
2204504	CAMERA, RECORDING, VIDEO	PANASONIC IND CO DIV OF MATSU	AGHVX200P	H7TC00202	5836	2007
3047373	CAMERA, RECORDING, VIDEO	SONY CORP	HDW-750	20398	5836	2004
1612428	CAMERA, RECORDING, VIDEO	CANON CAMERA CO INC	DM-XL1A	2850700091	5836	1999
2102678	CAMERA, RECORDING, VIDEO	CANON USA INC	XL1	42440200638	5836	2002
1422506	CAMERA, RECORDING, VIDEO	CANON USA INC	L2A	2870100501	5836	1994
2102677	CAMERA, RECORDING, VIDEO	CANON USA INC	XL1	42000200639	5836	2002
1636036	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060175629	5836	2000
1658873	CAMERA, RECORDING, VIDEO	PANASONIC IND CO DIV OF MATSU	AG-HMC150PJU	G9TDA0416	5836	2009
1658872	CAMERA, RECORDING, VIDEO	PANASONIC IND CO DIV OF MATSU	AG-HMC150PJU	G9TDA0513	5836	2009
1254870	CAMERA, RECORDING, VIDEO	SONY CORP	EVW300	11302	5836	1993
1636008	CAMERA, RECORDING, VIDEO	CANON USA INC	16X320X	2870050338	5836	1999
1636035	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060175632	5836	2000
1636037	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060175712	5836	2000
1636038	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060171757	5836	2000
1636039	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060150278	5836	2000
1636040	CAMERA, RECORDING, VIDEO	CANON USA INC	ZR10A	2060150288	5836	2000
1884233	CAMERA, RECORDING, VIDEO	CANON CAMERA CO INC	DM-GL1A	2050101212	6760	2000
1429441	CAMERA, TELEVISION	SONY CORP	DXC950	100365	5820	1996
Various camera lenses, tilt/shift lens, speedlights, tripods						
1429442	CAMERA, TELEVISION	SONY CORP	DXC950	100166	5820	1996
21557	CAMERA, TELEVISION	SONY CORP	DXC102	12739	5820	1991
21558	CAMERA, TELEVISION	SONY CORP	DXC102	12736	5820	1991

38013	CAMERA, TELEVISION	SONY CORP	DXC107A	104945	5820	1996
38014	CAMERA, TELEVISION	SONY CORP	DXC107A	110498	5820	1996
38015	CAMERA, TELEVISION	SONY CORP	DXC107A	104950	5820	1996
38016	CAMERA, TELEVISION	SONY CORP	DXC107A	110497	5820	1996
283626	CAMERA, TELEVISION	SONY CORP	AVC-D1	50615	5820	1985
283630	CAMERA, TELEVISION	SONY CORP	AVC-D1	50795	5820	1985
801304	CAMERA, TELEVISION	SONY CORP	DXC107	11471	5820	1991
801305	CAMERA, TELEVISION	SONY CORP	DXC107	11446	5820	1991
1262011	CAMERA, TELEVISION	MATSUSHITA ELEC INDUS CO	WV-CL350	39809140	5820	1994
1262014	CAMERA, TELEVISION	MATSUSHITA ELEC INDUS CO	WV-CL350	39809167	5820	1994
1429438	CAMERA, TELEVISION	SONY CORP	DXC151A	104452	5820	1996
1429439	CAMERA, TELEVISION	SONY CORP	DXC151A	104451	5820	1996
1429724	CAMERA, VIDEO	SONY CORP	PVW637L	12506	5820	1996
1658291	CAMERA, VIDEO (HIGH DEF)	SONY CORP	HDR-XR520V	126119	5820	2009
1658292	CAMERA, VIDEO (HIGH DEF)	SONY CORP	HDR-XR520V	126124	5820	2009
1262510	CARD CAGE, AUDIO	TEKNICHE LTD	GENESIS6000SERIES	16519	5820	1994
1656456	CARD, INPUT (HD/SDI)	SONY CORP	BKM-62HS	2003685	7025	2008
1743225	CHARGER, BATTERY	ANTON-BAUER	QUAD2702	5608	6130	1997
3023785	CHASSIS, EXPANSION (12SLOT)	AVID TECHNOLOGY INC	320	BCA411109	7025	2004
3023786	CHASSIS, EXPANSION (12SLOT)	AVID TECHNOLOGY INC	320	BCA412014	7025	2004
1742438	CHASSIS, EXPANSION (8SLOT)	MEGA DRIVE SYSTEMS INC	ER8W2-2	3C9N1114615	7025	1997
1884178	CHASSIS, EXPANSION (9SLOT)	KINGSTON TECHNOLOGY CORP	DS27/UW-EK9	NONE (VERIFIED)	7025	1999
2572684	CHASSIS, EXPANSION (SATA)	PROMISE TECHNOLOGY, INC.	CSOHO00802	1454A3031507	7025	2010
2572461	CHASSIS, EXPANSION (SATA)	PROMISE TECHNOLOGY INC	TQ812LL/A	R85408609508	7025	2008
2591498	COMPUTER, LAPTOP	APPLE COMPUTER INC	A1286	W89282U364C	7021	2009
2205480	COMPUTER, LAPTOP	APPLE COMPUTER INC	A1260	W88301M1YK0	7021	2008
1878484	COMPUTER, LAPTOP	GATEWAY COMPANIES INC	SOLO2500SE	11268119	7021	1998
3022530	COMPUTER, MICRO	DELL COMPUTER CORP F-PC'S LTD	WHL	J7LV941	7021	2004
2204199	COMPUTER, MICRO	APPLE COMPUTER INC	A1186	G870915EUPZ	7021	2007
1880918	COMPUTER, MICRO	DIGITAL SOLUTIONS & MULTIMEDIA	NONE (VERIFIED)	NONE (VERIFIED)	7021	1999
1880919	COMPUTER, MICRO	DIGITAL SOLUTIONS & MULTIMEDIA	NONE (VERIFIED)	NONE (VERIFIED)	7021	1999
1884207	COMPUTER, MICRO	DELL COMPUTER CORP F-PC'S LTD	XPS-T800R	2VARU	7021	2000
2204745	COMPUTER, MICRO	APPLE COMPUTER INC	A1186	4074204R08S	7021	2007
3022529	COMPUTER, MICRO	DELL COMPUTER CORP F-PC'S LTD	WHL	F7LV941	7021	2004
1638147	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406056	7021	2004
1638148	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406055	7021	2004
1638149	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406051	7021	2004
1638150	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406052	7021	2004
1638151	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406048	7021	2004
1638152	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406053	7021	2004
1638153	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406049	7021	2004
1638154	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406050	7021	2004
1638155	COMPUTER, MICRO	AIRLINK NETWORK CORP	6023P-IB	S6023P114406047	7021	2004
1638157	COMPUTER, MICRO	AIRLINK NETWORK CORP	CSE-0050-BO	C82000414A00149	7021	2004

1638158	COMPUTER, MICRO	AIRLINK NETWORK CORP	CSE-0050-BO	C82000414A00150	7021	2004
1884234	COMPUTER, MICRO	GATEWAY COMPANIES INC	GP71667	19319045	7021	2000
3023247	COMPUTER, MICRO	HEWLETT-PACKARD CO	XW8000	WSU34902FF	7021	2004
2104479	COMPUTER, MICRO	DELL COMPUTER CORP F-PCS LTD	15008C	GMCWJ11	7021	2002
2263718	COMPUTER, MICRO	APPLE COMPUTER INC	A1186	407450690GP	7021	2007
2107092	COMPUTER, MICRO	HEWLETT-PACKARD CO	XW8000	USU4370KT9	7021	2004
1641079	COMPUTER, MICRO	APPLE COMPUTER INC	A1186	G87051C2UPZ	7021	2007
2105145	COMPUTER, MICRO	DELL COMPUTER CORP F-PCS LTD	WHL	6SMT921	7021	2003
1088409	CONSOLE, AUDIO MIXING	JBL INCORPORATED	DELTA AVE16	DAVE16000021	5835	1991
1432120	CONTROL PANEL, SWITCHER	PHILIPS	DIAMOND DIGITAL20	212	5836	1996
403953	CONTROLLER, CAMERA, TELEVISION	VICON INDUSTRIES INC	V1761CS	20077	5820	1983
1657429	CONTROLLER, DUAL	PROMISE TECHNOLOGY INC	VTRAK E-CLASS	R70008300386	7025	2008
1091983	CONTROLLER, EDITING	SONY CORP	BVE9100	10023	5836	1992
1261923	CONTROLLER, PAN/TILT	PELCO SALES INC	PT7100	3767-3H	5820	1994
1262395	CONTROLLER, PAN/TILT	PELCO SALES INC	PT68024P	00264F	5820	1994
1636554	CONTROLLER, REMOTE	SONY CORP	BKDV2010	11032	5836	1992
1743336	CONTROLLER, REMOTE	HEDCO	RCPABA-XYP	9729704	5836	1997
1875719	CONVERTER, DIGITAL, VIDEO	MIRANDA CAMERA CO. LTD	QUARTET	028-1331	5820	1997
G076367	CONVERTER, SCAN, VIDEO	RGB TECHNOLOGY INC	1400AX	A10583	5820	1990
1604905	CONVERTER, VIDEO	EXTRON ELECTRONICS	SUPER EMOTIA GX	297192	5836	1997
1878470	DISK DRIVE UNIT	KINGSTON TECHNOLOGY CORP	DS100S2W02	98226G6573	7025	1998
1884061	DISK DRIVE UNIT	MOUNTAINGATE DATA SYSTEMS INC	VDR4111R	1173	7025	1999
1636003	DISK DRIVE UNIT	INTERNATIONAL BUSINESS MACHINE	DS37-36UW	68043DAMIK	7025	1999
1636004	DISK DRIVE UNIT	INTERNATIONAL BUSINESS MACHINE	DS37-36UW	68043AFA1K	7025	1999
3049760	DISPLAY PANEL, LCD	SONY CORP	LMD-9050	1004822	5820	2006
3049761	DISPLAY PANEL, LCD	SONY CORP	LMD-9050	1004806	5820	2006
2206213	DISPLAY UNIT	APPLE COMPUTER INC	A1083	CY821056XMP	7025	2009
1656056	DISPLAY UNIT	APPLE COMPUTER INC	A1081	2A7290ATXMM	7025	2007
19716	DISPLAY UNIT	TEKTRONIX INC	WFM300	B010786	5820	1988
1612399	DISPLAY UNIT	TEKTRONIX INC	WFM90	B0131337	7025	1998
1612400	DISPLAY UNIT	TEKTRONIX INC	WFM90	B031338	7025	1998
2101747	DISPLAY UNIT	SONY CORP	PVM8045Q	12011586	7025	2002
2206215	DISPLAY UNIT	APPLE COMPUTER INC	A1267	2A9221SQOKO	7025	2009
3047371	DISPLAY UNIT	SONY CORP	LMD 230W	2001111	7025	2004
1656057	DISPLAY UNIT	APPLE COMPUTER INC	A1082	2A7293DSXMN	7025	2007
1658536	DISPLAY UNIT	SONY	KDL-32M4000	4147200	7025	2009
1658542	DISPLAY UNIT	SONY	KDL-32-M4000	4146906	7025	2009
3022287	DISPLAY UNIT	PANASONIC IND CO DIV OF MATSU	TH42PWD6UY	YH3630160	7025	2003
1743160	DISPLAY UNIT	GATEWAY COMPANIES INC	CPD-GF250T	8035917J	7025	1997
3023737	DISPLAY UNIT	NEC CORP	1960NXI	43106980YA	7025	2004
3023738	DISPLAY UNIT	NEC CORP	1960NXI	43106974YA	7025	2004
1636041	DISPLAY UNIT	TEKTRONIX INC	WFM610A	B017056	7025	2001
3022967	DISPLAY UNIT	SAMSUNG ELECTRONICS	1932	GY19H9NW711391	7025	2004
2206214	DISPLAY UNIT	APPLE COMPUTER INC	A1267	2A9222VJOKO	7025	2009

