

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER		PAGE OF 1 24	
2. CONTRACT NO. NNH16CP02Z		3. AWARD EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Jonnelle Goff			b. TELEPHONE NUMBER (No collect calls) 301-286-3807		8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Attn: Jonnelle Goff/301-286-3807 Greenbelt MD 20771				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED <input type="checkbox"/> SERVICE-DISABLED <input type="checkbox"/> SMALL BUSINESS PROGRAM NAICS: 541611 <input type="checkbox"/> VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> B(A) SIZE STANDARD: \$15.0			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO As Indicated On Each Call				16. ADMINISTERED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Attn: Jonnelle Goff/301-286-3807 Greenbelt MD 20771			
17a. CONTRACTOR/OFFEROR DELOITTE CONSULTING LLP 1725 DUKE ST ALEXANDRIA VA 22314-3456		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. PAYMENT WILL BE MADE BY As Indicated On Each Call			
19. ITEM NO.				20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	
				22. UNIT		23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA As Indicated On Each Call				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$0.00			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA			
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.				29. AWARD OF CONTRACT: _____ OFFER 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 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print) Keith Pfromer, Director		30c. DATE SIGNED 12/9/2015		31b. NAME OF CONTRACTING OFFICER (Type or print) Lois McDuffee		31c. DATE SIGNED 12/09/2015	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>alter the scope of its preexisting contract and does not constitute a new requirement.</p> <p>All terms and conditions of the original BPA NNH15CN62Z are incorporated and applicable to this replacement BPA and any resultant task orders.</p> <p>INCO TERMS 1: FOB INCO TERMS 2: Destination</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
HEADQUARTERS (HQ)**

**BUSINESS AND ADMINISTRATIVE SYSTEMS OFFICE (BASO)
BLANKET PURCHASE AGREEMENT (BPA)**

Pursuant to General Services Administration (GSA) Professional Services Schedule (PSS), Consolidated GSA Schedule contract number GS-00F-0028Y, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) exclusively with NASA HQ:

1. TYPE OF TASK ORDERS

All orders placed against this BPA will be on a firm fixed price (FFP) basis, and will be within the scope of the Statement of Work, Attachment A.

(End of text)

2. PRICING OF TASK ORDERS

Pricing of task orders placed under this BPA shall be based on the discounted GSA FSS contract pricing identified in the Direct Loaded Labor Rate Matrix, Attachment B, of this BPA.

Subcontracts, travel, direct materials, and/or other direct costs shall be proposed on individual task orders, if applicable.

(End of text)

3. ORDER OF PRECEDENCE

All orders placed against this BPA are subject to the terms and conditions of the GSA FSS contract and the NASA Federal Acquisition Regulation (FAR) Supplement (NFS) and HQ/GSFC clauses included herein. In the event of any inconsistency between the terms and conditions of this BPA and a Task Order issued against it, the terms and conditions of this BPA shall take precedence. The NASA HQ Contracting Officer (CO) shall be contacted in the event there are any issues/disagreements regarding the terms and conditions of this BPA.

(End of text)

4. SUBSTITUTION OF TERMS

This BPA contains clauses taken from, among other sources, the FAR, NFS, NASA HQ, and NASA GSFC. Whenever the word "contract" appears in FAR, NFS, HQ, or GSFC clauses presented herein, substitute the word "BPA" respectively. In addition, throughout this entire document, the term "Contracting Officer" refers to the NASA HQ Contracting Officer, Code 210.H, except where specifically defined otherwise.

(End of text)

5. GSFC 52.211-90 SUPPLIES AND/OR SERVICES TO BE PROVIDED (NOV 2015)

Delivery destinations and schedules will be indicated on individual task orders placed against this BPA. In addition, the Contractor shall furnish the following items and reports:

Item	Deliverable	Reference	Schedule	Delivery Method/Addressee(s)
1	Services and deliverables in accordance with Attachment A, SOW	As Defined in Attachment A, SOW	As Defined in Attachment A, SOW	As Defined in Attachment A, SOW
2	Task Plans	Clause 12 NFS 1852.216-80 Clause 13 GSFC 52.216-93	As Specified in Clause 12	Electronic Format/Contracting Officer (CO)
2	Reports of Work	Clause 22 GSFC 52.235-90	Monthly and Final	As specified in Clause
3	Personal Identity Verification (PIV) Documentation and Reporting	Clause 28 HQ 52.204-98 and Attachment C	10th Calendar Day of the Month and As Required	Electronic Format/Contracting Officer's Representative (COR) & HQ Security Office
4	Organizational Conflicts of Interest (OCI) Avoidance Plan	Clause 25 GSFC 1852.237-72	30 days after BPA effective date	Electronic Format/Contracting Officer (CO)
5	IT Security Management Plan	Clause 26 NFS 1852.204-76	30 days after BPA effective date	Electronic Format/Contracting Officer (CO)
6	Safety and Health Reporting	Clause 21 NFS 1852.223-70 Clause 24 HQ 52.223-91	Monthly and Quarterly and as required	NASA Mishap Information System (NMIS)

(End of text)

6. OBLIGATION OF FUNDS

This BPA does not obligate any funds. Funding will be provided on each individual task order.

(End of text)

7. BPA ORDERING VALUE

The Government estimates, but does not guarantee, that the volume of orders through this BPA will be \$19 million. This BPA does not obligate any funds. The Government is obligated only

to the extent of authorized orders actually made against the BPA.

