

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUIRED FORM NUMBER: PAGE OF 1 22
 2. CONTRACT NO.: NNH12CD138
 3. AWARD EFFECTIVE DATE: 4. ORDER NUMBER: 5. SOLICITATION NUMBER: NNH10307800Q
 6. SOLICITATION (BASIC CAT):

7. FOR SOLICITATION INFORMATION CALL: NAME: Danit Rainey
 8. TELEPHONE NUMBER (If other than): 301-286-6717
 9. OFFER/DUE DATE/LOCAL TIME:

10. THE ACQUISITION IS: UNRESTRICTED OR RESTRICTED
 11. ISSUED BY: NASA/Goddard Space Flight Center, Headquarters Procurement Office, Greenbelt MD 20771
 12. NAICS: 541330
 13. SIZE STANDARD: S4.5
 14. SET ASIDE: SMALL BUSINESS EMERGING SMALL BUSINESS HUBZONE SMALL BUSINESS SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS 8(a)
 15. RATING: RFP IFB RFQ

16. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS CHECKED: 17. DISCOUNT TERMS: NT30
 18. DELIVER TO: As Indicated On Each Call
 19. ADMINISTERED BY: NASA/Goddard Space Flight Center, Headquarters Procurement Office, Greenbelt MD. 20771

17a. CONTRACTOR/OFFEROR: VALADOR, INC., 560 HERNDON PKWY STE 300, HERNDON VA 20170-5239
 18a. PAYMENT WILL BE MADE BY: As Indicated On Each Call

19. CHECK IF REMITTANCE IS DIFFERENT AND PUT EACH ADDRESS IN OFFER: 20. CHECK IF REMITTANCE IS DIFFERENT AND PUT EACH ADDRESS IN OFFER
 21. CHECK IF REMITTANCE IS DIFFERENT AND PUT EACH ADDRESS IN OFFER: 22. CHECK IF REMITTANCE IS DIFFERENT AND PUT EACH ADDRESS IN OFFER

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	GSA Contract #: GS-10F-0182N NASA's Office of Independent Program & Cost Evaluation (IPOE) Blanket Purchase Agreement in accordance with the attached provisions and Statement of Work. Blanket Purchase Agreement Enclosed. INCO TERMS 1: FOB INCO TERMS 2: DESTINATION (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: As Indicated On Each Call
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): 50.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-5 AND 52.212-6 ARE ATTACHED: ARE ARE NOT ATTACHED
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-6 IS ATTACHED: ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN
 29. AWARD OF CONTRACT REF DATED: YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS

30a. SIGNATURE OF OFFEROR/CONTRACTOR: John Back
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): Jonathan Wingerburg

30b. NAME AND TITLE OF SIGNER (Type or print): JOHN BACK VP + CFO
 30c. DATE SIGNED: 10/14/11
 31b. NAME OF CONTRACTING OFFICER (Type or print): Jonathan Wingerburg
 31c. DATE SIGNED: 10/14/11

**NASA Headquarters
Blanket Purchase Agreement (BPA)**

Pursuant to GSA Federal Supply Schedule Contract Number GS-10F-0182N, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) exclusively with NASA:

1. All orders placed under this BPA will be on firm fixed price and/or time and materials basis and will be within the scope of the Statement of Work, Attachment A.
2. Pricing of task orders placed under this BPA shall be based on the discounted GSA contract pricing currently in effect at the time an order is placed and as identified in Attachment B, Direct Labor Matrix. Prompt pay discounts are not offered.
3. All orders placed against this BPA are subject to the terms and conditions of the GSA contract and the NASA clauses include herein. In the event of any inconsistency between the provisions of this BPA and a Task Order issued against it, the provisions of this BPA shall take precedence. The Contracting Officer (CO) shall be contacted in the event there are any issues/disagreements regarding the provisions and terms of this BPA.
4. Delivery destinations and schedules will be indicated on individual orders placed against this BPA.
5. The Government estimates, but does not guarantee that the volume of purchases through this agreement will be up to a maximum ordering value of \$47,000,000. The Government is not obligated to order against this BPA.
6. This BPA does not obligate any funds.
7. The ordering period for this BPA is one-year from the date of award. Each Task Order issued under this BPA shall specify its own period of performance not to exceed (1) one-year after the BPA ordering period.
8. Orders may only be issued by authorized Contracting Officers at the National Aeronautics Space Administration.

NOTE: No changes to this BPA shall be made without proper authorization from the BPA Contracting Officer at the NASA Goddard Space Flight Center (GSFC), Headquarters Procurement Office, Code 210.H, Greenbelt, Maryland.