2205549	DISPLAY UNIT	SHARP ELECTRONICS CORP	LC-26DV24U	806829707	7025	2008
2205550	DISPLAY UNIT	SHARP ELECTRONICS CORP	LC-26DV24U	806829774	7025	2008
2205551	DISPLAY UNIT	SHARP ELECTRONICS CORP	LC-26DV24U	806829698	7025	2008
2205552	DISPLAY UNIT	SHARP ELECTRONICS CORP	LC-26DV24U	806829674	7025	2008
2263713	DISPLAY UNIT	APPLE COMPUTER INC	A1082	2A728401XMN	7025	2007
1657863	DISPLAY UNIT	SHARP ELECTRONICS CORP	LC-46D65U	A810830339	7025	2009
3022822	DISPLAY UNIT	MARSHALL ELECTRONICS INC.	V-R53P	1361304886	7025	2004
3022823	DISPLAY UNIT	MARSHALL ELECTRONICS INC.	V-R53P	1518904886	7025	2004
3022824	DISPLAY UNIT	MARSHALL ELECTRONICS INC.	V-R53P	1506704886	7025	2004
3022825	DISPLAY UNIT	MARSHALL ELECTRONICS INC.	V-R53P	1361104886	7025	2004
3023897	DISPLAY UNIT	SONY CORP	BVM-14FTU	2110180	7025	2004
3023984	DISPLAY UNIT	SONY CORP	NONE (VERIFIED)	NONE (VERIFIED)	7025	2004
3023985	DISPLAY UNIT	SONY CORP	NONE (VERIFIED)	NONE (VERIFIED)	7025	2004
3024274	DISPLAY UNIT	SONY CORP	PVM14L2	2105137	7025	2004
3049618	DISPLAY UNIT, LCD	PANASONIC IND CO DIV OF MATSU	TC-26LX60	MY62010080	5836	2006
3049619	DISPLAY UNIT, LCD	PANASONIC IND CO DIV OF MATSU	TC-26LX60	MY62010077	5836	2006
3049620	DISPLAY UNIT, LCD	PANASONIC IND CO DIV OF MATSU	TC-26LX60	MY62010018	5836	2006
3049617	DISPLAY UNIT, LCD	PANASONIC IND CO DIV OF MATSU	TC-26LX60	MY62010019	5836	2006
1657865	DISPLAY, HIGH DEFINITION	MARSHALL ELECTRONICS	V-R842DP-AFHD	2156311812	5836	2009
1658910	DISPLAY, HIGH DEFINITION	MARSHALL ELECTRONICS	V-R842DP-AFHD	2156411812	5836	2009
1657859	DISPLAY, HIGH DEFINITION (15")	MARSHALL ELECTRONICS INC.	VR151DPAFHD	22291 11231	5820	2009
2206395	DISPLAY, HIGH DEFINITION (15")	MARSHALL ELECTRONICS INC.	VR151DPAFHD	2.27548E+11	5820	2009
1657858	DISPLAY, HIGH DEFINITION (17")	MARSHALL ELECTRONICS INC.	VR171PAFHD	99574 10263	5820	2009
2102194	DOVE ENCLOSURE W/CAMERA	PELCO SALES INC	DD5C	6253	5820	1998
2102200	DOVE ENCLOSURE W/CAMERA	PELCO SALES INC	DD5BC	00195-08-0012	5820	2002
2104478	DUPPLICATOR, DVD	RIMAGE CORP	RAS8	U039092	5836	2002
2105143	DUPPLICATOR, DVD	RIMAGE CORP	RAS8	U043162	5836	2003
2105144	DUPPLICATOR, DVD	RIMAGE CORP	RAS8	U043163	5836	2003
1091680	EQUALIZER, RECEIVER GAIN	ORBAN ASSOCIATES	674A/U	1861765FB	5895	1992
1092461	EQUALIZER, RECEIVER GAIN	ORBAN ASSOCIATES	674A/U	1943788	5895	1992
1092462	EQUALIZER, RECEIVER GAIN	ORBAN ASSOCIATES	674A/U	1943786	5895	1992
21340	GENERATOR, SIGNAL	TEKTRONIX INC	TSG170A	B031042	6625	1991
21255	GENERATOR, TELEVISION	TEKTRONIX INC	TSG300	B031502	5820	1990
56571	GENERATOR, TELEVISION	TEKTRONIX INC	M1470	B052496	5820	1988
37811	INTERFACE UNIT	SONY CORP	IFB3000	2600731	5820	1995
1432117	INTERFACE UNIT, FIBER OPTIC	SONY CORP	DFT1000	10104	7025	1996
3023784	INTERFACE, AVID NITRIS	AVID TECHNOLOGY INC	NITRIS DNA	YQS415022	7025	2004
1430998	LECTERN W/AMPLIFIER	ANCHOR AUDIO INC	NONE (VERIFIED)	L950805	5895	1996
3047372	LENS	CANON CAMERA CO INC	HJ17EX77BIRSD	411012EC	6760	2004
1656602	LENS, CAMCORDER (HD)	FUJINON INC	M58B	XA17X7	6760	2008
1610597	LENS, ZOOM	CANON CAMERA CO INC	JPX5.2BIRS	12271	6760	1997
2572468	LENS, ZOOM	PANASONIC	ET-D75LE6	TBMG447-1	6760	2008
259875	LENS, ZOOM, MOTORIZED	CANON CAMERA CO INC	J15X9.5B	70168	6760	1986
1741221	LIFT, PROJECTOR	HUFFMAN CHARLES E ENTERPRISES	SVS7EX9	1551	6760	1996
1431078	LIFT, PROJECTOR	HUFFMAN CHARLES E ENTERPRISES	SVS7EX	1346	6760	1996

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1657888	LIGHT KIT (800W HMI)	K 5600 LIGHTING	K5600	1705	6760	2009
1657889	LIGHT KIT (800W HMI)	K 5600 LIGHTING	K5600	1704	6760	2009
1875339	LIGHT SOURCE, PORTABLE	ARRI GB LTD	4-650W	NONE (VERIFIED)	6650	2001
2098167	LIGHT SOURCE, PORTABLE	ARRI GB LTD	3-650W	NONE (VERIFIED)	6650	2001
1255888	LIGHT, PHOTOGRAPHIC	DESISTI LIGHTING	2510	587-93	6760	1993
1255889	LIGHT, PHOTOGRAPHIC	DESISTI LIGHTING	2510	574-93	6760	1993
1255890	LIGHT, PHOTOGRAPHIC	DESISTI LIGHTING	2510	533-92	6760	1993
1255891	LIGHT, PHOTOGRAPHIC	DESISTI LIGHTING	2510	576-93	6760	1993
1432121	MAINFRAME	PHILIPS	DIAMOND DIGITAL20	312	6625	1996
1743150	MAINFRAME, DIGITAL VIDEO	QUESTAR CORP	CHARISMA	196	5836	1997
3050862	MEDIA SYSTEM, VIDEO/AUDIO	TELESTREAM INC	CP1A	CP1A01115	5836	2003
1743361	MIXER, AUDIO	ZAXCOM VIDEO	APU	ARRIA263	5835	1997
1426106	MIXER, AUDIO	YAMAHA INTERNATIONAL CORP	MC1602	IJ01071H92	5835	1992
1425593	MIXER, AUDIO, DIGITAL	ZAXCOM VIDEO	DMX1000	DMX000563	5835	1995
2098166	MIXER, AUDIO, STEREO	SHURE BROS INC	FP33	11239460	5835	2001
527643	MIXER, TELECONFERENCE, AUTO	SHURE BROS INC	ST6000	852300034	5805	1986
141709	MIXER, TELECONFERENCE, AUTO	SHURE BROS INC	AMS8000	586	5835	1987
141712	MIXER, TELECONFERENCE, AUTO	SHURE BROS INC	AMS4000	551	5835	1987
38062	MIXER, TELECONFERENCE, EXPANSI	SHURE BROS INC	ST3500	961740035	5835	1996
1610598	MODULE, CONTROL	PHILLIPS INDUSTRIES INC	SI3000	0080CE010BD3	5836	1997
3049831	MONITOR	SONY CORP	BUM-A24E1WU	2000138	5820	2006
1610633	MONITOR, DIGITAL AUDIO	TEKTRONIX INC	764	B021394	5835	1997
1658294	MONITOR, FIELD (LCD)	PANASONIC IND CO DIV OF MATSU	BT-LH80WP	F9TWB2841	5820	2009
1658295	MONITOR, FIELD (LCD)	PANASONIC IND CO DIV OF MATSU	BT-LH80WP	F9TWB2831	5820	2009
61579	MONITOR, TELEVISION	SONY CORP	PVM8221	5005869	5820	1989
61580	MONITOR, TELEVISION	SONY CORP	PVM8221	506086	5820	1989
61582	MONITOR, TELEVISION	SONY CORP	PVM8221	5006101	5820	1989
803866	MONITOR, TELEVISION	SONY CORP	PVM8044Q	2006479	5820	1994
803867	MONITOR, TELEVISION	SONY CORP	PVM8044Q	2006570	5820	1994
1086185	MONITOR, TELEVISION	SONY CORP	PVM8220	5022459-D	5820	1991
1743293	MONITOR, TELEVISION	SONY CORP	PVM8040	S01-2018989-N	5820	1997
1743297	MONITOR, TELEVISION	SONY CORP	PVM8040	S01-2019007-5	5820	1997
1657403	MONITOR, TELEVISION	MARSHALL ELECTRONICS	V-R171P-AFHD	04393 10263	5820	2008
G074956	MONITOR, TELEVISION	SONY CORP	PVM1344Q	2000843-3	5820	1990
2107650	MONITOR, TELEVISION	SONY CORP	PVM-14L2	2004729	5820	2003
2107651	MONITOR, TELEVISION	SONY CORP	PVM-14L2	204731	5820	2003
2102680	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2002	G2AA40288	5820	2002
2102681	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2002	G2AA40330	5820	2002
2102683	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2002	G2AA40305	5820	2002
2102684	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2002	G2AA40304	5820	2002
1255490	MONITOR, TELEVISION	SHARP CORP	XM2701	611397	5820	1993
20437	MONITOR, TELEVISION	SONY CORP	BVM1310	2000515	5820	1989
803578	MONITOR, TELEVISION	SONY CORP	BVM1311	2000499	5820	1994
1259161	MONITOR, TELEVISION	SONY CORP	BVM1912	2000193	5820	1993

1743211	MONITOR, TELEVISION	SONY CORP	BVM20E1U	2000421	5820	1997
1083890	MONITOR, TELEVISION	SONY CORP	PVM5310	50011285-7	5820	1991
G074963	MONITOR, TELEVISION	SONY CORP	PVM1344Q	2000838-7	5820	1990
G078268	MONITOR, TELEVISION	SONY CORP	PVM1342Q	2010833-3	5820	1990
1086186	MONITOR, TELEVISION	SONY CORP	PVM8220	5022454-8	5820	1991
1156096	MONITOR, TELEVISION	SONY CORP	PMV1342Q	2020434	5820	1992
1430949	MONITOR, TELEVISION	SONY CORP	PVM1354Q	2014935	7025	1996
G074955	MONITOR, TELEVISION	SONY CORP	PVM1344Q	S012000837-6	5820	1990
2102685	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2002	G2AA40306	5820	2002
3022928	MONITOR, TELEVISION	SONY CORP	PDM-5010	S01-2005163-3	5820	2004
3023709	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	PV-DF2704	F4AA45028	5820	2004
803868	MONITOR, TELEVISION	SONY CORP	PVM8044Q	2006571	5820	1994
58360	MONITOR, TELEVISION	PANASONIC IND CO DIV OF MATSU	CT2010Y	FA8210389	5820	1988
2206107	MONITOR, TELEVISION (LCD 32")	SHARP ELECTRONICS CORP	LC-32LE	700UN	5820	2009
1425622	MONITOR, TELEVISION, RECORDER	MATSUSHITA ELEC INDUS CO	PVM2045	E5AA24746	5820	1995
1874082	MONITOR, TELEVISION, RECORDER	MATSUSHITA ELEC INDUS CO	PV-M2767	G7AA11208	5820	1997
1874085	MONITOR, TELEVISION, RECORDER	MATSUSHITA ELEC INDUS CO	PV-M2767	G7AA11323	5820	1997
1874087	MONITOR, TELEVISION, RECORDER	MATSUSHITA ELEC INDUS CO	PV-M2767	G7AA11409	5820	1997
1428626	MONITOR, VIDEO	CINEMA PRODUCTS CORP	STEADICAM	SK00239M	5820	1996
19717	MONITOR, VIDEO	SONY CORP	BVM1310	10942	5820	1988
1741655	MONITOR, VIDEO	SONY CORP	BVM14F5U	2000540	5820	1997
1741654	MONITOR, VIDEO	SONY CORP	BVM14F5U	2000538	5820	1997
1884237	MONITOR, VIDEO	PANASONIC IND CO DIV OF MATSU	BT-M1950Y	0251201A	5820	2000
1884238	MONITOR, VIDEO	PANASONIC IND CO DIV OF MATSU	BT-M1950Y	0251203A	5820	2000
1641893	MONITOR, VIDEOTEK (T&M)	HARRIS CORPORATION	VTM 4100	70701064	5820	2007
1613248	MULTIPLEXER, 9CHANNEL	PELCO SALES INC	MX4009CD	3749	7025	1999
1425592	PANEL, CONTROL	ZAXCOM VIDEO	DMX1000	DMX000562	5835	1995
1743360	PANEL, CONTROL, AUDIO	ZAXCOM VIDEO	ARRIACP	ARRIA262	5835	1997
1084058	PLAYER, COMPACT DISK	SONY CORP	CDP3000	20904	5835	1991
G077287	PLAYER, COMPACT DISK	MCINTOSH LABORATORY INC	MCD7007	EU4411	5835	1990
1657854	PLAYER/RECORDER, EDITING (DVCAM)	SONY CORP	DSR2000A	111372	5836	2009
1264044	PRINTER	APPLE COMPUTER INC	M5890	F1434016108	7025	1994
2204360	PRINTER, DIGITAL	MF DIGITAL DIV	DP4-9604	070710-DT	7025	2007
1656961	PRINTER, SOLID OBJECT	Z CORPORATION	SPECTRUM Z510	66576	3610	2008
21292	PROBE	KEGAMI ELECTRONIC US INC	ASP15C	AEH 40268	7025	1991
G074973	PROCESSOR, SIGNAL, VIDEO	SONY CORP	LVS5000	10146	5836	1990
1431628	PROJECTOR, TELEVISION	SONY CORP	VPH1292Q	2000203	5820	1996
1880023	PROJECTOR, VIDEO	3M PHOTODYNE INC SUB OF	MP8640	G81215181	5836	1998
1882053	PROJECTOR, VIDEO	NEC TECHNOLOGIES INC	LT100	93000749U	5836	1999
1088675	QUAD UNIT	MATSUSHITA ELEC INDUS CO	WJ450	15A00507	5836	1991
1610596	RACK MOUNT	GRASS VALLEY GROUP INC THE	SMS800T1S	B64014	7050	1997
2572683	RAID SUBSYSTEM (SATA)	PROMISE TECHNOLOGY, INC.	CSAD0D1604	14SUA1004672	7025	2010
35752	RECEIVER, FIBER OPTIC	LIGHTWAVE COMMUNICATIONS INC	VDE161RX	7249510	6030	1995
60770	RECEIVER, RADIO	CETEC CP F-COMPUTER EQUIP CP	R32	31128	5820	1989