(End of text)

8. ORDERING PERIOD

The BPA ordering period expires twelve (12) months from the effective date of the BPA or at the end of the GSA Schedule contract period, whichever is earlier. Each task order issued under this BPA shall specify its own period of performance not to exceed 12 months beyond the BPA ordering period.

(End of text)

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within any day before contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 60 months.

(End of clause)

10. GSFC 52.217-90 OPTION TO EXTEND (SEP 2013)

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

Option Period	Ordering Period
1	Twelve (12) months commencing at the end of the Basic Period
2	Twelve (12) months commencing at the end of Option Period 1
3	Twelve (12) months commencing at the end of Option Period 2
4	Twelve (12) months commencing at the end of Option Period 3

(End of clause)

11. GSFC 52.216-100 INDIVIDUALS AUTHORIZED TO ISSUE CALLS (DEC 2014)

The following personnel are authorized to issue calls under this BPA. All designated personnel are employed by the Headquarters unless otherwise indicated:

Contracting Officer, Code 210.H

(End of clause)

12. 1852.216-80 TASK ORDERING PROCEDURE (OCT 1996)

- (a) Only the CO 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 CO.
- (b) Prior to issuing a task order, the CO shall provide the Contractor with the following data:
- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
 - (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
 - (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.
- (c) Within 7 calendar days after receipt of the CO's request, the Contractor shall submit a task plan conforming to the request.
- (d) After review and any necessary discussions, the CO 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) Performance standards, and where appropriate, quality assurance standards.
 - (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
 - (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
 - (7) Delivery/performance schedule including start and end dates.
 - (8) If contract funding is by individual task order, accounting and appropriation data.
- (e) The Contractor shall provide acknowledgment of receipt to the CO within 4 calendar days after receipt of the task order.
- (f) If time constraints do not permit issuance of a fully defined task order in accordance with the

procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

- (g) The CO may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of clause)

13. GSFC 52.216-93 SUPPLEMENTAL TASK ORDERING PROCEDURES (FIXED PRICE) (JUL 2006)

(a) When the Government issues a request for a “task plan” to the Contractor in accordance with the Clause entitled “Task Ordering Procedure” of this contract, the Contractor shall prepare its estimate of the direct labor hours, direct labor categories, and other direct costs (ODCs) required to perform the task order requirements. The Contractor shall use only those appropriate direct labor categories, direct loaded labor rates, which may be less than but shall not exceed the rates found in Attachment B, Direct Labor Rate Matrix, to calculate the proposed firm fixed price (FFP) for all task orders issued in accordance with the “Task Ordering Procedure” clause of this contract.

(b) The Contractor’s proposed approach/pricing of the representative tasks set forth in its quotation 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.

(End of clause)

14. GSFC 52.211-91 SCOPE OF WORK (MAR 2015)

The Contractor shall provide the personnel, materials, and facilities, except as otherwise specified in this BPA, necessary to perform the work and to furnish the items specified in SUPPLIES AND/OR SERVICES TO BE PROVIDED clause of this BPA in accordance with Attachment A, Statement of Work, and task orders issued hereunder.

(End of clause)

15. GSFC 52.237-92 PLACE OF PERFORMANCE – SERVICES (NOV 2013)

The services ordered under this BPA shall be performed at the following location(s): onsite at NASA Headquarters and other locations as specified in individual task orders issued.

(End of clause)

16. INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be accomplished in accordance with the terms of the Professional Services Schedule (PSS), Consolidated GSA Schedule contract number GS-00F-0028Y, BPA Agreement Number NNH16CP02Z and as outlined in the specific task order.

(End of text)

17. INVOICES

The contractor shall submit invoices for each individual task order as follows:

(a) For Fixed Price Task Orders:

In addition to the requirements of GSFC 52.232-95, INVOICES—SUBMISSION OF, the invoice must include the name and address of the Contractor, Invoice Date, Task Order Number, description of the services/supplies, and the total Firm Fixed Price of the task order.

(End of text)

18. 1852.215-84 OMBUDSMAN (NOV 2011) – ALTERNATE I (JUN 2000)

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

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman, whose name, address, telephone number, facsimile number, and e-mail address may be found 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 Agency ombudsman identified at the above URL. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(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)

19. 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUN 2005)

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

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

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

Mark the title page with the following legend:

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

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

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

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

NASA FAR SUPPLEMENT CLAUSES:

(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)

20. HQ 52.247-94 SHIPPING INSTRUCTIONS--CENTRAL RECEIVING (SEP 2012)

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

Receiving Officer
NASA/Headquarters
300 E. Street SW
Washington, D.C. 20546

Marked for: Kathryn Karmazin

Technical Officer: Kathryn Karmazin
NASA HQ, Room: 4032
BPA No. NNH15CN62Z
Order No. TBD
Item(s) No. TBD

(End of clause)

21. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

Federal Acquisition Regulation (FAR) clauses:

<https://www.acquisition.gov/?q=browsefar>

NASA FAR Supplement (NFS) clauses:

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

In addition to the GSA FSS contract schedule clauses, this BPA is subject to the following clauses:

FAR CLAUSES:

52.245-9 USE AND CHARGES (APR 2012)
1852.203-71 REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (AUG 2014)
1852.223-70 SAFETY AND HEALTH (APR 2002)
1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY (FEB 2002) –ALTERNATE I (FEB 2006)