9. TASK ORDERING PROCEDURES

- (a) Only a 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:

1. A functional description of the work identifying the objectives or results desired from the contemplated task order.
 2. A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.
- (c) Within five (5) calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan 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 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. Firm Fixed Price or Time and Materials Not-To-Exceed amount authorized.
 5. Any other resources (travel, materials, equipment, facilities, etc.) authorized.
 6. Delivery/performance schedule including start and end dates.
 7. Contract funding by individual task order, accounting and appropriation data.
- (e) 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 ceiling price may be issued.
- (f) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (g) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of Text)

10. TASK PLAN/ORDERS ESTIMATING PROCEDURES

Firm Fixed Price and Time and Materials Task Orders are authorized under this BPA. When the Government issues a request for a "Task Plan" to the Contractor in accordance with Task Ordering Procedure clause of this order, the Contractor shall prepare a firm fixed price amount unless noted as a time and materials order. When a time and materials task order is authorized the Contractor shall prepare its estimate of the labor hours, labor categories and other direct costs required to perform the task order requirements. The Contractor shall use the labor categories and labor rates (which are not to exceed rates) in Attachment B to calculate the proposed ceiling price to perform the task order requirements.

The Contractor agrees that only those appropriate labor rates found in Attachment B shall be used to calculate the proposed prices for all task orders issued in accordance with the "Task Ordering Procedure" clause. The Contractor's proposed approach/pricing of the representative tasks set forth in its proposal for award of this contract shall be used as reference by the Contracting Officer in negotiating tasks with the Contractor which are issued under this contract, but only to the extent portions of a representative task are relevant to portions of a task actually issued.

11. Task Orders shall be placed with the following BPA Representative:

<u>Point of Contract/E-mail Address</u>	<u>Phone #</u>	<u>FAX#</u>
Technical POC: Latrina Braxton latrina.y.braxton@nasa.gov	202.358.0992	202.358.3602
Contractual POC: Danit Rainey danit.rainey@nasa.gov	301.286.6362	301.286.0357

12. ORDERS BY NASA INSTALLATION CENTERS

The Contractor shall provide periodic reports as requested by the NASA Headquarters Contracting Officer, data detailing all task orders placed against this BPA identifying NASA Installation Center, task order period of performance, statement of work and task order value.

13. 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 services described in and in accordance with Attachment A, Statement of Work and the task order issued. The Contractor shall also deliver the following:

<u>Deliverable</u>	<u>Due</u>	<u>To</u>
Organizational Conflicts of Interest Mitigation Plan (Reference Clause #26: 1852.237-72)	30 Days after Award	CO/210.H
Quality Assurance Plan (Reference Clause #14)	10 Days after Award	Contracting Officer Technical Representative (COTR)/ CO, 210.H
IT Security Plan	30 Days after Award	CO/210.H
Additional deliverables	Assigned on each Individual Task	COTR

(End of Text)

14. QUALITY ASSURANCE PLAN

For the eight major areas described in the Statement of Work, Attachment A (Web-based Tools and Data Collection, Executive Consultation, Logistics and Financial Support, Research and Development, Software Development, Management Services, Organizational Development and Engineering Analyses), the contractor shall prepare and submit for approval of the COTR a detailed Quality Assurance Plan enumerating the processes it will incorporate to ensure that all services required are furnished in accordance within the terms of the contract. This plan is to be submitted to the COTR for review and approval with 10 days of the award of the contract. The approved plan will be incorporated as Attachment D of this contract.

15. INVOICES - SUBMISSION OF (GSFC 52.232-95) (AUG 2006)

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

If the terms are F.O.B. plant with "plus transportation charges allowed", the invoice must be supported by a receipted freight bill, express receipt, or parcel post receipt, evidencing the correctness of the amount paid and claimed. If the amount is less than \$100 per shipment and receipts are not available, the invoice will be accepted and payment made, provided it contains a certificate by the supplier, that transportation charges were in fact paid by the supplier, that receipts were not available, and lists the destination, weight, name of carrier, and the amount claimed. The availability of this certification is not a waiver of the requirements for receipted transportation bills, and is to be used only when receipts are not available. Bill of lading number and weight of shipment shall be shown for shipments made on Government bill of lading.

(End of Clause)

16. SERVICE OF PROTEST (52.233-2) (SEPT 2006)

(a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Dock Master
Goddard Space Flight Center
Greenbelt, MD 20771
Building 16W Shipping and Receiving Dock

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

17. PERIOD OF PERFORMANCE

The period of performance for this BPA is one-year from the effective date. The period of performance for each task order shall be specified in each individual task order.

(End of Text)

18. PLACE OF PERFORMANCE - SERVICES

The Contractor personnel will be provided access to government facilities for research and analysis to satisfy requirements of the Statement of Work. However, some work may be performed at the contractor's site. The Government will provide a minimum of 2 seats on-site at NASA Headquarters and at each NASA Center where the work will be performed. The on-site assignment must be approved by the COTR prior to any work being performed.

(End of Text)

19. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

The designated Contracting Officer Technical Representative (COTR) for this order is Latrina Braxton.