37257	RECEIVER, RADIO	VEGA ELECTRONICS	R662	3092	5820	1996
803553	RECEIVER, RADIO	VEGA ELECTRONICS	R662A	910	5820	1994
1256629	RECEIVER, RADIO	VEGA ELECTRONICS	R662A	7698	5820	1993
1612404	RECEIVER, RADIO	VEGA ELECTRONICS	R662	2528	5820	1998
1612405	RECEIVER, RADIO	VEGA ELECTRONICS	R662	2529	5820	1998
1610579	RECEIVER, UHF	LECTROSONICS INC	UCR1950	1362	5820	1997
1610580	RECEIVER, UHF	LECTROSONICS INC	UCR1950	1363	5820	1997
1884378	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	SR-W5U	11210011	5836	1998
1884379	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	SR-W5U	14210038	5836	1998
1091188	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	DS-DT900N	9600378	5836	1992
1086350	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG7750	DITC00217	5836	1991
1156107	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	DS-DT900N	9600416	5836	1992
35582	RECORDER, CASSETTE, VIDEO	SONY CORP	EVO9850	14027	5836	1995
G079898	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG7750P	ALTC00119	5836	1991
1087639	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	BR7030U	8614507	5836	1991
1087640	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	BR7030U	8614463	5836	1991
1087641	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	BR7030U	8614464	5836	1991
1087642	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	BR7030U	8614505	5836	1991
1089566	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG-W1P	IIME01084	5836	1991
1261029	RECORDER, CASSETTE, VIDEO	SONY CORP	UVW1800	10722	5836	1994
1261311	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG-W1P	A4MD00011	5836	1994
1261312	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG7750HP	K3TC00011	5836	1994
1422575	RECORDER, CASSETTE, VIDEO	SONY CORP	VO9800	77545	5836	1994
1884198	RECORDER, CASSETTE, VIDEO	SONY CORP	DSR80	13951	5836	2000
2102679	RECORDER, CASSETTE, VIDEO	SONY CORP	DSR-45	11221	5836	2002
1255090	RECORDER, CASSETTE, VIDEO	JVC CO OF AMERICA	HR-S4700	078J3104	5836	1993
1264428	RECORDER, CASSETTE, VIDEO	SONY CORP	UVW1800	14715	5836	1994
1424001	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG6730P	K47A00329	5836	1995
2106881	RECORDER, CASSETTE, VIDEO	SONY CORP	DSR2000	102784	5836	2003
1157101	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG1960	F2TA01017	5836	1992
2106535	RECORDER, CASSETTE, VIDEO	SONY CORP	DSR-570W5	10898	5836	2003
1086205	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG1960	FITA00771	5836	1991
1089627	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG-W1P	IIME01161	5836	1991
1091144	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG1960	A2TA00191	5836	1992
1610954	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG1980P	D7TC00226	5836	1997
1610955	RECORDER, CASSETTE, VIDEO	MATSUSHITA ELEC INDUS CO	AG1980P	D7TC00539	5836	1997
1636006	RECORDER, CASSETTE, VIDEO	SONY CORP	DSR20	15232	5836	1999
1882029	RECORDER, CASSETTE, VIDEO	PANASONIC IND CO DIV OF MATSU	AG1980	G9TC00015	5836	1999
1882030	RECORDER, CASSETTE, VIDEO	PANASONIC IND CO DIV OF MATSU	AG1980	G9TC00847	5836	1999
2099994	RECORDER, COMPACT DISK/DVD	PIONEER CO	DVR-S201	AJTT011876WL	5836	2001
1639175	RECORDER, DIGITAL	MARANTZ JAPAN INC	CDR420U1B	MZ000545001549	5820	2006
1639183	RECORDER, DIGITAL	MARANTZ JAPAN INC	PMD670U1B	A1060621007671	5820	2006
1639177	RECORDER, DIGITAL	SONY CORP	DSR-11	94032	5820	2006
1656342	RECORDER, DIGITAL VIDEO	SONY CORP	HVR-M15AV	110234	5820	2008

1878424	RECORDER, DIGITAL, VIDEO	SONY CORP	DVW-A500	15267	5836	1997
1743212	RECORDER, DIGITAL, VIDEO	SONY CORP	DVW-A500	14439	5836	1997
1880025	RECORDER, DIGITAL, VIDEO	SONY CORP	DVW-A500	16478	5836	1998
G074972	RECORDER, DISK, VIDEO	SONY CORP	LVR5000	10160	5836	1990
1657856	RECORDER, HDV (COMPACT)	SONY CORP	HVR-M15AU	111925	5836	2009
1657857	RECORDER, HDV (COMPACT)	SONY CORP	HVR-M15AU	111913	5836	2009
1657855	RECORDER, HDV (COMPACT)	SONY CORP	HVR-M15AU	111914	5836	2009
61575	RECORDER, PLAYER	AMPEX CORP F-INVAR ELECTR CORP	CVR65	50168	5835	1989
1641892	RECORDER, PORTABLE DTE	FOCUS ENHANCEMENTS	FS-100	26629	5836	2007
1429480	RECORDER, TAPE, AUDIO	SONY CORP	TCD5PROII	202431	5836	1996
1429481	RECORDER, TAPE, AUDIO	SONY CORP	TCD5PROII	202432	5836	1996
1429482	RECORDER, TAPE, AUDIO	SONY CORP	TCD5PROII	202433	5836	1996
1429483	RECORDER, TAPE, AUDIO	SONY CORP	TCD5PROII	202430	5836	1996
3023852	RECORDER, TAPE, DIGITAL	SONY CORP	MSW-M2000	17434	7025	2004
1263336	RECORDER, TAPE, VIDEO	SONY CORP	BVW50	12092	5836	1994
19719	RECORDER, TAPE, VIDEO	SONY CORP	BVU950	11308	5836	1988
1155672	RECORDER, TAPE, VIDEO	SONY CORP	DVR2100	10815	5836	1992
1254617	RECORDER, TAPE, VIDEO	SONY CORP	DVR20	11539	5836	1993
1636553	RECORDER, TAPE, VIDEO	SONY CORP	BVM75	10824	5836	1988
G074930	RECORDER, TAPE, VIDEO	SONY CORP	BVW65	11642	5836	1990
280166	RECORDER, TAPE, VIDEO	SONY CORP	VO5850	21334	5836	1985
803617	RECORDER, TAPE, VIDEO	SONY CORP	BVW75	20190	5836	1994
1090084	RECORDER, TAPE, VIDEO	SONY CORP	PVW2800	10681	5836	1991
1091683	RECORDER, TAPE, VIDEO	SONY CORP	PVW2800	11588	5836	1992
1155705	RECORDER, TAPE, VIDEO	SONY CORP	DVR20	11013	5836	1992
1156397	RECORDER, TAPE, VIDEO	SONY CORP	PVW2800	13482	5836	1992
1156908	RECORDER, TAPE, VIDEO	SONY CORP	PVW2650	10132	5836	1992
1263335	RECORDER, TAPE, VIDEO	SONY CORP	BVW50	12040	5836	1994
61230	RECORDER, TAPE, VIDEO	SONY CORP	VO7600	S01-0013756-8	5836	1989
2206085	RECORDER, TAPE, VIDEO (HIGH DEFINITION)	PANASONIC	AJ-HD1400P	F9TRB2282	5836	2009
2205339	RECORDER, VIDEO CASSETTE	PANASONIC	AJ-HD1400P	G8TWB1817	5836	2008
2205483	RECORDER, VIDEO CASSETTE	PANASONIC	AJ-HD1400P	G8TNB1831	5836	2008
802846	RECORDER/PLAYER, AUDIO	TASCAM	122MK2	550396931	5835	1993
2106891	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820876	5836	2003
2106883	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820886	5836	2003
2106882	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820878	5836	2003
2106884	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820894	5836	2003
2106885	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820877	5836	2003
2106886	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820892	5836	2003
2106887	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820893	5836	2003
2106888	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820874	5836	2003
2106889	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820891	5836	2003
2106890	RECORDER/PLAYER, DIGITAL	JVC CO OF AMERICA	SR-VS30U	11820885	5836	2003
2102686	RECORDER/PLAYER, DIGITAL DISK	JVC CO OF AMERICA	SR-VS30U	107A0436	5836	2002

2102675	RECORDER/PLAYER, DIGITAL DISK	JVC CO OF AMERICA	SR-VS30U	107A0301	5836	2002
2102687	RECORDER/PLAYER, DIGITAL DISK	JVC CO OF AMERICA	SR-VS30U	107A0328	5836	2002
61576	RECORDER/REPRODUCER SET, SOUND	AMPEX CORP F-INVAR ELECTR CORP	CVR70	50466	5835	1989
61574	RECORDER/REPRODUCER SET, VIDEO	AMPEX CORP F-INVAR ELECTR CORP	CVR75	50583	5836	1989
1743362	ROUTER, FRAME	NVISION	NV3064PHX	AF8866	7025	1997
1743363	ROUTER, FRAME	NVISION	NV3128	AF7646	7025	1997
1878423	SCANNER, COMPUTER	EPSON AMERICA INC	EXPRESSION836XL	AJR0001957	7025	1998
2206047	SCREEN, PROJECTION	DA-LITE SCREEN CO INC	35275C	NONE (VERIFIED)	6730	2008
1657434	SERVER	APPLE COMPUTER INC	A1246	G88311ULX8S	7025	2008
1657435	SERVER	APPLE COMPUTER INC	A1246	G88311UJK8SC	7025	2008
1657436	SERVER	APPLE COMPUTER INC	A1246	G88311UJX8SB	7025	2008
2107535	SERVER, NETWORK	GRASS VALLEY GROUP INC THE	PVS1100	GV028528	7025	2003
2205843	SIGNAL INTEGRATION MODULE	ENSEMBLE DESIGNS INC	3RUFRM	FUEAF7843	5836	2009
2572682	SWITCH (SANBOX)	QLOGIC	SB5602Q-08A	31422-07	7025	2010
1658584	SWITCH, ETHERNET	DELL COMPUTERS	5448	(01)67898349893154	7025	2009
1638156	SWITCH, ETHERNET	DELL COMPUTER CORP F-PC'S LTD	XNDL	9NHQ741	7025	2004
1657428	SWITCH, ETHERNET	QLOGIC	SB5600Q-20A B	0822C02013	7025	2008
1878426	SWITCHER, DISPLAY	PHILLIPS INDUSTRIES INC	RP2UMD	1242	5836	1998
2107594	SWITCHER, VIDEO	PANASONIC IND CO DIV OF MATSU	AG-MX70	G3TVVA0024	5836	2003
802235	SWITCHER, VIDEO	UTAH SCIENTIFIC INC	AV51	93040865	5836	1993
1255751	SWITCHER, VIDEO	UTAH SCIENTIFIC INC	VV30/10B	93050058	5836	1993
1743359	SWITCHER, VIDEO	PHILLIPS INDUSTRIES INC	VENUS	A1-12724-9	5836	1997
1256308	SWITCHER, VIDEO	SONY CORP	DFS500	10316	5836	1993
1422797	SWITCHER, VIDEO	SONY CORP	DFS500	11596	5836	1994
G077254	SYSTEM, MEASUREMENT, VIDEO	TEKTRONIX INC	1780R	B012008	5836	1990
G078763	SYSTEM, MEASUREMENT, VIDEO	TEKTRONIX INC	1780R	B012252	5836	1990
2204490	TAPE DRIVE	QUANTUM CORP	TC-L32EC	CJG450054D	7025	2007
140727	TIME BASE CORRECTOR, VIDEO	MICROTIME INC	T320D	35243	5836	1987
37138	TRANSCEIVER BASE, RADIO	TELEX COMM F-RADIANT F-SINGER	BTR200II	5796	5895	1996
1884686	TRANSCODER, COMPONENT	FOR-A CORPORATION OF AMERICA	CT600	2480261	5836	1990
2098161	TRANSMITTER, RADIO	VEGA ELECTRONICS	T689	695	5820	1993
37258	TRANSMITTER, RADIO	VEGA ELECTRONICS	T677H	3092	5820	1996
60768	TRANSMITTER, RADIO	CETEC CP F-COMPUTER EQUIP CP	T87	16862	5820	1989
60769	TRANSMITTER, RADIO	CETEC CP F-COMPUTER EQUIP CP	T77	6811	5820	1989
1636996	TRANSMITTER, RADIO	VEGA ELECTRONICS	T687	1554	5820	1996
803554	TRANSMITTER, RADIO	VEGA ELECTRONICS	T677H	2220	5820	1994
803555	TRANSMITTER, RADIO	VEGA ELECTRONICS	T689	910	5820	1994
1256630	TRANSMITTER, RADIO	VEGA ELECTRONICS	T677H	1698	5820	1993
1612402	TRANSMITTER, RADIO	VEGA ELECTRONICS	T688	1775	5820	1998
1612403	TRANSMITTER, RADIO	VEGA ELECTRONICS	T688	1776	5820	1998
2009677	TRANSPORT, MAGNETIC TAPE	EXABYTE CORP	TT2000	63004399	7025	2000
1657890	TRIPOD UNIT	SACHTLER CORP OF AMERICA	DE0205B	205B3648	6760	2009
1657891	TRIPOD UNIT	SACHTLER CORP OF AMERICA	DE0205B	205B3654	6760	2009
3024349	TRIPOD, CAMERA	STANTON VIDEO SERVICES	NONE (VERIFIED)	NONE (VERIFIED)	6760	2004

37342	TRIPOD, CAMERA	SACHTLER CORP OF AMERICA	VIDEO14II	1418890X	6760	1996
802317	TRIPOD, CAMERA	SACHTLER CORP OF AMERICA	2030-10	209214	6760	1993
19954	TRIPOD, CAMERA	SACHTLER CORP OF AMERICA	5185/10	11150	6760	1986
21659	TRIPOD, CAMERA	SACHTLER CORP OF AMERICA	VIDEO10	101197	6760	1991