- 1852.225-70 EXPORT LICENSES (FEB 2000)
- 1852.228-75 MINIMUM INSURANCE COVERAGE (OCT 1988)
- 1852.245-75 PROPERTY MANAGEMENT (JAN 2011)
- 1852.245-78 PHYSICAL INVENTORY OF CAPITAL PERSONAL PROPERTY (AUG 2015)
- 1852.245-82 OCCUPANCY MANAGEMENT REQUIREMENTS (JAN 2011)

(End of by reference section)

22. GSFC 52.235-90 REPORTS OF WORK (IDIQ/BPA) (AUG 2013)

- (a) Monthly progress reports. The Contractor shall submit monthly progress reports of all work accomplished covering all Task Orders active during each month of BPA performance. Reports shall address the accomplishments and progress of all work performed under each Task Order for the month being reported. Each Task Order shall be a separate report. The report shall be in narrative form and brief in content. The report shall include a description of overall Task Order progress to include technical accomplishments and status of deliverables. Also the report shall provide a quantitative description of overall progress and identify any risks or problems, which may impede performance and proposed corrective actions. Also the report shall have a discussion of the projected work activities to be performed during the next monthly reporting period.
- (b) Final Task Order Report. The Contractor shall submit a Final Task Order Report for each completed Task Order that summarizes the results of the entire Task Order, including recommendations and conclusions based on the experience and results obtained. The Final Task Order Report should include, as appropriate, tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to comprehensively explain the results achieved under the Task Order. The final report shall also include the final fixed price for the Task Order.
- (c) Submission. The Contractor shall submit the report required by this clause as follows:

Copies	Report Type	Addressee	Mail Code
1	M,F	Contracting Officer	GSFC:210.H
1	M,F	Contracting Officer's Representative (COR)	HQ:2J81
1	M,F	Task Monitor	See Task Order

[M=Monthly, F=Final]

- (d) Submission dates. Monthly reports shall be submitted by the 15th day of the month following the month being reported. If the Task Order is awarded beyond the middle of a month, the first monthly report shall cover the period from award until the end of the following month. The final report for each Task Order shall be submitted within 30 days after completion of the Task Order.

(End of clause)

23. GSFC 52.232-95 INVOICES - SUBMISSION OF (MAR 2015)

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."

(End of clause)

24. HQ 52.223-91 SAFETY AND HEALTH--ADDITIONAL REQUIREMENTS (JUN 2014)

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

(a) Incident Reporting: The immediate notification and prompt reporting requirement included in paragraph (d) of NFS clause 1852.223-70 shall be to the NASA Headquarters Safety and Occupational Health, Dept. HQ:LM032, Telephone 202-358-0854 and to the Contracting Officer (CO). This verbal notification should be confirmed in writing via E-Mail to the CO and christopher.j.warren@nasa.gov and entered into the NASA Mishap Information System (NMIS) within 24 hours. This notification is also required for any unsafe or environmentally hazardous condition associated with Government-owned property that is provided or made available for the performance of the contract.

(b) Submit a monthly safety and health report using NMIS. Specify incidents (mishaps and close calls) and man-hours worked/month. Access to NMIS must be requested through the NASA Access Management System (NAMS) within 30 days of the contract effective date at <https://idmax.nasa.gov>. Until access is approved, use the [Monthly Safety & Health Report Template](http://safety1st.gsfc.nasa.gov) available at <http://safety1st.gsfc.nasa.gov> under Contractor Safety and e-mail the completed form to christopher.j.warren@nasa.gov.

(End of clause)

25. 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUN 2005)

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

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

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

- (1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.
 - (2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
 - (3) Allow access to sensitive information only to those employees that need it to perform services under this contract.
 - (4) Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.
 - (5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.
 - (6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
 - (7) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (d) The Contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.
- (e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a government contractor.
- (f) The Contractor shall include the substance of this clause, including this paragraph (f), suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

(End of clause)

26. 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (JAN 2011)

- (a) The contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.
- (b) This clause is applicable to all NASA contractors and sub-contractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA's missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at: <http://www.nasa.gov/offices/ocio/itsecurity/index.html>. For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.
- (c) Definitions.
- (1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.
- (2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.
- (3) **IT Security Management Plan**—This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.
- (4) **IT Security Plan**—this is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer; the approval authority will be included in the ADL. All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security Web site at <https://itsecurity.nasa.gov/policies/index.html>.
- (d) The contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of

NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.

- (e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract in accordance with retention documentation available in the ADL. The contractor shall provide a listing of all NASA Electronic information and IT resources generated in performance of the contract. At that time, the contractor shall request disposition instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor’s request. Parts of the clause and referenced ADL may be waived by the contracting officer, if the contractor’s ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.
- (f) The contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.

(End of clause)

27. 1852.232-77 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (MAR 1989)

(a) Each FFP order may be incrementally funded. It is anticipated that from time to time additional funds will be allocated to a FFP order until the total price of the order is allotted. The parties contemplate that the Government will allot funds to an order in accordance with the following schedule:

SCHEDULE FOR ALLOTMENT OF FUNDS

Date	Amounts
As executed by Order	As determined by Order

(b) The Contractor agrees to perform or have performed work on issued orders up to the point at which, if this BPA is terminated pursuant to the Termination for the Government’s Convenience paragraph (l) of FAR 52.212-4 included in the GSA FSS Master Contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to that provision would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the orders. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the order, anything to the contrary in the Termination for the Government’s Convenience paragraph (1) of FAR 52.212-4 notwithstanding.