(End of Text)

20. OPTION TO EXTEND (CMM 025)

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

Option Year 1 (October 15, 2012 –September 30, 2013)

Option Year 2 (October 1, 2013 –September 30, 2014)

Option Year 3 (October 1, 2014 –September 30, 2015)

Option Year 4 (October 1, 2015 –September 30, 2016)

(End of Text)

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

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

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

include this option clause.

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

(End of Clause)

22. KEY PERSONNEL AND FACILITIES (1852.235-71)

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

[Positions to be specified in individual task orders.]

(End of clause)

23. REIMBURSEMENT OF TRAVEL AND OTHER DIRECT COSTS (ODCs)

(a) All travel/ODCs directly attributable to the specific performance of this order shall be included in the Not-to-Exceed price of the order.

(b) The Government shall reimburse the Contractor for travel/ODC cost in support of this Order upon the Contractor's submission of an invoice in accordance with the contract's "Submission of Invoices" Clause.

(c) Reimbursement of travel cost shall be in accordance with the Joint Federal Travel Regulations in effect at the time of the travel.

(d) The contractor shall notify the Contracting Officer, no later than 30 days prior, in the event the costs are expected to exceed the NTE price of the order. The Contracting Officer must approve any change in the NTE price.

(End of Text)

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

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

<u>Authorized Item</u>	<u>Location</u>	<u>Representative</u>
ALL	NASA Headquarters, Washington, DC	COTR

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

(End of Clause)

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

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

(End of clause)

26. SECURITY REQUIREMENTS (52.204-2) (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with—

(1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DoD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

27. SECURITY CLASSIFICATION REQUIREMENTS (1852.204-75) (SEPT 1989) DEVIATION (MAY 2007)

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

(End of clause)

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

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

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

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

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

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

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

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

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

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

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

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

(e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of 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)

29. RELEASE OF SENSITIVE INFORMATION (1852.237-73) (JUNE 2005)

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

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

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

Mark the title page with the following legend:

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

Mark each page of sensitive information the Contractor wishes to restrict with the following legend:

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

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

30. OMBUDSMAN (1852.215-84 ALT I) (JUNE 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source

of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman. The current list of Center Ombudsman is available at http://prod.nais.nasa.gov/pub/pub_library/Omb.html. Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of Clause)

31. OBSERVANCE OF LEGAL HOLIDAYS (1852.242-72) (AUG 1992) (ALTERNATE II) SEPT 1989)

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

New Year's Day

Labor Day

Martin Luther King, Jr.'s Birthday

Columbus Day

President's Day

Veterans Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

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

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

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

(d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost

under this contract for employees in accordance with the Contractor's established accounting policy.

(End of Clause)

**32. INSTALLATION –ACCOUNTABLE GOVERNMENT PROPERTY (1852.245-71)
(DEVIATION) (SEPT 2007)**

(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:

NASA Procedural Requirements (NPR) 4100, NASA Materials Inventory Management Manual
NASA Procedural Requirements (NPR) 4200, NASA Equipment Management Procedural
Requirements
NASA Procedural Requirement (NPR) 4300, NASA Personal Property Disposal Procedural
Requirements

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 if checked.

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

(2) Office furniture.

(3) Property listed Attachment H.

(ii) 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.

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

(4) Supplies from stores stock.

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

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

(7) Installation service facilities: None

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

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

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

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

(End of Clause)

33. CONTRACTOR ACCOUNTABLE ON-SITE GOVERNMENT PROPERTY (1852.245-74) (MARCH 1989)

(a) In performance of work under this contract, certain Government property identified in the contract shall be provided to the Contractor on a no-charge-for-use basis by the installation's Supply and Equipment Management Officer. That property shall be utilized in the performance of this contract at the installation that provided the property or at such other installations or locations as may be specified elsewhere in this contract. The Contractor assumes accountability and user responsibilities for the property.

(b) Government property provided shall in every respect be subject to the provisions of the FAR 52.245 Government property clause of this contract. In addition, the contractor is responsible for managing this property in accordance with the guidelines provided by the installation's Supply and Equipment Management Officer or any other formally designated representatives of the Contracting Officer. The guidelines include but are not limited to requiring the Contractor to—

(1) Use economic order quantity (EOQ) methods for routine stock replenishment;

(2) Utilize the Federal Cataloging System;

- (3) Comply with shelf-life requirements;
 - (4) Provide for accountability and control (using the NASA Equipment Management System (NEMS)) of all equipment costing \$1000 and over, plus that equipment designated as "sensitive";
 - (5) Provide for physical inventory of all controlled equipment at least every 3 years;
 - (6) Provide for sample inventories of materials plus complete inventories every 5 years;
 - (7) Conduct walk-through utilization inspections;
 - (8) Screen NEMS before acquiring any equipment costing \$1000 or over, plus equipment designated by the installation as sensitive and costing \$500 and over;
 - (9) Support the Equipment Acquisition Document (EAD) process; and
 - (10) Use Government sources as the first source of supply.
- (c) Data requirements relating to the guidelines in paragraph (b) of this clause are specified under Section F, Deliveries or performance.