- 1 - Epson 10600XL Inkjet Printer, 44"
- 1 - Epson 9600 Inkjet Printer, 44"
- 1 - Ricoh Laser Printer SPc 821
- 1 - Roland XC-540 Solvent Printer / Cutter, 54"
- 1 - Adhesive Roll Press / Laminator, 54"
- 3 - Wacom Cintiq Tablet, 21"
- 1 - ZCorp Spectrum Z510 3D Rapid Prototyper
- 1 - ShopBot "Buddy" Subtractive 3D Prototyper
- 1 - Air Handler to support ShopBot

EQUIPMENT:

Copying
Xerox DocuColor 5000 Color Copier
Xerox DocuColor 260 Color Copier
Xerox DT 4112 Black & White Copier
Xerox Nuvera 100 Black & White Copier
Xerox Signature Booklet Maker
Xerox 8830 Digital Document System
Dell PC (ODIN) for Xerox 8830
Bindery
Acme P 3/4" Stitching Machine
Baumfolder 714C2AIR Folding Machine
Bourg BGAGR 1/4" Stitching Machine
Challenge 35" Paper Cutter
Dexter Lawson 2BK Drill Press
HOP Industries HEP 280 Punch Machine
Lift-rite Hand Lift Truck
Performance Design HD6500 Power Punch
Rolift Hand Lift Truck
Rosback 218 Scorer
Standard Duplicating Bindfast 5 Binding Machine
Distribution
Accufast KT Tabbing Machine
Accufast XL Labeling Machine
Big Joe PDH 25-60 Forklift Truck
Big Joe PO25GPP Forklift Truck
IBM 4232 ADP Printer
Scanning
Panasonic KV-SS905C Scanner 1
Dell PC (ODIN) for Scanner 1
Panasonic KV-SS905C Scanner 2
Dell PC (ODIN) for Scanner 2
Xerox Free Flow Scanner 665
Dell Microcomputer w/Free Flow PC

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;">TOP SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">NONE</div>																																																																																																																	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>																																																																																																																		
a. PRIME CONTRACT NUMBER NNL12AA06B		<input checked="" type="radio"/> a. ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) 20120501		<input type="radio"/> b. REVISED <i>(Supersedes all previous specs)</i> REVISION NO. DATE (YYYYMMDD)																																																																																																																	
b. SUBCONTRACT NUMBER																																																																																																																					
c. SOLICITATION OR OTHER NUMBER NNL11383762R	DUE DATE (YYYYMMDD) 20110725	<input type="radio"/> c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD)																																																																																																																			
4. IS THIS A FOLLOW-ON CONTRACT? <input type="radio"/> YES <input checked="" type="radio"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.																																																																																																																					
5. IS THIS A FINAL DD FORM 254? <input type="radio"/> YES <input checked="" type="radio"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																																																					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>																																																																																																																					
a. NAME, ADDRESS, AND ZIP CODE GenTech Partners Joint Venture (Genex Systems/ManTech SRS Technologies)		b. CAGE CODE 63494	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> TBD																																																																																																																		
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 NASA LANGLEY RESEARCH CENTER HAMPTON, VA 23681-2199		b. CAGE CODE N/A	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> N/A																																																																																																																		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT LANGLEY ADMINISTRATIVE, MEDIA, & PROFESSIONAL SERVICES (LAMPS) CONTRACT. ADMIN INCLUDES SECRETARIAL (BRANCH, PROGRAM), EVENT COORDINATION; MEDIA INCLUDES PHOTOGRAPHY, GRAPHICS, VIDEO, PRINTING & DUPLICATION; PROFESSIONAL INCLUDES FINANCE, PROGRAM ANALYSIS, LIBRARY, PROPOSAL DEVELOPMENT, SME, ETC.																																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">10. CONTRACTOR WILL REQUIRE ACCESS TO:</th> <th>YES</th> <th>NO</th> <th colspan="2" style="text-align: left;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</th> <th>YES</th> <th>NO</th> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>d. FORMERLY RESTRICTED DATA</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>e. INTELLIGENCE INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>e. PERFORM SERVICES ONLY</td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>(1) Sensitive Compartmented Information (SCI)</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>(2) Non-SCI</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>f. SPECIAL ACCESS INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>h. REQUIRE A COMSEC ACCOUNT</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>g. NATO INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>i. HAVE TEMPEST REQUIREMENTS</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>h. FOREIGN GOVERNMENT INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>i. LIMITED DISSEMINATION INFORMATION</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</td> <td></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>j. FOR OFFICIAL USE ONLY INFORMATION</td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td>l. OTHER <i>(Specify)</i></td> <td></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>k. OTHER <i>(Specify)</i> Sensitive But Unclassified Information</td> <td></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>Sec Item 13</td> <td></td> <td></td> <td></td> </tr> </table>						10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO	a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="radio"/>	<input type="radio"/>	b. RESTRICTED DATA		<input type="radio"/>	<input checked="" type="radio"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input type="radio"/>	<input checked="" type="radio"/>	c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="radio"/>	<input type="radio"/>	d. FORMERLY RESTRICTED DATA		<input type="radio"/>	<input checked="" type="radio"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input type="radio"/>	<input checked="" type="radio"/>	e. INTELLIGENCE INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	e. PERFORM SERVICES ONLY		<input checked="" type="radio"/>	<input type="radio"/>	(1) Sensitive Compartmented Information (SCI)		<input type="radio"/>	<input checked="" type="radio"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input type="radio"/>	<input checked="" type="radio"/>	(2) Non-SCI		<input type="radio"/>	<input checked="" type="radio"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input type="radio"/>	<input checked="" type="radio"/>	f. SPECIAL ACCESS INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	h. REQUIRE A COMSEC ACCOUNT		<input type="radio"/>	<input checked="" type="radio"/>	g. NATO INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	i. HAVE TEMPEST REQUIREMENTS		<input type="radio"/>	<input checked="" type="radio"/>	h. FOREIGN GOVERNMENT INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input type="radio"/>	<input checked="" type="radio"/>	i. LIMITED DISSEMINATION INFORMATION		<input type="radio"/>	<input checked="" type="radio"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input type="radio"/>	<input checked="" type="radio"/>	j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="radio"/>	<input type="radio"/>	l. OTHER <i>(Specify)</i>		<input checked="" type="radio"/>	<input type="radio"/>	k. OTHER <i>(Specify)</i> Sensitive But Unclassified Information		<input type="radio"/>	<input type="radio"/>	Sec Item 13			
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12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual 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 LANGLEY RESEARCH CENTER, M/S 12, HAMPTON, VA 23681-2199
ATTN: JOE JANUS, 757-864-2412

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)" for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

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.*)

- All performance of work for this procurement involving classified information shall be performed at Government or properly cleared Contractor facilities.
- The Contractor shall provide the Certifier in Section 16A a copy of any DD Forms 254 issued to subcontractors performing work for this contract within 30 days from date of issuance.
- The contractor Facility Security Officer (FSO) shall certify the security clearance status of employees supporting this contract via standard visit request submitted annually or as required to the Certifier identified in Section 16A and Center Personnel Security Office. Content will be as defined in DoD 5220.22 (NISPOM) Section 6-104 to include city of birth, level of clearance, date of issue, investigation type, and date completed.
- Item 10j continued: FOUO information provided under this contract shall be safeguarded as specified in the attached document "Controlled Unclassified Information" as described in DoD 5200.1-R Appendix 3.
- Item 11e continued: Photographic Laboratory Support. Any classified information generated in the performance of this contract shall be classified according to the directions of the Program/Project/Product owner.
- Item 11e continued: Reproduction/Duplication Services. Any classified information generated in the performance of this contract shall be classified according to the markings shown on the source material.
- Item 11e continued: Administrative/Library Services. Actual knowledge of, generation, or production of classified information is not required for performance of the contract; however, exposure to and handling of documents cannot be precluded.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. ☐ Yes ☒ No
(*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an 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.*)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No
(*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.*)

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 JOHN W. LAU	b. TITLE SECURITY SPECIALIST	c. TELEPHONE (<i>Include Area Code</i>) (757) 864-9470
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d. ADDRESS (*Include Zip Code*)
NASA LANGLEY RESEARCH CENTER
M/S 163, ATTN: JOHN W. LAU
HAMPTON, VA 23681-2199

e. SIGNATURE

17. REQUIRED DISTRIBUTION

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR |
| <input checked="" type="checkbox"/> | b. SUBCONTRACTOR |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR |
| <input checked="" type="checkbox"/> | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATIVE CONTRACTING OFFICER |
| <input type="checkbox"/> | f. OTHERS AS NECESSARY |

***** THIS WAGE DETERMINATION WAS REPLACED 06/19/2012 *****
 WD 05-2544 (Rev.-13) 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.: 2005-2544
 Diane C. Koplewski Division of | Revision No.: 13
 Director Wage Determinations | Date Of Revision: 06/13/2011

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank,
 Perquimans
 Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James
 City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton,
 Suffolk, Surry, Virginia Beach, Williamsburg, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	14.03	
01012 - Accounting Clerk II	15.74	
01013 - Accounting Clerk III	17.61	
01020 - Administrative Assistant	22.28	
01040 - Court Reporter	17.11	
01051 - Data Entry Operator I	11.94	
01052 - Data Entry Operator II	13.90	
01060 - Dispatcher, Motor Vehicle	16.01	
01070 - Document Preparation Clerk	13.21	
01090 - Duplicating Machine Operator	13.21	
01111 - General Clerk I	12.08	
01112 - General Clerk II	13.78	
01113 - General Clerk III	15.47	
01120 - Housing Referral Assistant	19.08	
01141 - Messenger Courier	12.22	
01191 - Order Clerk I	13.46	
01192 - Order Clerk II	17.61	
01261 - Personnel Assistant (Employment) I	16.22	
01262 - Personnel Assistant (Employment) II	18.14	
01263 - Personnel Assistant (Employment) III	20.23	
01270 - Production Control Clerk	23.57	
01280 - Receptionist	12.28	
01290 - Rental Clerk	14.15	
01300 - Scheduler, Maintenance	15.30	
01311 - Secretary I	15.30	
01312 - Secretary II	17.11	
01313 - Secretary III	19.08	
01320 - Service Order Dispatcher	15.37	

01410 - Supply Technician	22.28
01420 - Survey Worker	13.82
01531 - Travel Clerk I	11.49
01532 - Travel Clerk II	12.26
01533 - Travel Clerk III	13.09
01611 - Word Processor I	13.38
01612 - Word Processor II	15.02
01613 - Word Processor III	16.80
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.47
05010 - Automotive Electrician	21.03
05040 - Automotive Glass Installer	20.09
05070 - Automotive Worker	20.09
05110 - Mobile Equipment Servicer	18.15
05130 - Motor Equipment Metal Mechanic	22.02
05160 - Motor Equipment Metal Worker	20.09
05190 - Motor Vehicle Mechanic	22.02
05220 - Motor Vehicle Mechanic Helper	17.13
05250 - Motor Vehicle Upholstery Worker	19.10
05280 - Motor Vehicle Wrecker	20.09
05310 - Painter, Automotive	21.03
05340 - Radiator Repair Specialist	19.10
05370 - Tire Repairer	13.37
05400 - Transmission Repair Specialist	22.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.48
07041 - Cook I	10.11
07042 - Cook II	11.21
07070 - Dishwasher	8.12
07130 - Food Service Worker	9.74
07210 - Meat Cutter	15.33
07260 - Waiter/Waitress	8.80
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.23
09040 - Furniture Handler	14.67
09080 - Furniture Refinisher	17.63
09090 - Furniture Refinisher Helper	14.36
09110 - Furniture Repairer, Minor	16.02
09130 - Upholsterer	18.34
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.41
11060 - Elevator Operator	11.41
11090 - Gardener	13.67
11122 - Housekeeping Aide	11.92
11150 - Janitor	11.92
11210 - Laborer, Grounds Maintenance	11.41
11240 - Maid or Houseman	8.93
11260 - Pruner	11.63
11270 - Tractor Operator	12.88
11330 - Trail Maintenance Worker	11.41
11360 - Window Cleaner	12.64
12000 - Health Occupations	
12010 - Ambulance Driver	16.84
12011 - Breath Alcohol Technician	16.09

12012 - Certified Occupational Therapist Assistant	24.34
12015 - Certified Physical Therapist Assistant	24.89
12020 - Dental Assistant	15.56
12025 - Dental Hygienist	33.25
12030 - EKG Technician	23.73
12035 - Electroneurodiagnostic Technologist	23.73
12040 - Emergency Medical Technician	16.84
12071 - Licensed Practical Nurse I	14.39
12072 - Licensed Practical Nurse II	16.09
12073 - Licensed Practical Nurse III	17.95
12100 - Medical Assistant	13.48
12130 - Medical Laboratory Technician	17.16
12160 - Medical Record Clerk	13.96
12190 - Medical Record Technician	15.61
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	30.53
12221 - Nursing Assistant I	9.46
12222 - Nursing Assistant II	10.27
12223 - Nursing Assistant III	11.21
12224 - Nursing Assistant IV	12.58
12235 - Optical Dispenser	18.17
12236 - Optical Technician	15.08
12250 - Pharmacy Technician	17.33
12280 - Phlebotomist	12.58
12305 - Radiologic Technologist	25.40
12311 - Registered Nurse I	24.37
12312 - Registered Nurse II	29.81
12313 - Registered Nurse II, Specialist	29.81
12314 - Registered Nurse III	36.07
12315 - Registered Nurse III, Anesthetist	36.07
12316 - Registered Nurse IV	43.23
12317 - Scheduler (Drug and Alcohol Testing)	19.54
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.46
13012 - Exhibits Specialist II	25.36
13013 - Exhibits Specialist III	29.19
13041 - Illustrator I	20.00
13042 - Illustrator II	24.56
13043 - Illustrator III	29.80
13047 - Librarian	32.67
13050 - Library Aide/Clerk	10.41
13054 - Library Information Technology Systems Administrator	23.82
13058 - Library Technician	16.78
13061 - Media Specialist I	16.68
13062 - Media Specialist II	18.66
13063 - Media Specialist III	20.80
13071 - Photographer I	13.93
13072 - Photographer II	18.46
13073 - Photographer III	22.43
13074 - Photographer IV	24.90
13075 - Photographer V	30.14
13110 - Video Teleconference Technician	15.93
14000 - Information Technology Occupations	