(c)(1) It is contemplated that funds presently allotted to an order will cover the work to be performed as determined by each order.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed as determined by each order, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the order is terminated pursuant to the Termination for the Government's Convenience paragraph (l) of FAR 52.212-4 in the GSA FSS Master contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to that provision will approximate 75 percent of the total amount then allotted to the order.

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

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

(4) If, after the notification referred to in subdivision (3)(ii) above, additional funds are not allotted by the date specified in subparagraph (1) above, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this order on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for the Government's Convenience paragraph (l) of FAR 52.212-4.

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

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

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

(g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the Termination for clause paragraph (m) of FAR 52.212-4 in the GSA FSS Master Contract. The provisions of this Limitation of Funds clause are limited to

the work on and allotment of funds for the items set forth in paragraph (a) above. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.

(h) Nothing in this clause shall affect the right of the Government to terminate this BPA pursuant to the Termination for the Government's Convenience paragraph (l) of FAR 52.212-4 included in the GSA FSS Master Contract.

(End of clause)

28. HQ 52.204-98 ONSITE CONTRACTOR PERSONNEL - IDENTIFICATION, REPORTING, AND CHECKOUT PROCEDURES (APR 2013)

(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 Representative (COR) 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 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 may contact the PIV Manager, Tel 202-358-2422 for assistance regarding the PIV system. Each contract employee shall provide to the Contractor's designated PIV Requester the basic identifying information required for a PIV Request to be initiated in the PIV System. The NASA maintained PIV system contains work and home location and contact information for personnel that have permanent NASA PIV cards. The PIV Request must be approved by the PIV Sponsor (COR or the Contracting Officer). The COR will resolve any housing or access issues, and review the request for accuracy and completeness. Requests that are approved by the PIV Sponsor will be forwarded to the Headquarters Security Office for PIV Authorization, Badge enrollment, and Badge issuance.

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

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

The annotated PIV Report shall be separately submitted to the Headquarters Security Office, Attention: PIV Manager, and to the COR by the 10th calendar day of the month.

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

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

(e) The Contractor's Project Manager shall submit written notification to the Contracting Officer's 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.

(f) 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)

29. HQ 52.204-99 GOVERNMENT PREMISES – PHYSICAL ACCESS AND COMPLIANCE WITH PROCEDURES (APR 2013)

(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 Representative. Approval of such visits must be approved in advance in accordance with NASA Policy Directive, NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA (Revalidated 12/21/2010). Copies of the current issuances of the NPD may be obtained at <http://nodis3.gsfc.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://nodis3.gsfc.nasa.gov/>, and/or which will be provided to the Contractor as necessary by the Contracting Officer’s 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 Representative, the Headquarters Chief of Security, Accounting Office staff, and the NASA Headquarters International Visits Coordinator.

(End of clause)

30. 1852.242-72 DENIED ACCESS TO NASA FACILITIES (OCT 2015)

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

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

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

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

(b) In all instances where contractor employees are denied access or required to vacate a NASA facility, in part or in whole, the contractor shall be responsible to ensure contractor personnel working under the contract comply. If the circumstances permit, the contracting officer will provide direction to the contractor, which could include continuing on-site performance during the NASA facility closure period. In the absence of such direction, the contractor shall exercise sound judgment to minimize unnecessary contract costs and performance impacts by, for example, performing required work off-site if possible or reassigning personnel to other activities if appropriate.

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

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

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

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

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

contractor personnel. Accordingly, unless a NASA facility is closed and the contractor is denied access to the facility, the contractor shall continue performance in accordance with the contract.

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

(End of clause)

31. 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (JAN 2011)

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

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

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

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

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

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

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

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

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use requires advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property (as incorporated in this contract), until its return to the installation. NASA

Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

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

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

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

(2) Office furniture.

(3) Property listed in Not Applicable.

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

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

- (4) Supplies from stores stock.
- (5) Publications and blank forms stocked by the installation.
- (6) Safety and fire protection for Contractor personnel and facilities.
- (7) Installation service facilities: "IT Services through the Agency Consolidated End-user Services (ACES) contract".
- (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)

32. 1852.245-74 IDENTIFICATION AND MARKING OF GOVERNMENT EQUIPMENT (JAN 2011)

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

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

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

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

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

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

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

Receiving Officer
 NASA/Headquarters
 300 E. Street SW
 Washington, D.C. 20546

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

(End of clause)

33. GSFC 52.211-101 LIST OF ATTACHMENTS (JUL 2015)

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

Attachment	Description	Date	No. of Pages
A	Statement of Work	11/13/2015	3
B	Direct Labor Rates Matrix	03/18/2015	1
C	Personal Identity Verification (PIV) Card Issuance Procedures	February 2015	5
D	Organizational Conflicts of Interest Avoidance Plan	07/22/2015	8
E	IT Security Applicable Documents List	December 2014	11
F	IT Security Management Plan	07/22/2015	18
G	Safety and Health Plan	05/28/2015	17

(End of clause)

Blanket Purchase Agreement Statement of Work

Program Title: Business and Administrative Systems Office (BASO)

Program Office: NASA Headquarters' Office of Budget Management and Systems Support (OBMSS)

I. Introduction

The National Aeronautics and Space Administration (NASA), Business and Administrative Systems Office (BASO) within the Office of Budget Management and Systems Support (OBMSS) at NASA Headquarters (HQ) is responsible for providing comprehensive support for a portfolio of business systems including but not limited to SAP Core Financial, Business Objects (BOBJ) and Concur Government Edition (CGE). The BASO collaborates with organizations such as the Office of the Chief Financial Officer (OCFO) and the NASA Enterprise Applications Competency Center (NEACC) to provide support, system updates, and financial process information to the NASA HQ as a center user community.