(End of Clause)

34. PROPERTY MANAGEMENT CHANGES (1852.245-75) (DEVIATION) (SEPT 2007)

(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: Sherry Pollock, NASA Goddard Space Flight Center, 8800 Greenbelt Rd, Greenbelt MD, 20771; 301-286-3242; Sherry.L.Pollock@nasa.gov

(End of clause)

35. OCCUPANCY MANAGEMENT REQUIREMENTS (1852.245-82) (DEVIATION) (SEPT 2007)

(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 8831.2, Facility Maintenance 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)

36. SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (1852.204-76) (DEVIATION) (MAY 2008).

(a) The Contractor shall be responsible for information and information technology (IT) security when –

(1) The Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team's (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, 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 IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service.

(7) The Contractor shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall --

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security

(CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) 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 and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

(g) The Contractor shall insert this clause, including this paragraph (g), in all subcontracts

- (1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or
- (2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(End of Clause)

37. ONSITE CONTRACTOR PERSONNEL –IDENTIFICATION, REPORTING, AND CHECKOUT PROCEDURES (HQ 52.204-98) (JAN 2007)

- (a) The Contractor's designated representative for the purposes of this clause is the Contractor's Project Manager. The Contractor shall notify the Headquarters Chief of Security and the Contracting Officer's Technical Representative of the Project Manager's identity within fifteen (15) calendar days of award of this contract.
- (b) In accordance with FAR 52.204-9, Personal Identity Verification of Contractor Personnel, the Contractor shall follow the steps in Attachment C, Personal Identity Verification (PIV) Card Issuance and Re-issuance Procedures, for each contract employee (prime and subcontractor) who shall have physical access to a NASA-controlled facility (also referred to as "onsite") or access to a Federal information system. The Contractor must apply for permanent NASA Headquarters PIV credential for those contract employees who will be employed by the Contractor onsite for at least six months. The Headquarters Security Office will consider permanent PIV credentials for other employees of the Contractor on a case-by-case basis, such as employees that are not resident onsite, but must frequently visit.
- (c) The Contractor's Project Manager shall submit written notification to the Contracting Officer's Technical Representative and the Headquarters Chief of Security immediately about any Contractor employee who was issued a Headquarters PIV credential or who was granted temporary access to be on-site: (1) who is no longer employed by the Contractor, or (2) who will no longer be working onsite under this contract.
- (d) The Contractor shall ensure that all personnel who have NASA Headquarters issued credentials, keys or other property who leave the Contractor's employ or that no longer work onsite, process out through the Headquarters Security Office. Any such Contractor employees must return all Headquarters issued identification or credentials and any Government property no later than the last day of their employment. The Contractor shall establish appropriate procedures and controls to ensure this is accomplished. Failure to comply may result in the exercise of Government rights to limit and control access to Government premises, including denial of access and invalidation of NASA issued PIV credentials.

(End of Clause)

38. GOVERNMENT PREMISES –PHYSICAL AND LOGICAL ACCESS AND COMPLIANCE WITH PROCEDURES (HQ 52.204-99) (JAN 2007)

- a)(1) The Contractor must apply for NASA Headquarters Personal Identity Verification (PIV) credential issued by the Headquarters Security Office for those employees that will be employed by the Contractor and that will be resident or access NASA Headquarter locations, or NASA cyber resources for more than six (6) months. The Headquarters PIV credentials will be issued for no longer than the applicable contract period in effect at the time, not to exceed 5-years, and will require renewal for each subsequent contract period within which the Contractor employee will be employed. Based on NASA policies and procedures for background investigations and