14041 - Computer Operator I	15.56	
14042 - Computer Operator II	17.40	
14043 - Computer Operator III	19.41	
14044 - Computer Operator IV	21.57	
14045 - Computer Operator V	23.88	
14071 - Computer Programmer I	(see 1)	20.07
14072 - Computer Programmer II	(see 1)	24.57
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	15.56	
14160 - Personal Computer Support Technician	21.57	
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)	33.24	
15020 - Aircrew Training Devices Instructor (Rated)	40.21	
15030 - Air Crew Training Devices Instructor (Pilot)	48.04	
15050 - Computer Based Training Specialist / Instructor	32.44	
15060 - Educational Technologist	29.72	
15070 - Flight Instructor (Pilot)	48.04	
15080 - Graphic Artist	24.28	
15090 - Technical Instructor	20.94	
15095 - Technical Instructor/Course Developer	25.61	
15110 - Test Proctor	17.61	
15120 - Tutor	17.61	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	8.54	
16030 - Counter Attendant	8.54	
16040 - Dry Cleaner	10.70	
16070 - Finisher, Flatwork, Machine	8.54	
16090 - Presser, Hand	8.54	
16110 - Presser, Machine, Drycleaning	8.54	
16130 - Presser, Machine, Shirts	8.54	
16160 - Presser, Machine, Wearing Apparel, Laundry	8.54	
16190 - Sewing Machine Operator	11.44	
16220 - Tailor	12.22	
16250 - Washer, Machine	9.27	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)	23.51	
19040 - Tool And Die Maker	24.69	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	15.55	
21030 - Material Coordinator	23.57	
21040 - Material Expediter	23.57	
21050 - Material Handling Laborer	11.27	
21071 - Order Filler	11.49	
21080 - Production Line Worker (Food Processing)	15.55	
21110 - Shipping Packer	13.83	
21130 - Shipping/Receiving Clerk	13.83	
21140 - Store Worker I	12.41	
21150 - Stock Clerk	15.52	
21210 - Tools And Parts Attendant	15.55	
21410 - Warehouse Specialist	15.55	

23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.37
23040 - Aircraft Mechanic Helper	16.35
23050 - Aircraft, Painter	20.20
23060 - Aircraft Servicer	18.22
23080 - Aircraft Worker	19.17
23110 - Appliance Mechanic	19.24
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	23.93
23130 - Carpenter, Maintenance	19.24
23140 - Carpet Layer	18.79
23160 - Electrician, Maintenance	21.90
23181 - Electronics Technician Maintenance I	22.38
23182 - Electronics Technician Maintenance II	23.53
23183 - Electronics Technician Maintenance III	24.70
23260 - Fabric Worker	17.81
23290 - Fire Alarm System Mechanic	20.20
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	20.48
23312 - Fuel Distribution System Operator	16.73
23370 - General Maintenance Worker	18.30
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	18.22
23382 - Ground Support Equipment Worker	19.17
23391 - Gunsmith I	16.50
23392 - Gunsmith II	18.33
23393 - Gunsmith III	20.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.31
23430 - Heavy Equipment Mechanic	20.03
23440 - Heavy Equipment Operator	20.20
23460 - Instrument Mechanic	19.24
23465 - Laboratory/Shelter Mechanic	11.27
23470 - Laborer	11.27
23510 - Locksmith	19.31
23530 - Machinery Maintenance Mechanic	20.28
23550 - Machinist, Maintenance	19.32
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	21.03
23592 - Metrology Technician II	22.04
23593 - Metrology Technician III	22.96
23640 - Millwright	25.71
23710 - Office Appliance Repairer	19.24
23760 - Painter, Maintenance	19.24
23790 - Pipefitter, Maintenance	20.23
23810 - Plumber, Maintenance	19.31
23820 - Pneudraulic Systems Mechanic	20.20
23850 - Rigger	20.52
23870 - Scale Mechanic	18.30

23890 - Sheet-Metal Worker, Maintenance	20.20	
23910 - Small Engine Mechanic	19.24	
23931 - Telecommunications Mechanic I	23.97	
23932 - Telecommunications Mechanic II	25.18	
23950 - Telephone Lineman	22.88	
23960 - Welder, Combination, Maintenance	19.47	
23965 - Well Driller	19.93	
23970 - Woodcraft Worker	20.20	
23980 - Woodworker	16.50	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	9.58	
24580 - Child Care Center Clerk	13.48	
24610 - Chore Aide	7.66	
24620 - Family Readiness And Support Services Coordinator	13.31	
24630 - Homemaker	14.24	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	20.80	
25040 - Sewage Plant Operator	20.01	
25070 - Stationary Engineer	20.80	
25190 - Ventilation Equipment Tender	15.80	
25210 - Water Treatment Plant Operator	20.01	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	16.96	
27007 - Baggage Inspector	12.01	
27008 - Corrections Officer	18.71	
27010 - Court Security Officer	20.29	
27030 - Detection Dog Handler	15.31	
27040 - Detention Officer	18.71	
27070 - Firefighter	19.65	
27101 - Guard I	12.01	
27102 - Guard II	15.31	
27131 - Police Officer I	22.07	
27132 - Police Officer II	24.52	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	10.47	
28042 - Carnival Equipment Repairer	10.99	
28043 - Carnival Equipment Worker	8.21	
28210 - Gate Attendant/Gate Tender	14.30	
28310 - Lifeguard	12.22	
28350 - Park Attendant (Aide)	15.60	
28510 - Recreation Aide/Health Facility Attendant	11.68	
28515 - Recreation Specialist	19.83	
28630 - Sports Official	12.75	
28690 - Swimming Pool Operator	15.63	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	20.73	
29020 - Hatch Tender	20.73	
29030 - Line Handler	20.73	
29041 - Stevedore I	19.71	
29042 - Stevedore II	21.80	
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	18.28
30022 - Archeological Technician II	19.03
30023 - Archeological Technician III	25.14
30030 - Cartographic Technician	26.68
30040 - Civil Engineering Technician	25.15
30061 - Drafter/CAD Operator I	18.85
30062 - Drafter/CAD Operator II	21.09
30063 - Drafter/CAD Operator III	23.52
30064 - Drafter/CAD Operator IV	28.93
30081 - Engineering Technician I	17.82
30082 - Engineering Technician II	19.79
30083 - Engineering Technician III	22.59
30084 - Engineering Technician IV	27.42
30085 - Engineering Technician V	33.54
30086 - Engineering Technician VI	40.58
30090 - Environmental Technician	21.87
30210 - Laboratory Technician	20.41
30240 - Mathematical Technician	26.68
30361 - Paralegal/Legal Assistant I	16.04
30362 - Paralegal/Legal Assistant II	19.88
30363 - Paralegal/Legal Assistant III	24.32
30364 - Paralegal/Legal Assistant IV	29.42
30390 - Photo-Optics Technician	26.68
30461 - Technical Writer I	23.10
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.17
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)	23.52
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.61
31030 - Bus Driver	14.66
31043 - Driver Courier	13.40
31260 - Parking and Lot Attendant	9.25
31290 - Shuttle Bus Driver	14.22
31310 - Taxi Driver	11.32
31361 - Truckdriver, Light	14.22
31362 - Truckdriver, Medium	15.59
31363 - Truckdriver, Heavy	17.75
31364 - Truckdriver, Tractor-Trailer	17.75
99000 - Miscellaneous Occupations	
99030 - Cashier	8.95
99050 - Desk Clerk	9.12
99095 - Embalmer	23.61
99251 - Laboratory Animal Caretaker I	9.86
99252 - Laboratory Animal Caretaker II	10.47
99310 - Mortician	30.76
99410 - Pest Controller	15.66

99510 - Photofinishing Worker	11.61
99710 - Recycling Laborer	16.46
99711 - Recycling Specialist	18.57
99730 - Refuse Collector	15.17
99810 - Sales Clerk	11.04
99820 - School Crossing Guard	11.64
99830 - Survey Party Chief	18.10
99831 - Surveying Aide	11.30
99832 - Surveying Technician	16.46
99840 - Vending Machine Attendant	12.92
99841 - Vending Machine Repairer	15.13
99842 - Vending Machine Repairer Helper	12.92

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 8 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.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

NCI Information Systems, Inc.

AND

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND
AEROSPACE WORKERS
LOCAL 2531**

January 1, 2016 through December 31, 2017

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3
PREAMBLE*

The Agreement is made and entered into this ___ day of, 2016, by and between NCI Information Systems, Inc. (NCI), its successors and assigns, hereinafter referred to as the "Company" or "Employer," and District Lodge No. 74 and the International Association of Machinists and Aerospace Workers, Local 2531, its successors and assigns, hereinafter referred to as the "IAM" or "Union".

The intent and purpose of this Agreement is to promote and improve economic and industrial relations between the Company and its employees covered by this Agreement, including the establishment of rates of pay, hours of work and conditions of employment, thereby to ensure industrial peace. To that end, it is recognized that there must be mutual understanding, harmony, dignity, respect and cooperation between employees and the Employer; that cooperation must be uninterrupted and duties faithfully performed in order that the Employer and its employees may fulfill their mutual and vital responsibilities to the public and each other; that the business of the Employer must be operated with economy and efficiency with due regard to competitive conditions. To achieve these objectives, the IAM will support the Employer in its efforts to eliminate waste; improve the quality of its service and strengthen goodwill between NCI Information Systems, Inc., its employees and the government customer.

ARTICLE 1 - RECOGNITION

1. Pursuant to the certification of the National Labor Relations Board in Case No. 5-RC-8191, the Employer recognizes the IAM as the sole collective bargaining agent, with regard to wages, hours and other terms and conditions of employment, for its full-time and regular part-time employees in the job classifications set-forth in Appendix A and employed on the NASA CLASIC Contract by the Employer at the Hampton, VA / NASA facility; but excluding all office clerical employees, professional employees, temporary employees, guards, managerial employees and supervisors as defined in the Act. When the terms "employee" and "employees" are used in this Agreement, they shall mean employees in the bargaining unit described in this Article.

ARTICLE 2 - EMPLOYMENT

1. The Employer may establish reasonable qualifications for applicants for employment, consistent with applicable laws. In determining the qualifications of new employees, the Employer will require the applicant to be mentally and physically capable and competent to protect the best interests of the Employer. In this regard, the Employer may develop and implement procedures for pre-employment, reasonable cause and random drug/alcohol screening.

*References to the male gender throughout this Agreement should be considered as applicable to both male and female employees.

2. All employees newly hired or rehired shall be considered "probationary" employees until completion of their fiftieth (50th) day of actual work. This probationary period may be further extended by mutual agreement of the Company and the IAM. During this probationary period, the Company may assign, discipline and discharge any such probationary employee in its discretion, and such discharge shall not be subject to the grievance and arbitration provisions of this Agreement.
3. The Employer shall provide each new employee a copy of this Agreement and will notify the Shop Steward of the new employees' assignment.
4. A regularly scheduled part-time employee as provided for in Article 1 is defined as an employee who is regularly scheduled to work 30 to 39 hours per work week. Said employee is eligible for health and welfare benefits and pro-rated leave benefits.

ARTICLE 3 - IAM MEMBERSHIP

1. All present employees who are members of the Union on the effective date of this Agreement shall remain members of the Union in good standing or pay a representation fee in an amount equivalent to the regular monthly Union dues. Present employees who are not members of the Union and/or employees who are hired hereafter, shall become and remain members in good standing in the Union or pay a representation fee in an amount equivalent to the regular monthly Union dues within thirty (30) days following the effective date of this Agreement, or date of hire, whichever is later. The parties agree that there shall be no discrimination against any employee because of membership or nonmembership in the Union.
2. The Employer agrees to deduct semi-monthly membership dues from the earnings of the employees who have so authorized in writing on a form provided by the Union, and will remit same by mail post-marked within 20 days after the end of the month in which said deductions are made. Any change in the amount or method of membership dues must be authorized in writing by the Union with a copy posted in a timely manner on the Union Bulletin Board. Such authorization to be valid shall conform to applicable State and Federal laws. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.
3. The Company agrees to furnish a bulletin board located next to the Company's Bulletin Board for the use of the Union for posting of matters relating to Union meetings and other Union matters of a noncontroversial, nonpolitical nature only. All such notices as posted by the Union shall be signed by an authorized Union representative.

4. The Company shall recognize one (1) Shop Steward, designated by the Union in writing. The Shop Steward shall be allowed reasonable paid time during working hours to investigate complaints, process grievances, and attend meetings with the Company in connection with his collective bargaining responsibility; provided however, the Steward must first request and obtain permission from his Supervisor and the Supervisor of any other employee(s) involved and such permission shall not be unreasonably denied.