The government will furnish to the contractor office space, telephone hardware, computer hardware and software, and access to required networks. Contractor staff will be required to comply with applicable NASA physical security and information technology security regulations.

Periodic travel may be required by contractor staff. All travel will be subject to the approval of the Contracting Officer Representative (COR).

II. Systems and Modules in Operation

a. Systems within scope include but are not limited to the following:

- i. SAP R/3 "Core Financial" (Funds Management (FM), Project Systems (PS), Financials (FI), Controlling (CO), Sales and Distribution (SD), and Materials Management (MM))
- ii. SAP Business Objects (BOBJ)
- iii. BOBJ Analysis for Office
- iv. Web-based Time and Attendance Systems (WebTADS)
- v. Agency Labor Distribution System (ALDS)
- vi. Concur Government Edition (CGE)
- vii. FarCry, content management system
- viii. Bankcard
- ix. bReady
- x. Contract Management Module (CMM)/PRISM
- xi. Human Capital Information Environment (HCIE) Personnel Data Warehouse (PDW)
- xii. Human Resources Ad Hoc
- xiii. Human Resources Management Division (HRMD) Dashboard Access
- xiv. Human Resources Test Environment Access

- xv. Logistics
- xvi. Real Property Management (RPM)

III. General Requirements

All services provided by the contractor shall be supervised by contractor management in accordance with FAR 37.104. As a minimum, the contractor must furnish staffing at NASA HQ during core business hours, (Monday-Friday, 8:00AM to 5:00PM), excluding Federal Holidays and other occasions when the NASA HQ facility is closed. Specific hours of operation will be identified in the task orders issued under this Blanket Purchase Agreement (BPA).

Contractor management and staff are expected to present a highly professional interface to the NASA HQ community. This requires:

- a. Client facing staff that present themselves professionally at all times, in person and via all available communication mediums such as phone and e-mail;
- b. Customer service oriented management and staff;
- c. Highly responsive government/customer interface;
- d. Professionalism as evidenced by clear and comprehensible operating procedures;
- e. On-site contractor management of its staff for internal operations and delivery of service.

Contractor staff typically interact with the NMO at JPL, the Regional Finance Office (RFO) and the Financial Systems Office (FSO) at the Goddard Space Flight Center (GSFC), the NASA Enterprise Applications Competency Center (NEACC) in Huntsville, AL, the agency implementation team for each system/module, the local IT services contractor, and each Mission Directorate and Mission Support office within the HQ installation, and potentially every NASA Field Center.

The contractor will be responsible to support personnel assigned to NASA HQ, including HQ staff at the NASA Management Office (NMO) at the Jet Propulsion Laboratory (JPL) in Pasadena, CA. Support to the NMO at JPL will be on a remote basis. There is no sustained presence by contractor personnel at JPL contemplated in this order.

The contractor shall adhere to the accessibility requirements to comply with Section 508 of the Rehabilitation Act of 1973 specified in Web-based Intranet and Internet Information and Applications (1194.22) at

<http://www.access-board.gov/sec508/guide/1194.22.htm> .

The contractor shall comply with NASA publishing guidelines and standards.

The contractor shall provide services in the following major categories:

- a) end user assistance for the systems supported,
- b) business process re-engineering support services,

- c) change management services (including but not limited to communications, training and knowledge management) relative to the systems supported,
- d) administration of the BASO Content Management System (CMS), including creating and maintaining the BASO and Travel Office websites.
- e) operational sustaining support (including but not limited to, report development, system administration, execution of transactional and operational activities, and the creation and maintenance of documentation), and
- f) implementation support for new initiatives, including new systems and/or new processes.

Periodic travel may be required by contractor staff. All travel will be subject to the approval of the Contracting Officer Representative (COR).

IV. Deliverables

Deliverables will be identified the Task Orders issued under this BPA.

NNH16CP022

Deloitte Consulting LLP

Solicitation: NASA Business and Administrative Systems Office (BASO)

Solicitation #: NNH15926152Q

Attachment B

1. PRIME LOADED DIRECT LABOR RATE MATRIX (For All Task Orders):

• Labor Category	Base Year HR Rate	Option 1 HR Rate	Option 2 HR Rate	Option 3 HR Rate	Option 4 HR Rate
Partner II	(b) (4)				
Partner I					
Director II					
Director I					
Senior Manager II					
Senior Manager I					
Manager II					
Manager I					
Senior Consultant II					
Senior Consultant I					
Consultant II					
Consultant I					
Business Analyst II					
Business Analyst I					
Project Controller II					
Project Controller I					

* Labor Categories - The Offeror shall provide direct labor categories in accordance with their GSA FSS Contract and Position Descriptions

^HR-Hourly Rate: These are not to exceed rates for pricing purposes only by the prime contractor task orders. The Contractor may propose lower rates when pricing task orders

ATTACHMENT C

**PERSONAL IDENTITY VERIFICATION (PIV)
CARD ISSUANCE PROCEDURES**

FEBRUARY 2015

RFP NNH15526152Q

CONTRACT NNH15CN62Z

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.