position risk/sensitivity determination, a minimum of National Agency Check with Written Inquiries (NACI) will be required for credential renewal. Other Contractor personnel who are to be at the Headquarters location(s) or will be accessing NASA cyber resources for less than six (6) months are to be identified by the Contractor for approval and registered on an access list under the control of the Headquarters Security Office. All personnel must conspicuously display the Headquarters PIV credential above the waistline on the outermost garment, and must comply with any and all requirements applicable to PIV credential in effect at Headquarters. In accordance with FAR 52.204-9, Personal Identity Verification of Contractor Personnel, the Contractor shall follow the steps prescribed in Attachment C, Personal Identity Verification (PIV) Card Issuance Procedures to apply for each contract employee (prime and subcontractor) who shall have physical access to a NASA-controlled facility (also referred to as "onsite") or access to a Federal information system. (2) Visits by foreign nationals to, for, or on behalf of the Contractor, are restricted and must be necessary for the performance of the contract and concurred in by the Contracting Officer or by the Contracting Officer's Technical Representative. Approval of such visits must be approved in accordance with NASA Procedural Requirements, NPR 1371.2A, Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities w/Change 1 (3/29/04); and NASA Policy Directive, NPD 1371.5A, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA (Revalidated 3/29/04), <http://nodis.hq.nasa.gov>. The Contractor may get further information about visits by foreign nationals by contacting the NASA Headquarters International Visits Coordinator located in the Headquarters Security Office. (3) Access to the Headquarters locations may be changed or adjusted in response to threat conditions or special situations. (b) While on Government premises, the Contractor shall comply with requirements governing the conduct of personnel and the operation of the Headquarters locations. These requirements are set forth in NASA-wide or Headquarters installation directives, and procedural requirements, and announcements that can be found at <http://nodis.hq.nasa.gov>, and/or which will be provided to the Contractor as necessary by the Contracting Officer's Technical Representative, the Contracting Officer, or the Headquarters Chief of Security. (c) The Contractor may not use official Government envelopes or other Government identified mailing containers bearing any sort of Government indicia such as "eagle" emblems in lieu of postage stamps or mailing envelopes or containers bearing NASA logos. The Contractor also may not use the Government mail system to mail anything outside of the Headquarters locations. Contractors found in violation could be liable for a fine of \$300 per piece of indicia mail used. Otherwise, the Contractor is allowed to use the internal Headquarters interoffice mail system to send documents within the Headquarters locations or to other NASA Centers or NASA facilities the extent necessary for purposes of implementing the terms of this contract and communicating contract related business to its employees at the Headquarters locations, and to communicate contract related business to NASA officials including, but not limited to, the Contracting Officer, the Contracting Officer's Technical Representative, the Headquarters Chief of Security, Accounting Office staff, and the NASA Headquarters International Visits Coordinator.

(End of Clause)

39. IN ADDITION TO THE GSA CONTRACT SCHEDULE CLAUSES, THIS DELIVERY ORDER IS SUBJECT TO THE FOLLOWING CLAUSES:

FAR CLAUSES:

- 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)
- 52.245-1 GOVERNMENT PROPERTY (JUN 2007)
- 52.245-9 USE OF CHARGES (JUNE 2007)

NASA FAR SUPPLEMENT CLAUSES:

- 1852.203-70 DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS (JUNE 2001)
- 1852.219-76 NASA 8 PERCENT GOAL (JUL 1997)
- 1852.223-72 SAFETY AND HEALTH (SHORT FORM) (APRIL 2002)
- 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY (FEBRUARY 2002)
- 1852.225-70 EXPORT LICENSES (FEB 2000)
- 1852.228-75 MINIMUM INSURANCE COVERAGE (OCT 1998)
- 1852.237-70 EMERGENCY EVACUATION PROCEDURES (DEC 1988)

(End of by Reference Section)

40. LIST OF ATTACHMENTS

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

Attachment	Description	No. of Pages	Date
A	Statement of Work	11	April 2010
B	Labor Matrix	1	April 2010
C	Personal Identity Verification (PIV) Card Issuance Procedures	4	April 2010
D	Quality Assurance Plan	To be submitted for approval 10 days after award	
E	DoD Contract Security Classification Specification DD254	2	July 2010

F	IT Security Plan	To be submitted for approval 30 days after award	
G	Organizational Conflicts of Interest Mitigation Plan	To be submitted for approval 30 days after award	
H	Installation Accountable Government Property	1	April 2010

**Statement of Work
Management, Organizational, Scientific & Engineering Support Services**

Background:

The National Aeronautics and Space Administration (NASA) is currently engaged in various initiatives aimed at positioning programs for maximum efficiency. These initiatives are designed to arm Program Management with tools, practices, and processes for better execution of programs. An additional initiative from the President's Management Agenda is also being implemented to identify process improvements and identify barriers to government management that can be evaluated for potential removal.

This requirement is for support for the NASA Headquarters (HQ) and its installation Centers. The primary office requiring support is the Office of Independent Program & Cost Evaluation (IPCE) and the Office of Chief Engineers which provides objective studies and analyses to assist the NASA Administrator in making well-informed strategic Agency decisions. It also provides advice and recommendations regarding all aspects of NASA programs and issues of strategic importance. IPCE supports the NASA Administrator and the senior staff in future program decision making.

Scope:

NASA requires support analysis across a wide range of activities as necessary. The nature of the tasks requires the following:

- **Responsiveness.** A proven ability to rapidly react and establish a program plan and team to satisfy the task requirements.
- **Access to the noted experts.** Provide a demonstrated ability to staff experts and/or access and contract with a broad range of management and technical experts within a 48-hour period.
- **Program Management Capability.** Senior leadership management with demonstrated ability to manage a team of experts on high visibility programs with discretion.
- **Independence.** The ability to certify no conflict of interest including the mitigation of any appearance of conflict of interest.
- **Objective Analysis.** Proven capability for providing analysis of alternatives with ability to trace requirements to program performance to program cost.
- **Modeling & simulation.** Proven capability for producing performance, operational, cost and effectiveness models of aerospace system using state-of-the-art object oriented models.