ARTICLE 4 - MANAGEMENT RIGHTS

1. All management functions and rights which the Employer has not expressly modified or restricted by a specific provision of the Agreement are retained and vested exclusively in the Employer, including but not limited to: the right to reprimand, suspend, discharge or otherwise discipline employees for just cause; to hire, promote, demote, transfer, layoff or recall to work; to determine the starting and quitting times and the number of hours to be worked; to establish, expand, reduce, alter, combine, consolidate, close down or abolish any job classification, department, division, operation, service or facility; to subcontract work; to determine the products and services to be provided and the schedules of operation and maintenance; to control and regulate the use of machinery, equipment and other property of the Employer; to make or change work rules, policies and practices; to introduce new and improved research, distribution, transportation and maintenance methods, materials, services, operations, machinery or equipment; to determine the size and composition of the work force and the assignment of work; and otherwise generally to manage the Company, to direct the work force, and establish terms and conditions of employment, except as expressly modified or restricted by a specific provision of this Agreement.
2. In order to ensure conformity with the Drug Free Workplace Act, and regulations issued by various government agencies, including but not limited to the Department of Transportation, it is specifically recognized that the Employer retains the right to implement a Drug and Alcohol Testing Program. In the event of a change in the collection site, the Union will be notified and the new site shall meet HHS and DOT standards.
3. The Company agrees that any subcontracting of bargaining unit work shall not result in the layoff of current bargaining unit employees.

ARTICLE 5 – WAGES

1. The Employer shall pay the minimum wage rates for the classification of employees set forth in Appendix A attached hereto, effective the first pay period after March 1st of each year. Premium wage rates over and above the minimum wage rates in Appendix A may be paid by the Employer, at its sole discretion.
2. The manning needs of any classification covered by this Agreement shall be determined entirely by the Company. The Agreement will not constitute a guarantee of any

particular job or jobs within any particular classification, nor shall it constitute a guarantee of any particular duties or deleting of duties from a classification.

3. The Company at its sole option may implement new classifications and/or job descriptions in light of changed conditions. The Company shall offer to negotiate with the Union - by telephone or in person - concerning the applicable pay rate; provided however that these negotiations must be completed within five (5) days of the offer.
4. It is agreed and understood that the utilization of the lead position will be solely at the discretion of the Company, including the determination of the need, number, and employee selected. Leaders shall be responsible for designating and coordinating work tasks within their work area, relaying orders of supervisors and assisting in the training of new employees. The leader shall assume responsibility for the overall performance of their work area as assigned by the supervisor.
5. All newly hired employees shall receive \$.50 per hour less than the above rates during their first fifty (50) days of actual work.
6. A relief employee is one who works intermittently and is available to cover any classification included in Appendix A. They are employed during peak work loads of short duration or when an employee is on vacation, sick (to include short term disability), on leave without pay, on leave of absence or in training. The Company agrees to inform the Union of the status of relief employees when asked by a Steward. Relief employees are entitled to wages only and will not be entitled to any benefits.
7. Employees temporarily transferred to other job classifications shall receive either their old rate of pay, or the rate for the temporary classification, whichever is higher.

ARTICLE 6 - VACATIONS

1. Regular full-time employees shall earn vacation as follows:

year 0-1	80 hours annually (accrual rate of 3.333 hours per pay period)
year 1-7	120 hours annually (accrual rate of 5.000 hours per pay period)
year 7 +	160 hours annually (accrual rate of 6.666 hours per pay period)
2. Length of service for vacation eligibility is defined as continuous service with the present contractor (as limited by Article 14, §5), wherever employed, and the predecessor contractors in the performance of similar work at the same Federal facility.
3. When a holiday falls during an employee's vacation, the employee will receive holiday pay for that day and that day shall not be counted against the employee's vacation time.
4. Employees may take their full accrued vacation at one time, in units of days or in minimum increments of one (1) hour as the employees prefer, subject to approval by their supervisor.

5. Vacation pay shall be based on the employee's regular rate of pay at the time that vacation is taken.
6. Employees may submit in writing a vacation request to their supervisor for approval no earlier than ninety (90) calendar days prior to the first requested vacation day. Forty-five (45) days prior to the first vacation day requested the employee will be informed as to whether the request has been approved. If more employees have requested the same vacation day(s) than can be approved, employee seniority shall be controlling (see Article 14). All vacation requests submitted with less than forty-five (45) days notice, as defined above, shall be determined in the order the requests are received. All vacation requests must be submitted in writing to the appropriate supervisor at least one (1) week in advance.
7. Vacations may be accumulated and carried over from one calendar year to another. No employee may accumulate or carry over more than 240 hours of vacation past the last day of the last pay period in December of any given year.

ARTICLE 7 - HEALTH AND WELFARE PLANS

1. The Company agrees that Health, Life, Accidental Death & Dismemberment, and Disability insurance will be continued for all eligible employees for the life of this Agreement.
2. The Company shall have the right to change insurance carriers and plans, provided that the benefits, on a cumulative basis, are not diminished. The Company will notify the Union of any anticipated changes and will afford the Union the opportunity to review and compare the benefits of the new carrier.
3. Premium costs shall be split between the Employer and Employee for Health Insurance, effective with the first payment after April 1, 2016 as follows:

Employee Only Coverage: Employer shall pay 71% Employee shall pay 29%

Employee + One Coverage: Employer shall pay 62% Employee shall pay 38%

Family Coverage: Employer shall pay 59% Employee shall pay 41%"
4. Commencing on the Effective Date of this Agreement (see Article 19), employees shall accrue forty (40) hours of sick leave annually based upon an accrual rate of .01923 per hour worked. Sick leave will be earned from the 1st day of employment, but may not be used until the completion of the probationary period. Sick leave may be carried forward to subsequent years but there shall be no payout of sick leave and medical documentation may be required.

5. Personal leave is provided for jury duty, bereavement or other personal matters. Employees earn three (3) days per year, which may be taken in minimum increments of one (1) hour, as needed and approved. Leave may be carried forward to subsequent years but there shall be no payout of personal leave.

ARTICLE 8 - HOLIDAYS

1. The Employer shall provide the following paid holidays:

New Year's	Memorial Day	Columbus Day	Christmas
Martin Luther King	Independence Day	Veterans' Day	
Presidents'	Labor Day	Thanksgiving	

2. If any of these holidays fall on a Sunday, the following Monday shall be observed as the holiday. If any of these holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. To the maximum extent possible, the holidays will be observed in a manner consistent with Government observance.
3. In order to be eligible for holiday pay, the employee must work the last scheduled working day before and the first scheduled working day following the holiday.
4. Any productive work performed on a holiday will be paid at twice the employee's regular rate of pay.

ARTICLE 9 - RETIREMENT PLAN

1. The Employer shall contribute \$1.65 per hour to the I.A.M. National Pension Fund, Plan A, for all full-time and regular part-time employees who have completed their probationary period. The contribution shall increase as follows on the dates indicated:

\$1.70 per hour effective April 1, 2016;
\$1.75 per hour effective April 1, 2017.

ARTICLE 10 - COMPANY AND SAFETY EQUIPMENT

1. Employees in the applicable job classifications shall, at the Employer's expense and during duty hours, maintain all equipment, including vehicles, owned by the Employer in a safe, mechanical condition in compliance with all laws and ordinances governing the operation of such vehicles. Abuse of the Employer's equipment shall be grounds for discipline, up to and including discharge.
2. Effective April 1, 2016, the Company will pay up to the sum of \$130.00 for the purchase of safety shoes for all employees, including relief employees, required to wear safety shoes in the performance of their job, limited to no more than one (1) pair per year.

Employee must provide a receipt if reimbursement is requested or the Company will purchase them directly upon request.

ARTICLE 11 - GRIEVANCE AND ARBITRATION

1. Any claim or dispute raised by any Unit employee concerning the interpretation or application of this Agreement shall first be discussed with his immediate supervisor. All such disputes must be presented within five (5) business days (i.e., excluding weekends and recognized holidays) after the event which gave rise to the dispute. If the matter is not thereby resolved the IAM may file a formal grievance in writing within five (5) days of the informal meeting provided above. The written grievance must set forth with specificity the factual basis of the grievance, the specific section of the Agreement allegedly violated and the remedy requested.

 Step 1: The IAM representative shall, within five (5) business days of filing a written grievance, hold a meeting with the Supervisor to discuss the grievance. The Supervisor shall render a decision.

 Step 2: If the grievance is not resolved the Grievant and a maximum of two (2) IAM Representatives shall, within five (5) business days after the Step 1 meeting, discuss the grievance with the Project Manager (or his designee) and a Human Resources representative. If the grievance is not resolved at Step 2, the IAM may appeal it to arbitration as provided herein.
2. If the matter is not settled pursuant to paragraph 1, within ten (10) days of the conclusion of Step 2, the IAM shall provide written notice to the Employer of its intention to submit the grievance to arbitration. The formal request for arbitration must be mailed to the Federal Mediation and Conciliation Service ("FMCS") within twenty (20) days of the written notice of intent to take a grievance to arbitration.
3. The IAM may request the FMCS to submit a panel of five (5) arbitrators and the impartial arbitrator shall then be selected by alternate striking. A second panel may be requested by either party, before the parties strike names from the 1st panel. The compensation and expenses of such arbitrator shall be paid by the Employer and the IAM in equal share. The Employer and the IAM shall also share the expense of providing a neutral location for the arbitration. All other expenses of such arbitration shall be paid by the party incurring the same.
4. The arbitrator shall not be empowered in any way to change, modify, add to or subtract from the provisions of this Agreement. Any settlement arrived at in accordance with the provisions of the above paragraphs, or the decision of the arbitrator made pursuant to the provisions of the above paragraphs, shall be final and binding upon all parties to such matter.
5. No aggrieved party shall have any right to invoke the grievance procedure except as provided above, nor the arbitration procedure except as provided above. In this regard,

the time limitations set forth above are intended to be strict statutes of limitation and any grievance and/or request for arbitration shall be null and void unless brought within the time periods set forth above. In the event a time limit within the steps (section 1) are not met by the IAM the grievance will be considered to have been dropped. If a time limit is not met by the Employer, the grievance will be treated as having been denied and the IAM may proceed to the next step. No disciplinary action taken more than 30 months prior to the commencement of the hearing may be introduced into evidence in any Arbitration proceeding.

ARTICLE 12 - HOURS OF WORK

1. The Employer shall establish and assign shifts of work as necessary to fulfill the terms of the applicable U.S. Government contract.
2. It is recognized and agreed that the standard workweek shall be from Monday 12:01 a.m. to Sunday midnight. It is further agreed and understood that the normal workday shall consist of eight (8) hours per day and the normal workweek shall consist of forty (40) hours of work per week, Monday through Friday, inclusive. Employees will be provided an unpaid meal period each workday.
3. Employees will be allowed to use flextime for short durations to fulfill personal obligations. When an employee has a need to use flextime, he must make up the time missed during the same workweek and within the same pay period. Flextime is at the discretion of the supervisor and will only be granted after management has ensured that operational needs have been met.
4. Overtime at 1½ times the employee's regular rate of pay will be paid for all hours of productive work in excess of 40 hours of productive work per week; provided however that in any work week which contains a holiday as provided in Article 8, § 1, overtime at 1½ times the employee's regular rate of pay will be paid for all hours of productive work in excess of 32 hours of productive work per week. Any productive work performed on a Sunday shall be paid at twice the employees' regular rate of pay. Overtime shall be at the sole discretion of the Company; provided however that the Company shall attempt to evenly distribute overtime within each classification. There shall be no pyramiding of overtime or premium pay.
5. Employees called-in to work, or who report as regularly scheduled, shall be guaranteed four (4) hours of pay.

ARTICLE 13 - LEAVES OF ABSENCE

1. The Company recognizes that from time-to-time it may be necessary for employees to take a personal leave of absence. Although such leaves are in the sole discretion of the Company it is agreed that every effort will be made to accommodate the employee's personal needs. Such leaves are unpaid. Benefits and rights under this Agreement are not available and leaves generally may last for up to thirty (30) days.

2. The parties recognize and agree that all provisions of the Family and Medical Leave Act shall apply.
3. In the event of any employee enlisting or being drafted for military service, he shall retain his entire seniority with the Employer and shall be given his former job back upon his return, or an equivalent position, in accordance with the provisions of any applicable federal laws.
4. When employees are granted a leave of absence, the Employer shall provide them with written permission and a copy shall be forwarded to the IAM.
5. One (1) employee will be granted a leave of absence, without pay, for the purpose of attending collective bargaining negotiations.
6. Full-time employees called for Jury Duty shall be granted a leave of absence not to exceed three weeks. These employees will, upon proof of such serve, be paid the difference between jury pay and their lost straight time pay for a maximum of three (3) work days per calendar year. The remaining days of leave shall be unpaid, except as provided in Article 7.

ARTICLE 14 - SENIORITY

1. Seniority shall be the period of continuous employment, including that with a predecessor government contractor, at the Employer's Hampton, Virginia, facility. The Employer shall maintain a seniority list and email copies to the Union District Lodge office every six (6) months.
2. Seniority shall prevail in all cases of layoff and recall; provided however that the employee is able to perform all job duties of the position. Thus, the employee last hired in the specific job classification shall be laid off first, and in recalls after layoffs, employees shall be recalled in reverse order to that in which they were laid off.
3. Employees whose position is being eliminated may exercise their Company Seniority and bump a less senior employee, provided that the more senior employee has held that job classification or has been trained and certified as qualified in the classification within the past twelve (12) months.
4. When an employee is recalled the Employer shall give written notice by certified mail forwarded to the employee's last known address, and shall hold the job available for a period of one (1) week from the date of mailing the notice. Employees recalled shall notify the Employer of their intention within three (3) days of date of receipt of notice.
5. An employee shall lose seniority for any of the following reasons:
 - (1) Voluntary resignation, retirement or discharge;

- (2) Leave of Absence for more than six months;
 - (3) Layoff for a period of six months;
 - (4) Absence for three (3) days without previously notifying the Company, unless prevented from providing said notice by a medical emergency;
 - (5) An employee engages in other employment during a leave of absence without obtaining prior permission of the Company; or
 - (6) Settlement has been made for total disability.
- 6. The Stewards designated in Article 3, Section 4 shall be treated as having the most seniority for purposes of Sections 2 and 3 of this Article.
 - 7. The Company agrees to post for five (5) workdays all job vacancies within the bargaining unit. The vacancy shall be awarded to the bidder on the basis of Company seniority provided he has held the job classification or has been trained and certified as qualified in the classification within the prior twelve (12) months. In the event there are no qualified bidders, any employee may apply for any vacancy and will be considered with all other applicants. In the event qualifications and experience are equal, preference will be given to current employees who will be subject to a twenty-five (25) workday probationary period. If the employee fails to complete the probationary period, he will be returned to his former position.