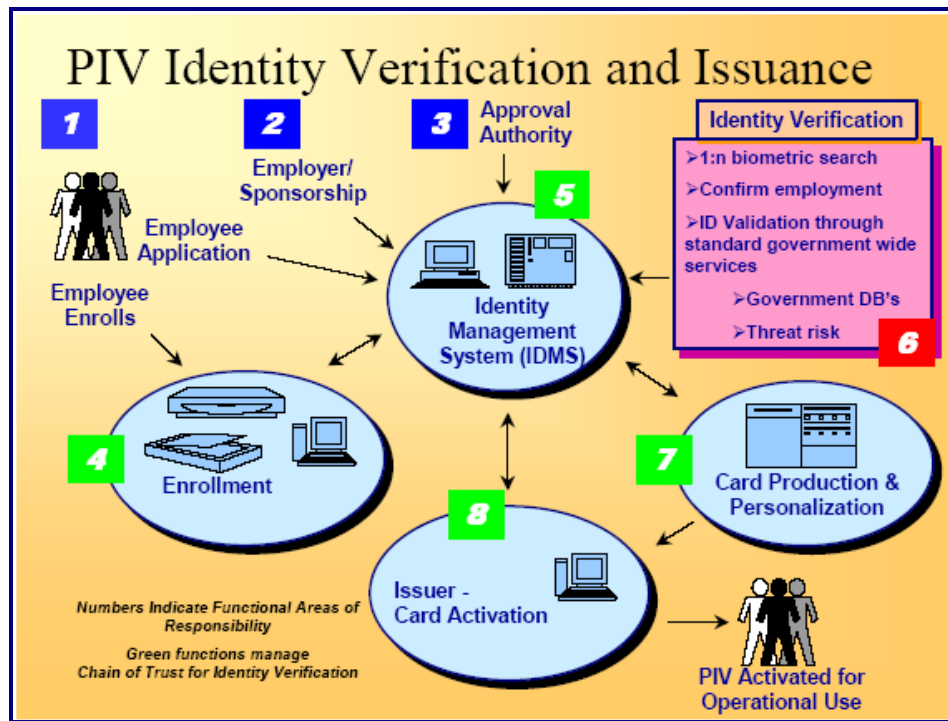


Figure A-1, FIPS 201, Appendix A

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 Representative (COR). 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 COR 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 COR 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 COR/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 COR/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 ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. 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 COR/host of the determination regarding access made by the CCS.

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

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

rendered, the COR 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 COR/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.



NASA BASO

Organizational Conflict of Interest (OCI) Plan

National Aeronautics and Space Administration
Business and Administrative Systems Office

July 21, 2015

Document Name	OCI Plan
Project Name	NASA BASO
Client	National Aeronautics and Space Administration
Document Author	(b) (4)
Document Version	1.0
Document Status	Active
Date Released	July 21, 2015

Document Edit History

Version	Date	Additions/Modifications	Prepared/Revised by
1.0	7/21/15	Initial version for the new contract	(b) (4)

Distribution of Final Document

The following people are designated recipients of the final version of this document:

Name	Organization/Title
Kathie Karmazin	NASA BASO Contracting Officer's Technical Representative
(b) (4)	Deloitte NASA Lead Engagement Partner

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1 Overview

This document addresses Deloitte's Organizational Conflict of Interest (OCI) Avoidance and Mitigation Plan and addresses specific aspects of the Plan applicable to Deloitte's work supporting the National Aeronautics and Space Administration's (NASA) Business and Administrative Systems Office (BASO) under Contract No. NNH15CN62Z.

1.1 Definitions

Affected Personnel: Personnel of Deloitte Consulting LLP ("Deloitte Consulting"), provided access to sensitive or other confidential NASA systems or financial information, or who otherwise participate in any detailed service delivery for the BASO engagement.

Engagement: Delivering support services to the Headquarters and the NASA Management Office (NMO) at the Jet Propulsion Laboratory (JPL) user communities for the BASO to assist in the ongoing use of NASA's business systems.

OCI: An Organizational Conflict of Interest resulting because performance of the program and the contract renders a person or organization unable or potentially unable to render impartial assistance or advice to the Government, impairs the person's or organization's objectivity in performing the affected contract, or causes the person or organization to acquire an unfair competitive advantage (See FAR 9.501).

1.2 BASO Specific OCI Avoidance

(b) (4)