Task Requirements:

This BPA includes the following statement of work (SOW areas including):

- 1. Web-based Tools and Data Collection.**
 - 1.1 Design and develop web portals in conformance with all NASA and US government regulations and procedures
 - 1.2 Provide Web-based training modules compatible with all NASA and US government internet regulations
 - 1.3 Provide Mechanisms in-place that can track usage, metrics, etc. of all web-based modules.
 - 1.4 Support the publication, both web-based and hard copy, of engineering and program/project management materials.
 - 1.5 Develop and administer data collection processes for NASA educational training activities.
 - 1.6 Ensure Accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 are adhered to and met.

- 2. Executive Consultation:**
 - 2.1 Provide subject matter experts in the field of engineering and sciences to include, but not limited to fields of propulsion, orbital mechanics, aerodynamics and life cycle cost analysis as well as program/project management.
 - 2.2 Create, present, engineering, scientific and/or program/project management reports for special teams, studies, or other activities.
 - 2.3 Manage and archive (as directed) all documentation as related to consulting tasks in accordance with NASA policy.
 - 2.4 Provide expert support of Agency, organizational, and business improvement efforts.

- 3. Logistics & Financial Support:**
 - 3.1 Support the development, implementation, and maintenance of logistical, financial, and administrative tracking and control programs and systems.
 - 3.2 Provide subject matter experts in the field of cost/schedule tools and model development including any development or enhancement to an existing tool, database, and/or model. The contractor shall develop or enhance existing tools, databases and/or models, for, but not limited to: cost/schedule estimation and analysis, risk management performance metrics, knowledge management and productivity enhancement.
 - 3.3 Provide independent life cycle cost and schedule analysis including, but not limited to: cost estimates, cost risk analysis, budget assessments, schedule assessments, technical assessments, and economic analyses,

cross-check cost estimates, analogy estimates, discrete cost risk analyses, cost trades and sensitivity analyses.

4. Research and Development:

- 4.1 Support the design, development, and the implementation of research and development activities.
- 4.2 Support the design and implementation of research activities between select NASA offices and various academic institutions.
- 4.3 Provide support and management of engineering and/or program and project management forums, outreach activities, seminars, conferences, and workshops.
- 4.4 Investigate, develop and implement, as directed, new integration activities between select NASA offices and universities, educational organizations, and research organizations.

5. Software Development:

- 5.1 Develop software applications that enhance the productivity of NASA Headquarters and its Centers.
- 5.2 Develop and implement software applications that could be used in the training activities conducted by NASA, whether classroom or web-based.
- 5.3 Accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 are adhered to and met.

6. Management Services:

- 6.1 Develop and implement crisis response plans and lessons-learned as required to ensure that rapid organizational response is available, if necessary.
- 6.2 Support of strategic planning initiatives to support the identification of critical paths, areas of overall program risk, and a process to identify technology readiness level risks.
- 6.3 Support the institutional move to full cost accounting and the standardization of costing methodologies into the engineering and program management organizations.
- 6.4 Support the institutional decision to budget programs and projects at a 70% confidence level.
- 6.5 Implement and support (including facilitation and program/meeting logistics) Tiger Teams and other internal NASA activities.
- 6.6 Assessments of program effectiveness including overall programs for innovation, technology transfer, dual use, competitive sourcing, privatization, and commercialization. This will be done at the system and subsystem level.
- 6.7 Perform technology assessments as required.

7. Organizational Development:

- 7.1 Development of strategies for organizational and cultural change.
- 7.2 Support the development of effective interfaces with other government programs, both classified and unclassified, for improved program implementation effectiveness.
- 7.3 Implementation of training programs, syllabi, and tools to support change management.
- 7.4 Perform historical analyses and compile electronically lessons-learned for case studies, analyses, and contingency planning.
- 7.5 Perform comparative analyses of NASA Program Management and engineering practices/processes with other industry standards.

8. Engineering Analyses:

- 8.1 Perform specialized engineering assessments and analyses to include, but not limited to:
 - 8.1.1 Design review evaluations: Internal readiness Review (IRR), System Readiness review (SRR), Preliminary Design Review (PDR), and Critical Design Review in accordance with NPR 7120.5.
 - 8.1.2 System and sub-system design critic and alternative solutions.
 - 8.1.3 Systems engineering assessments for program, project and sub-system level requirements.
 - 8.1.4 Detailed modeling and simulation of Space Shuttle Program and International Space Station Program operations, logistics and alternative access.
 - 8.1.5 Cost/benefit studies of future extension and explorations missions including assessments of human and robot systems, and human/robotic teams.

9. Electronic and Information Technology Standards

1194.21 Software applications and operating systems

- (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
- (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.
- (c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.
- (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.
- (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.
- (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.
- (g) Applications shall not override user selected contrast and color selections and other individual display attributes.
- (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.
- (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.