ARTICLE 15 - NONDISCRIMINATION

- 1. No employee shall be discriminated against in hiring, promotions or continued employment because of race, color, age, religion, sex, national origin or disability. Determinations made to comply with the Americans with Disabilities Act of 1990 (ADA) will be handled on an individual, case-by-case basis and will be nonprecedent setting.

ARTICLE 16 - NO STRIKE - NO LOCKOUT

- 1. For the duration of this Agreement the IAM, its officers, agents, representatives and employee/members shall not in any way, directly or indirectly, authorize, cause, assist, encourage, participate in, ratify or condone any strike, sympathy strike, sit-down, sit-in, slow-down, cessation or stoppage of work, boycott, picketing, or other interference with or interruption of work at any of the Company's operations.
- 2. For the duration of this Agreement the Company shall not lockout its employees.

ARTICLE 17 - GENERAL

- 1. Duly authorized representatives of the IAM, with advance notice to, and permission from (which shall not be unreasonably denied) the Employer, shall be permitted to investigate the standing of all employees and investigate conditions at the job site covered by this Agreement and shall be permitted to assure that this Agreement is being enforced; provided that no interview shall be held without the advance permission of the immediate

Supervisor, unreasonably interrupt the duties of any employee, will be on unpaid time and said representatives shall observe all Company rules.

2. "Hours worked" and "work" for purposes of all provisions of this Agreement are herein defined as "hours authorized, recorded and approved," and include hours such as productive work, holiday, vacation and leave.
3. The parties recognize the importance of safety and health in the workplace and therefore agree to cooperate in this objective and fully support the NASA CLASIC Safety and Health Plan.
4. It is understood and agreed between the parties that the primary function of the Supervisor is to supervise. However, the parties also agree that supervisors and other nonbargaining unit employees of the Company may from time-to-time need to perform work covered by this Agreement. The parties agree that said work will be for the purpose of emergencies, covering temporary absences (when no qualified employee is available) or training, so long as such use of nonbargaining unit employees does not result in the layoff of the employee(s) who are qualified for and regularly perform such work.
5. The Company agrees to make payroll deductions available to employees who voluntarily elect to contribute to the Machinist Non-Partisan Political League (MNPL). Employees may cancel this check-off with thirty (30) days written notice. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.

Should any part or provision of this Agreement be rendered invalid by final judgment of a court of competent jurisdiction by reason of any existing or subsequently enacted legislation, such invalidation of any part or provision hereof shall not serve to invalidate the remaining provisions, and they shall remain in full force and effect for the term of this Agreement.

ARTICLE 18 - FINALITY

1. This Agreement constitutes the sole and exclusive agreement between the parties with respect to rates of pay, wages, hours of work and other conditions of work, and supersedes all prior agreements, commitments, and practices, whether written or oral, between the current employer and the Union, the predecessor employer and the Union, or

the current or predecessor employer and any covered employee or employees. No matter or matters shall be the subject of collective bargaining negotiations during the term of this agreement even though such matters may not have been negotiated upon previously nor within the knowledge or contemplation of either or both of the parties at the time of negotiations for this agreement. It is further agreed that this Agreement can only be added to, detracted from, altered, amended or modified by a document in writing, signed on behalf of the parties hereto by their duly authorized officers and representatives.

ARTICLE 19 – DURATION

1. THIS AGREEMENT shall become effective on January 1, 2016 and shall be and continue in full force and effect until midnight on December 31, 2017, and this Agreement shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate this Agreement is served by either party upon the other at least sixty (60) days prior to the aforementioned expiration date or at least sixty (60) days prior to the annual expiration date of any subsequent year thereafter.

FOR NCI Information Systems, Inc.

January 27, 2016
Date

By:

Michele R. Spello
Michele R. Cappello
General Counsel

FOR IAM & AW LOCAL 2531

FEB 8, 2016
Date

By:

Dariusz Wozniak DBR
Melissa Green

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APPENDIX A

	Current	3/01/2016	3/01/2017
Document Scanning Operator	\$15.64	\$15.95	\$16.27
Document Scanning Operator Senior	\$17.60	\$17.95	\$18.31
Duplicating Facility Operator II	\$18.63	\$19.00	\$19.38
Library Assistant, Public Servant	\$15.72	\$16.03	\$16.35
Library Assistant, Technical Services	\$15.72	\$16.03	\$16.35
Lead	\$1.00	\$1.00	\$1.00

Function Title	Duties	Qualifications
Administrative Assistant	In addition to secretarial duties, this position provides administrative support to the government organization(s) with office management responsibilities (e.g. budget and personnel activities). The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.	Education: Requires two-years college level business coursework and two years equivalent work experience (formal education requirement may be replaced with additional equivalent work experience). Experience: Requires proficiency with MS Word, Excel, and Power Point. Must possess good communication and listening skills, be detailed, and people oriented.
Conference/ Meeting Planner	Coordinates activities of staff and convention personnel to make arrangements for group meetings and conventions. Coordinates every detail of meetings and conventions, from the speakers and meeting location to arranging for printed materials and audio-visual equipment.	Education: Requires two-years college level business coursework and two years equivalent work experience (formal education requirement may be replaced with additional equivalent work experience). Experience: Requires skill with MS Word, Excel, and Power Point. Must possess good communication and listening skills, be detailed, and people oriented.
Data Entry Operator	This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Works from various standardized source documents that have been coded and requires little or no interpreting of data. Requires some judgment in selecting procedures to be followed.	Education: Requires a high school diploma or its equivalent. Experience: Requires knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.
General Clerk	Follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities include filing pre-coded documents in a chronological file, or operating office equipment. Requires familiarity with the terminology of the office unit and selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. Recognized problems are referred to others.	Education: Requires a high school diploma or its equivalent. Experience: Requires knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.
Media Specialist	The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems.	Education: Requires a high school diploma or its equivalent. Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.
Procurement Clerk	Sends purchase orders to suppliers and to departments originating requests. Responds to customer and supplier inquiries about order status, changes, or cancellations. Performs buying duties when necessary. Contacts suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems. Reviews requisition orders in order to verify accuracy, terminology, and specifications. Prepares, maintains, and reviews purchasing files, reports and price lists. Compares prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Tracks the status of requisitions, contracts, and orders.	Education: Requires a high school diploma or its equivalent. Experience: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Function Title	Duties	Qualifications
Records Operations Assistant	Assists in preserving important objects and documents, collects, organizes, and control over a wide range of information deemed important enough for permanent safekeeping in accordance with Federal, Agency and local policies and procedures. Ensures the long-term preservation and easy retrieval of documents and information. Must keep abreast of technological advances in electronic information storage. Must be able to obtain and maintain a Top Secret security clearance.	Education: Requires two-years college level business coursework and two years equivalent work experience (formal education requirement may be replaced with additional equivalent work experience). Experience: Requires skill with MS Word, Excel, and Power Point. Must possess good communication and listening skills, be detailed, and people oriented.
Secretary	This position provides secretarial support to an organization(s). The Secretary supports the day-to-day activities (e.g. filing, answering phone calls, scheduling appointments, and making travel arrangements) of the government organization, works fairly independently receiving a minimum of detailed guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.	Education: Requires a high school diploma or its equivalent and any equivalent combination of relevant vocational training and/or experience totaling two years. Experience: Requires proficiency with MS Word, Excel, and Power Point. Must possess good communication and listening skills, be detailed, and people oriented.
Media		
AV Equipment Technician	Installs, adjusts, and operates electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, or multimedia presentations. Diagnoses and resolves media system problems. Switches sources of video input from one camera or studio to another, from film to live programming, or from network to local programming. Mixes and regulates sound inputs and feeds, or coordinates audio feeds with television pictures. Compresses, digitizes, duplicates, and stores audio and video data. Performs minor repairs and routine cleaning of audio and video equipment. Notifies appropriate person when major equipment repairs are needed. Designs layouts of audio and video equipment, and performs upgrades and maintenance. Conducts training sessions on operation of presentation equipment. Monitors incoming and outgoing pictures and sound feeds to ensure quality.	Education: Requires a high school diploma or its equivalent and requires the completion of a technical-training program related to the field. Experience: None required
AV Systems Engineer	Provides engineering services for all electronic field gathering equipment (video and audio) and post-production facilities (edit suite and equipment rack room) including maintenance and troubleshooting. Operates encoding devices and configures all electronic devices and wiring during offsite, live broadcasts.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of AV systems engineering with three years experience.
AV Technician	Sets up and tears down AV equipment such as overhead projectors, microphones, CD and DVD players for Langley activities. Operates an AV equipment loan pool and picks up and/or delivers loaned equipment, when necessary. Responds to trouble calls for customer-owned AV equipment in various facilities (projectors, recorders, TVs, etc.). Assists Senior AV Technician during equipment installations and operation and testing. Operates the projection booths at the Langley's Conference Centers.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of AV systems with three years experience.
AV Technician, Senior	Provides AV system design consultation for the integration of new hardware and software with new and existing AV systems for the recording of scientific and technical information. Provides electronic equipment services to include the installation, repair, maintenance, assembly, modification, setup, operation, and testing in various facilities, tunnels and labs. Operates an AV equipment loan pool.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of AV systems with five years experience.

Function Title	Duties	Qualifications
Duplicating Machine Operator	Operates duplicating and bindery equipment according to manufacturers' specifications and provides routine preventive maintenance. Must be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 40 pounds. Must be able to obtain and maintain a Secret security clearance.	Education: Requires a high school diploma or its equivalent and equipment manufacturers' training. Experience: Requires in-depth knowledge of printing and/or duplicating in a digital environment with three years experience.
Editor	Prepares, rewrites, and edits copy to improve readability. Verifies facts, dates, and statistics, using standard reference sources. Reads copy or proofs to detect and correct errors in spelling, punctuation, and syntax. Develops story or content ideas, considering reader or audience appeal. Reviews and approves proofs submitted by composing room prior to publication production. Plans the contents of publications according to the government's style, editorial policy, and publishing requirements. Reads, evaluates, and edits manuscripts or other materials submitted for publication and confers with authors regarding changes in content, style or organization, or publication. Allocates print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles. Oversees publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.	Education: Requires a bachelor's degree (preferably in English, journalism, or communications) or its equivalent. Experience: Requires excellent writing skills.
Exhibits Specialist	Constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. Studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. Confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit. Mounts fittings and fixtures, such as shelves, panel boards, and shadow boxes to framework, using hand tools or adhesives; installs fixtures, apparatus, audiovisual components, or control equipment in framework, according to design specifications, installs or affixes murals, photographs, graphs, mounted legend materials, and graphics in framework or on fixtures assemblies. Installs or arranges structures in exhibit galleries working with maintenance and installation personnel, tests electrical, electronic, and mechanical components of exhibit structure to verify operation.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of exhibit construction and three years experience.
Graphics & Art Director	Formulates design concepts and presentation approaches, and directs workers engaged in art work, layout design, and copy writing for visual communications media.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of graphics and art design with three years experience.
Graphics/Video Specialist	Works with staff producers and customers to develop graphics and animation in support of video and multimedia products. Takes in science data, graphics or images from customers, and discusses key science and technical concepts with experts, synthesize science, graphics and storytelling requirements to make a product. Maintains software and hardware components to produce imagery, or recommends additional support as necessary.	Education: Requires a high school diploma or its equivalent. Experience: Requires three years experience in producing imagery and files for HD resolution. Requires ability to understand scientific concepts and portray them in an easy-to-understand, yet accurate manner. Strong graphic design abilities needed to provide art direction and graphic support to media products. Requires skills in all aspects of 2-D and/or 3-D animation and Maya or equivalent software, as well as Photoshop, Illustrator, After Effects and/or equivalent programs.

Function Title	Duties	Qualifications
News Writer/ Senior Editor	Performs editor duties as well as reports and writes news stories for publication or broadcast, describing the background and details of events. Arranges interviews with people who can provide information about a particular story. Reviews copy and corrects errors in content, grammar, and punctuation, following prescribed editorial style and formatting guidelines. Reviews and evaluates notes taken about event aspects in order to isolate pertinent facts and details. Determines a story's emphasis, length, and format, and organizes material accordingly. Researches and analyzes background information related to stories in order to be able to provide complete and accurate information. Gathers information about events through research, interviews, experience, and attendance. Researches and reports on specialized fields such as science and technology or education.	Education: Requires a bachelor's degree (preferably in English, journalism, or communications) or its equivalent. Experience: Requires excellent writing skills.
Non-Linear Editor	Assembles raw video footage into a broadcast quality video product using professional digital video editing technology. Performs post-production elements to include natural ambient sound, narration, special and/or visual effects, music, color corrections, etc. Interacts with customers to ensure correct sequencing, flow, and timing is achieved.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of non-linear editing with three years experience.
Photographer	Uses standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or uses special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment) to record images and/or information. Uses complex accessory systems of equipment with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Develops, processes, and edits film or tape. Work is reviewed for quality and acceptability. Must be able to carry equipment weighing 25 pounds as well as climb ladders and work in enclosed or austere areas.	Education: Requires a high school diploma or its equivalent. Experience: Requires photographic experience in dealing with highly technical subject matter. Requires an in-depth knowledge of photographic systems and methods; skill and knowledge in safe methods and procedures for handling photographic materials; ability to use computerized database systems for data retrieval and data entry. Must have knowledge and experience with digital photography equipment and practices. Must be able to set up and install instrumentation, data recording, and documentation cameras, such as high-speed, video, and still imaging systems. Must have knowledge of basic scientific concepts and procedures. Must have excellent organizational skills.
Photographic Specialist	Catalogs, indexes, files, retrieves, and archives photographic material and meta-data. Enters data into image database; ensures safety and preservation of film, negatives, and records; assists customers using the digital image database; works with photographers to enhance, modify and improve captured images and assign meta-data to archive images. Converts traditional analog photographs into digital imagery in order to preserve the historical records of NASA. Maintains archive server and software. Transfers and retrieves original images with the Federal Records Center or the National Archives as necessary.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of photographic archival systems and methods; skill and knowledge in safe methods and procedures for handling photographic materials; ability to use computerized database systems for data retrieval and data entry. Requires experience using software to catalog images and meta-data, maintaining databases and server hardware. Requires excellent organizational skills.
Producer, Senior	Manages/oversees/organizes all aspects of the production process from development to completion to include, script writing, organizing all logistics (videographer, site survey, equipment, talent, music, post production, etc.). Interfaces with customers to provide creative input/concept/storyboard for review. Performs quick edits and edit decision lists in the field. Provides videographer support when needed.	Education: Requires a high school diploma or its equivalent. Experience: Requires in-depth knowledge of production process with three years experience. Requires ability to adapt to situations in the field and/or studio. Must have experience in front of a live audience and producing live shows.