1.3 Deloitte Corporate Structure

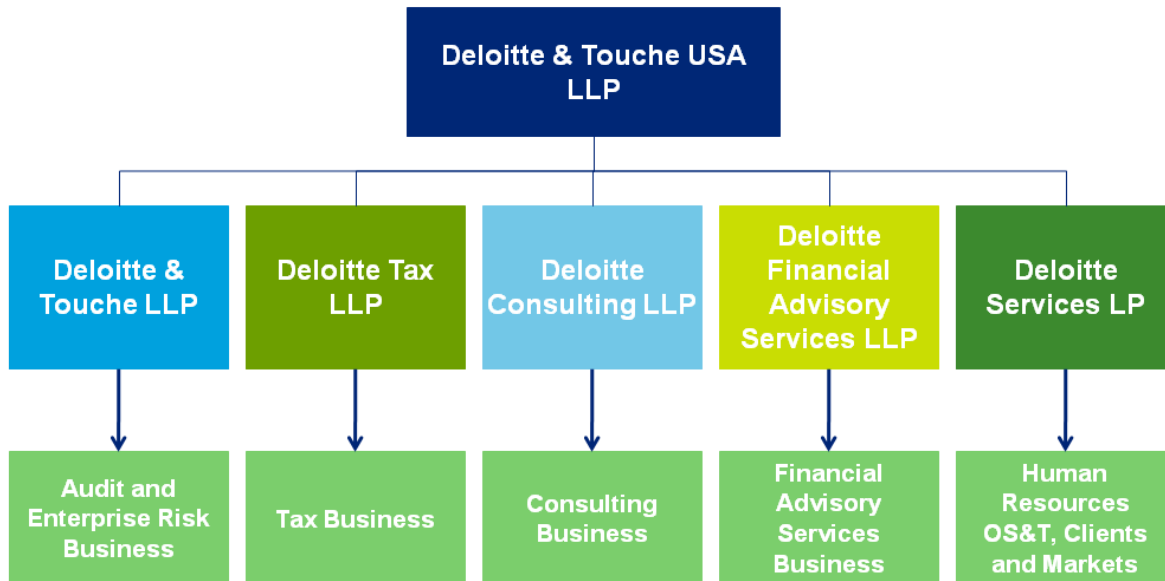
This section of the Plan provides an overview of the legal structure of Deloitte Consulting and its affiliates.

Deloitte Consulting is a Delaware Limited Liability Partnership with its principal place of business at 1633 Broadway, New York, NY 10019. Deloitte Consulting is a subsidiary of Deloitte LLP, also a Delaware Limited Liability Partnership ("Deloitte LLP").

Deloitte LLP is the United States member firm of Deloitte Touche Tohmatsu ("DTT"). Each DTT member firm is a separate and independent legal entity organized under the laws of its jurisdiction. Each is owned by its partners, shareholders, or similar individuals and pays subscription fees for membership in DTT. The members of DTT are the members firms in the various countries, rather than the partners, shareholders, or similar individuals in the member firms. Professional services are provided by the member firms, not by DTT.

Deloitte LLP provides management oversight and various administrative services to its subsidiaries, but does not provide client services. Client services are provided by its function-specific subsidiaries (“FSSs”) listed below (or their respective subsidiaries):

- Deloitte & Touche LLP provides audit and enterprise risk services
- Deloitte Consulting LLP provides consulting services, including human capital and outsourcing services
- Deloitte Financial Advisory Services LLP provides financial advisory services, consisting of forensic and dispute, reorganization, valuation, and corporate finance services
- Deloitte Tax LLP provides tax services.



Each FSS operates as an independent entity with its own governance structure. Each FSS has its own chief executive officer and board of directors.

Each FSS enters into client engagements independently. To the extent that services of professionals from another FSS are required in connection with an engagement, those services are provided to the engaged FSS under the terms of a subcontracting agreement.

2 Plan

Deloitte Consulting agrees to implement the following procedures to avoid and mitigate any OCI issues:

In order to avoid even the appearance of conflict and to prevent Deloitte Consulting or its affiliates from obtaining an unfair competitive advantage in connection with any future NASA procurement activity, Deloitte Consulting shall implement:

- the firewall further described below applicable to all Affected Personnel (including execution of nondisclosure arrangements evidencing their commitment to compliance with this Plan), and
- an OCI training to be provided to all Affected Personnel.

2.1 Detailed Procedures

(b) (4)



(b) (4)



3 Nondisclosure Agreement

Nondisclosure Agreement & OCI Statement

I, _____, understand that during the course of my performance of duties on the NASA Business and Administrative Systems Office engagement (the "Engagement"), I may be exposed to certain sensitive and other non-public NASA information.

(1) I agree not to disclose any non-public NASA information obtained under the Engagement to any person or entity, other than other persons who are bound by these restrictions.

(2) I understand the requirements of the Organizational Conflict of Interest Mitigation Plan and agree to comply with such Plan.

Company	Deloitte Consulting LLP
Name	_____
Title	_____
Signature	_____

ATTACHMENT E

**INFORMATION TECHNOLOGY (IT) SECURITY
APPLICABLE DOCUMENTS LIST**

December 2014

RFP NNH15526152Q

CONTRACT NNH16CP02Z

**Information Technology (IT) Security Applicable Documents List
December 2014**

NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR)		
Document	Subject	Effective Date
NPR 1382.1A	NASA Privacy Procedural Requirements	July 10, 2013
NPD 1382.17H	NASA Privacy Policy	June 24, 2009
NPD 1440.6I	NASA Records Management	Sept 10, 2014
NPR 1441.1D	NASA Records Retention Schedules (w/Change 5, 6/29/09)	February 24, 2003
NPD 2540.1G	Personal Use of Government Office Equipment Including Information Technology	June 08, 2010
NPD 2800.1B	Managing Information Technology	March 21, 2008
NPR 2800.1B	Managing Information Technology	March 20, 2009
NPD 2810.1D	NASA Information Security Policy	May 9, 2009
NPR 2810.1A	Security of Information Technology w/ Change 1, May 19, 2011)	May 16, 2006
NPD 2830.1A	NASA Enterprise Architecture	November 2, 2011
NPR 2830.1A	NASA Enterprise Architecture Procedures	December 19, 2013
NPR 2841.1	Identity, Credential, and Access Management	January 6, 2011

NASA Interim Directive		
Document	Subject	Effective Date
NID 7120.99	NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements	December 22, 2011