(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

(l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

1194.22 Web-based intranet and internet information and applications

(a) A text equivalent for every non-text element shall be provided (*e.g.*, via “alt”, “longdesc”, or in element content).

(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

(d) Documents shall be organized so they are readable without requiring an associated style sheet.

(e) Redundant text links shall be provided for each active region of a server-side image map.

(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

(g) Row and column headers shall be identified for data tables.

(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

(i) Frames shall be titled with text that facilitates frame identification and navigation.

(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22: 1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (*i.e.*, all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

1194.23 Telecommunications products

(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.

(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.

(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.

(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.

(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.

(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.

(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.

(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.

(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.

(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.

(k) Products which have mechanically operated controls or keys, shall comply with the following:

(1) Controls and keys shall be tactilely discernible without activating the controls or keys.

(2) Controls and keys shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2 N) maximum.

(3) If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.

(4) The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.

1194.24 Video and multimedia products

(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.

(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.

(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.

(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.

(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.

1194.25 Self contained, closed products

(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach assistive technology to the product. Personal headsets for private listening are not assistive technology.

(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).

(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.

(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.

(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.

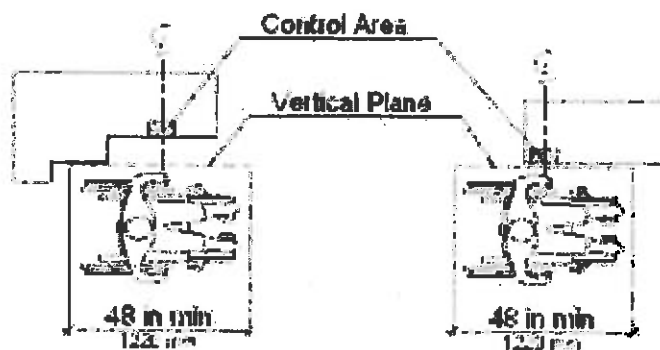
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.

(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(j) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following:

(1) The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length (see Figure 1 of this part).



Vertical Plane Relative to the Operable Control

Figure 1

(2) Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.

(3) Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.

(4) Operable controls shall not be more than 24 inches behind the reference plane (see Figure 2 of this part).

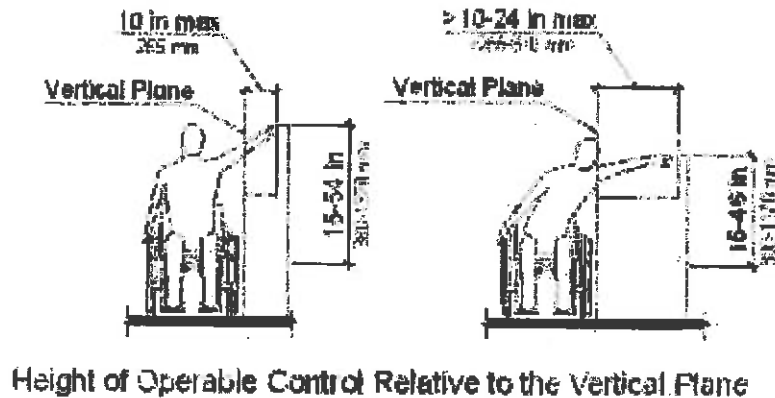


Figure 2

1194.26 Desktop and portable computers

- (a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through(4).
- (b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).
- (c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.
- (d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.

Labor Categories	Offsite Rates				
	CY1 Hourly Rate	CY2 Hourly Rate	CY3 Hourly Rate	CY4 Hourly Rate	CY5 Hourly Rate
Administrative Assistant I	(b) (4)				
Administrative Assistant II					
Management Consultant I					
Management Consultant II					
Sr. Management Consultant					
Executive Management Consultant I					
Executive Management Consultant II					
Sr. Executive Management Consultant					
Technical Matter Specialist I					
Technical Matter Specialist II					
Subject Matter Expert I					
Subject Matter Expert II					
Functional Analyst I					
Functional Analyst II					
Functional Analyst III					
Principal Analyst					
Senior Analyst					
Senior Program Analyst					
Technical Writer					
Business Specialist					

PERSONAL IDENTITY VERIFICATION (PIV) CARD ISSUANCE PROCEDURES

PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel. FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