Function Title	Duties	Qualifications
Public Relations Specialist	Responds to requests for information from the media or designate another appropriate spokesperson or information source. Plans and supports development and communication of informational programs to the public and stakeholders. Establishes and maintains cooperative relationships with representatives of the community, Center customers, employees, and public interest groups. Prepares or edits organizational publications for internal and external audiences, including employee newsletters. Coaches customers in effective communication with the public and with employees. Confers with production and support personnel to produce or coordinate production of public affairs activities. Identifies trends and key group interests and concerns. Arranges public appearances, lectures, contests, or exhibits for customers to increase product and service awareness and to promote goodwill.	<p>Education: Requires a minimum of a two-year college degree in public relations, journalism, marketing, or communications (equivalent work experience may be substituted for formal education).</p> <p>Experience: May require experience in electronic or print journalism and demonstrated communication skills and training or experience in a field related to Langley's mission.</p>
Quality Control Inspector	Implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations. Inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards. Ensures all required services are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished. Communicates deficiencies to proper persons, maintains quality control files, and documents results of all inspections.	<p>Education: Requires a high school diploma or its equivalent.</p> <p>Experience: Requires in-depth knowledge of duplication and best practices with three years experience.</p>
Video Lead	Manages day-to-day video team operations to include scheduling and budgeting. Interfaces with customers and provides advice if necessary to help define their video and audiovisual requirements. Serves in various capacities when needed (videographer, producer and editor). Serves as a consultant for live broadcasts.	<p>Education: Requires a high school diploma or its equivalent.</p> <p>Experience: Requires three years experience in producing imagery and files for HD resolution. Requires ability to understand scientific concepts and portray them in an easy-to-understand, yet accurate manner. Strong graphic design abilities needed to provide art direction and graphic support to media products. Requires proficiency in all aspects of 2-D and 3-D animation and Maya, as well as Photoshop, Illustrator, and After Effects or equivalent applications.</p>
Video Multimedia Specialist	Creates broadcast quality products (still and moving graphical elements) during postproduction. Provides file conversions and encoded digital media files from a finished video product. Performs tape and media duplications. Creates authored/interactive DVDs.	<p>Education: Requires a high school diploma or its equivalent.</p> <p>Experience: Requires three years experience in producing imagery and files. Ability to understand scientific concepts and portray them in an easy-to-understand, yet accurate manner. Strong graphic design abilities needed to provide art direction and graphic support to multimedia products. Highly skilled in all aspects of 2-D and 3-D animation and Maya, as well as Photoshop, Illustrator, and After Effects or equivalent applications.</p>
Videographer	Electronically records moving imagery of scientific and technical information. Responsible for camera lighting and sound during video shoots. Provides image acquisition of standard and high definition footage using various camera formats for live or live-to-tape.	<p>Education: Requires a high school diploma or its equivalent.</p> <p>Experience: Requires in-depth knowledge of videography with three years experience.</p>

Function Title	Duties	Qualifications
Web Developer	Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media. Perform or direct web site updates. Write, design, or edit web page content, or direct others producing content. Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions. Back up files from web sites to local directories for instant recovery in case of problems. Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction. Evaluate code to ensure that it is valid, is properly structured, meets industry standards and is compatible with browsers, devices, or operating systems. Maintain understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups. Analyze user needs to determine technical requirements. Develop or validate test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.	Education: Requires a high school diploma or its equivalent. Experience: Requires three years web development experience in web streaming, web page management, web data collection, web bulletin board management, data archiving. Knowledge of programming and project management, graphics and multimedia programs and ability to integrate streaming media, live web casts and emerging technologies. Must have knowledge of Sequential Query Language (SQL), C++, front end data engines data storage methodologies, and PII restrictions and IT security regulations. Must demonstrate the ability to analyze, plan, make recommendations, and respond to changes. Requires excellent writing skills.
Professional Commercial/Non-Commercial Acquisition Buyer	The Buyer shall work independently throughout the procurement process developing strategies and documents that are thorough and complete for submission to the Government Contracting Officer for review/signature. Requires the ability to analyze technical and business data in supplier's proposals; communicate effectively with customers, coworkers, and the Government Contracting Officer both orally and in writing; and employ mathematical skills to perform limited financial analyses of proposals. The Buyer must independently manage assigned workload. The buyer is expected to use the FAR and NFS for commercial acquisitions.	Education: Requires 24 semester hours of coursework in business-related fields or a bachelor's degree in any field of study. Experience: Requires three years experience in a business-related field demonstrating self-confidence, management of workload, communication with diverse individuals, application of good judgment, and working knowledge of business systems. Procurement experience is desired.
Contract Administrator, Senior	Provides supervisory technical guidance and advisory assistance in data analysis and in the preparation of supporting acquisition documentation for commercial and non-commercial acquisitions using the simplified acquisition process, including but not limited to, statement of work (SOW) requirements, quality assurance surveillance plans (QASP), procurement plans, program descriptions, technical specifications, evaluation criteria and plans, and other required solicitation information. Assists in the development of procurement justifications and approval documentation, contract line item structures, statements of work, task statements, modifications, and correspondence. Ensures relationship integrity between SOW deliverables and solicitation requirements. Conducts market surveys and performance/best practice benchmarking. Reviews Requests for Quotes (RFQ) packages for conformance with procurement regulations.	Education: Requires 24 semester hours of coursework in business-related fields or a bachelor's degree in any field of study. Experience: Requires three years procurement experience working with the Federal Acquisition Regulation (FAR) and Agency Supplements. Requires experience working in a business-related field demonstrating self-confidence, management of workload, communication with diverse individuals, application of good judgment, and working knowledge of business systems.
Document Imaging Operator	Operates imaging tools for use in the creation of electronic files or archives. Prepares, scans, and performs quality checking of documents/images being converted to electronic/digital format. Ensures proper transfer and indexing of images. Troubleshoots and makes adjustments to equipment when necessary. Cleans and performs basic maintenance on equipment. Relies on instructions and pre-established guidelines to perform the functions of the job.	Education: Requires a high school diploma or its equivalent and two years experience in the field or in a related area. Experience: Requires knowledge of commonly-used concepts, practices, and procedures.

Function Title	Duties	Qualifications
Education Program Specialist, Journeyman	Supports the formulation and implementation of policy concerning education problems and issues using a professional knowledge of education theories, principles, processes, and practices at early childhood, elementary, secondary, or post secondary levels, or in adult or continuing education as well as a knowledge of the Federal Government's interrelationships with State and local educational agencies or with public and private postsecondary institutions. Professional knowledge is applicable to a wide range of duties in a broad functional or specialized area of education such as adult education, bilingual education, instructional methods. Performs a variety of difficult and complex assignments that call for extended professional experience or graduate study and skill in adapting and extending education principles and practices to significant projects and problems for which there are no closely related precedents, but that are generally within the present state-of-the-art.	<p>Education: Requires 24 semester hours of coursework in a related field, of which 9 semester hours must have been in education courses.</p> <p>Experience: Requires four years experience that demonstrate a thorough understanding of the principles and practices underlying the work. This experience must have been of such character and diversity to demonstrate that the applicant possesses an understanding of the field comparable to that normally acquired through successful completion of a full four-year course of study in an accredited college or university.</p>
Education Program Specialist, Senior	Supports the formulation and implementation of policy concerning education problems and issues using a professional knowledge of education theories, principles, processes, and practices at early childhood, elementary, secondary, or post secondary levels, or in adult or continuing education as well as a knowledge of the Federal Government's interrelationships with State and local educational agencies or with public and private postsecondary institutions. Applies a mastery of a broad functional or specialized area of education and skill and experienced judgment in applying, developing criteria or requirements for, testing, and evaluating new approaches and concepts for major education problems of a highly controversial nature that have resisted solution over the years.	<p>Education: Requires 24 semester hours of coursework in a related field, of which 9 semester hours must have been in education courses.</p> <p>Experience: Requires four years experience that demonstrate a thorough understanding of the principles and practices underlying the work. This experience must have been of such character and diversity to demonstrate that the applicant possesses an understanding of the field comparable to that normally acquired through successful completion of a full four-year course of study in an accredited college or university.</p>
Financial Analyst	Provides full financial management and accounting support to include costing analysis and reporting, cost estimation and analysis, budget formulation and execution, workforce planning and scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Performs economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assists in performing comparative cost studies to determine whether specified operations should be privatized or outsourced rather than remain in-house. Formulates life cycle cost-benefit analyses and apply economic and risk methodologies, tools, and techniques. Monitors and tracks obligations and expenditures of funds; detects, reconciles, and remedies fiscal discrepancies; and provides relevant reporting to decision makers.	<p>Education: Requires 24 semester hours of coursework in business-related fields or a bachelor's degree in any field of study.</p> <p>Experience: Requires three years experience in a business-related field demonstrating self-confidence, management of workload, communication with diverse individuals, application of good judgment, and working knowledge of business systems. Financial experience is desired.</p>
Independent Cost Estimator (Cost Analyst)	Performs investment analysis practices including life cycle cost estimating, cost benefit analysis, cost effectiveness analysis, and business case analysis using an understanding of the Office of Management and Budget and Department of Defense cost estimating circulars. Applies knowledge of cost estimating tools and their methodologies.	<p>Education: B.A. or B.S. degree in business, economics, engineering or related field.</p> <p>General Experience: Requires eight years professional experience (may substitute an MBA or Masters degree in related field for two years of experience).</p> <p>Specialized Experience: Demonstrated experience in cost analysis.</p>

Function Title	Duties	Qualifications
Interpreter	Converts between spoken communication and sign language requiring an ability to pay attention carefully, understand what is communicated in both languages, and express thoughts and ideas clearly. Employs strong research and analytical skills, mental dexterity, and an exceptional memory. Provides Communication Access Real-time Translation (CART).	<p>Education: Requires a high school diploma or its equivalent and must be fluent in sign language and qualified in accordance with Americans with Disabilities Act. For CART: requires specialized training in how to do the work.</p> <p>Experience: None required</p>
Librarian	Maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. Answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, catalog, and classify materials. Must be able to obtain and maintain a Secret security clearance.	<p>Education: Requires a Master degree in Library and Information Sciences.</p> <p>Experience: Requires two years public service experience in a library or related field, computer literacy, and experience in online, Web, and database searching.</p>
Library Technician	Provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as the Library of Congress catalog. Performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to a Librarian. Verifies bibliographic information on order requests, maintains collection, receives collection acquisitions, or operates limited loan or reserve desk.	<p>Education: Requires a high school diploma or its equivalent. AA degree desirable.</p> <p>Experience: Requires two years experience in a library or related field. Basic computer skills necessary.</p>
Management Analyst	Gathers and organizes information on problems or procedures. Analyzes data gathered and develops solutions or alternative methods of proceeding. Confers with personnel concerned to ensure successful functioning of newly implemented systems or procedures. Develops and implements records management program for filing, protection, and retrieval of records, and assures compliance with distribution, and purpose, and to identify problems and improvements. Interviews personnel and conducts on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used. Documents findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes. Prepares manuals and trains workers in use of new forms, reports, procedures or equipment, according to organizational policy. Designs, evaluates, recommends, and approves changes of forms and reports. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.	<p>Education: Requires 24 semester hours of coursework in business-related fields or a bachelor's degree in any field of study.</p> <p>Experience: Requires three years experience in a business-related field demonstrating self-confidence, management of workload, communication with diverse individuals, application of good judgment, and working knowledge of business systems.</p>

Function Title	Duties	Qualifications
Subject Matter Expert	Provides in-depth knowledge, subject matter expertise, and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined problems to arrive at recommendations or solutions.	Education: B.A. or B.S. degree. Master Degree or specialized field certification. General Experience: Requires eight years experience in the subject field. Specialized Experience: Requires experience in new and legacy technology and methodology directly related to subject field.
Tech Writer/Editor	Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Maintains records and files of work and revisions. Edits, standardizes, or makes changes to material prepared by others. Confers with customers to determine subject material to be developed for publication. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Selects photographs, drawings, sketches, diagrams, and charts to illustrate material. Studies drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Arranges for typing, duplication, and distribution of material.	Education: Requires a bachelor's degree, preferably with a major in communications, journalism, or English. May substitute knowledge in a specialized field, e.g., engineering or science. Experience: Requires two years experience.