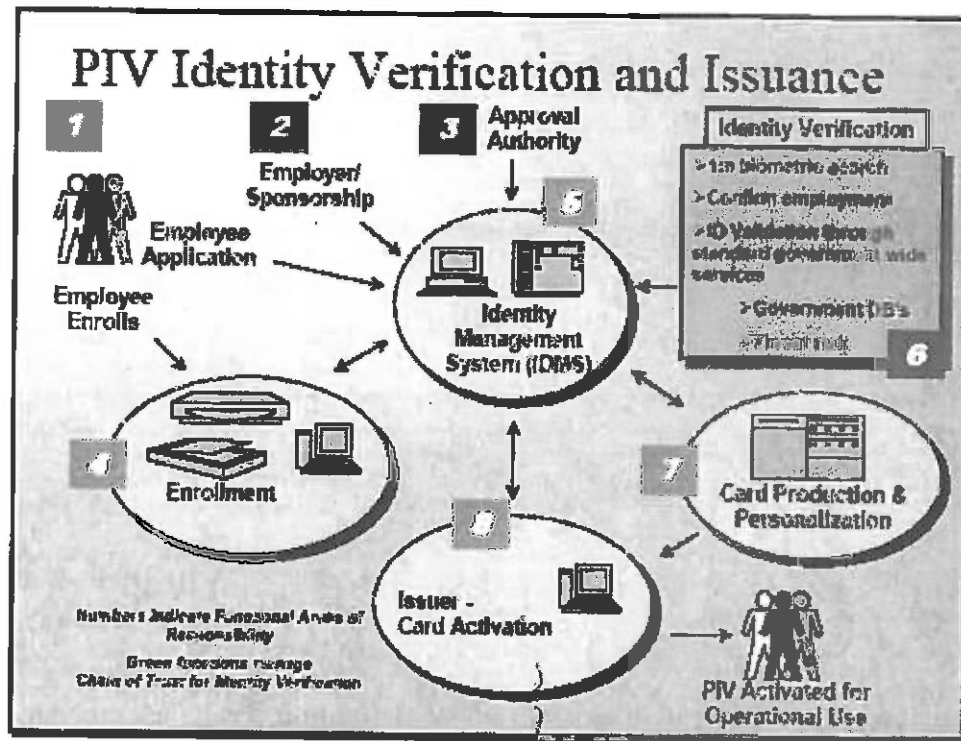


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the

risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear no later than the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, **MAY NOT BE USED** for the original issuance of a PIV vetted credential

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND
ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

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 Top Secret b. Level of Safeguarding Required None	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)		3. THIS SPECIFICATION IS: (X and complete as applicable)	
<input checked="" type="checkbox"/>	a. Prime Contract Number NNE10307800Q	<input checked="" type="checkbox"/>	a. Original (Complete date in all cases) Date (yyyymmdd)
<input type="checkbox"/>	b. Subcontract Number	<input type="checkbox"/>	b. Revised (Supersedes all previous specs) Revision No. Date (yyyymmdd)
<input type="checkbox"/>	c. Solicitation or Other Number Due Date (yyyymmdd)	<input type="checkbox"/>	c. Final (Complete item 5 in all cases) Date (yyyymmdd)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.			
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 (Include Commercial and Government Entry (CAGE) Code)			
a. Name, Address, and ZIP Code		b. Cage Code	c. Cognizant Security Office (Name, Address, and ZIP Code) Defense Security Service Northern Virginia Field Office 14428 Albemarle Point Place Suite 140 Chantilly, VA 20151-1678
7. SUBCONTRACTOR			
a. Name, Address, and ZIP Code		b. Cage Code	c. Cognizant Security Office (Name, Address, and ZIP Code)
8. ACTUAL PERFORMANCE			
a. Location		b. Cage Code	c. Cognizant Security Office (Name, Address, and ZIP Code) Defense Security Service Northern Virginia Field Office 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151-1678
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Management, Organizational, Scientific and Engineering Support Services			
10. CONTRACTOR WILL REQUIRE ACCESS TO:		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
b. RESTRICTED DATA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(2) Non-SCI	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
g. NATO INFORMATION	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	l. OTHER (Specify)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
k. OTHER (Specify)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the 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)

The NASA HQ Security Classification Officer and to the Officer of Public Affairs, NASA HQ, Washington, DC 20546

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.)

NASA Security Procedures and Guidelines, NPR 1600.1 as currently revised (ACI is covered within the document)

NASA Security of Information Technology, NPG 2810.1 as currently revised.

NOTE: An annual visit request will be faxed to the Industrial Security Representative at (614) 827-1586. Complete mailing address is: Defence Industrial Security Clearance Office (DISCO); 2780 Airport Drive, Suite 400; Columbus, OH 43219

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (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.)

Yes No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

Yes No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. Typed Name of Certifying Official

Richard H. Young

b. Title

Chief of Security

c. Telephone (Include Area Code)

(202) 358-1107

d. Address (Include Zip Code)

NASA HQ
Office of Security and Program Protection
Washington, DC 20546

17. REQUIRED DISTRIBUTION

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY

e. Signature

Government Furnished Property

The Government will provide as determined at the Task Order level.

Personal computers configured to support the business applications specified in the SOW

Shared printing capabilities

The Government will provide 2 seats on-site at NASA Headquarters and at each NASA Center where the work will be performed. The on-site assignment must be approved by the COTR prior to any work being performed.