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK-2810.00-01B	Format and Procedures for an IT Security Handbook	June 19, 2014
ITS-HBK-2810.00-02A	Roles and Responsibilities Crosswalk	May 2, 2013
ITS-HBK-2810.02-01	Security Assessment and Authorization	May 6, 2011
ITS-HBK-2810.02-02	Security Assessment and Authorization: FIPS 199 Moderate & High Systems	October 24, 2012
ITS-HBK-2810.02-03	Security Assessment and Authorization: FIPS 199 Low Systems	October 24, 2012
ITS-HBK-2810.02-04A	Security Assessment and Authorization: Continuous Monitoring – Annual Security Control Assessments	March 18, 2014
ITS-HBK-2810.02-05	Security Assessment and Authorization: External Information Systems	October 24, 2012
ITS-HBK-2810.02-06	Security Assessment and Authorization: Extending and Information Systems Authorization to Operate Process and Templates	October 24, 2012
ITS-HBK-2810.02-07	Security Assessment and Authorization: Information System Security Plan Numbering Schema	February 27, 2012
ITS-HBK-2810.02-08A	Security Assessment and Authorization: Plan of Action and Milestones (POA&M)	December 11, 2013
ITS-HBK-2810.03-01	Planning	May 6, 2011
ITS-HBK-2810.03-02	Planning: Information System Security Plan Template, Requirements, Guidance and Examples	February 9, 2011

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK-2810.04-01-A	Risk Assessment: Security Categorization, Risk Assessment, Vulnerability Scanning, Expedited Patching & Organizationally Defined Values	October 12, 2012
ITS-HBK-2810.04-02-A	Risk Assessment: Procedures for Information System Security Penetration Testing and Rules of Engagement	April 30, 2013
ITS-HBK-2810.04-03	Risk Assessment: Web Application Security Program	April 30, 2013
ITS-HBK-2810.05-01	Systems and Service Acquisition	November 21, 2011
ITS-HBK-2810.06-01	Awareness and Training	May 6, 2011
ITS-HBK-2810.07-01	Configuration Management	May 6, 2011
ITS-HBK-2810.08-01	Contingency Planning	April 26, 2012
ITS-HBK-2810.08-02	Contingency Planning: Guidance and Templates for Plan Development, Maintenance and Test	February 11, 2011
ITS-HBK-2810.09-01	Incident Response and Management	May 6, 2011
ITS-HBK-2810.09-02	Incident Response and Management: NASA Information Security Incident Management	August 24, 2011
ITS-HBK-2810.09-03	Incident Response and Management: Targeted Collection of Electronic Data	August 24, 2011
ITS-HBK-2810.10-01	Maintenance	May 6, 2011
ITS-HBK-2810.11-01-A	Media Protection	July 13, 2012
ITS-HBK-2810.11-02	Media Protection: Digital Media Sanitization	July 13, 2012
ITS-HBK-2810.12-01	Physical and Environmental Protection	May 6, 2011
ITS-HBK-2810.13-01	Personnel Security	May 6, 2011
ITS-HBK-2810.14-01	System and Information Integrity	May 6, 2011

SOPs (ITS-SOP) and Handbooks (ITS-HBK)		
Document	Subject	Effective Date
ITS-HBK-2810.15-01-A	Access Control	September 4, 2012
ITS-HBK-2810.15-02-A	Access Control: Elevated Privileges (EP)	September 20, 2012
ITS-HBK-2810.16-01	Audit and Accountability	May 6, 2011
ITS-HBK-2810.17-01	Identification and Authentication	May 6, 2011
ITS-HBK-2810.18-01	System and Communications Protection	May 6, 2011

Standards		
Document	Subject	Effective Date
EA-STD 0001.0	Standard for Integrating Applications into the NASA Access Management, Authentication, and Authorization Infrastructure	August 1, 2008
EA-SOP 0003.0	Procedures for Submitting a NASA Agency Forest (NAF) Deviation Request and Transition Plan	August 1, 2008
EA-SOP 0004.0	Procedures for Submitting an Application Integration Deviation Request and Transition Plan	August 1, 2008
NASA-STD-2804-P	Minimum Interoperability Software Suite	March 14, 2014
NASA-STD-2805-P	Minimum Hardware Configurations	March 14, 2014

Memoranda				
From	To	Subject	Effective Date	Posted Date
NASA CIO and Deputy CIO for IT Security	Distribution	Updated Password Requirements for AA Accounts	7/2/2014	7/2/2014
Chief Information Officer	Distribution	Establishment and Maintenance of Secure Communications	2/28/2014	2/28/2014
Deputy Chief Information Officer for Information Technology Security	Distribution	Implementation of National Institute of Standards and Technology Special Publication 800-53, Revision 4	12/19/2013	12/19/2013
Chief Information Officer	Distribution	Minimum Security Requirements for Personal Mobile Devices	8/27/2013	8/27/2013
Chief Information Officer	Distribution	Additional 90-day extension: Blanket waiver for use of Filevault 2.0 to meet Data at Rest (DAR) Encryption Requirements	5/7/2013	5/7/2013
Office of the Chief Information Officer	Distribution	Delegation of Authorizing Official Designation to Center and Mission Directorate Chief Information Officers	4/2/2013	4/2/2013
Deputy CIO for Information Security	Distribution	NASA ACES Secure Virtual Team Meeting (SVTM) Approved for Secure Meetings and Communication of SBU Data	2/5/2013	2/5/2013
Chief Information Officer	Distribution	Cancellation of PDM 2012-064 Data At Rest (DAR) Waiver Process and issuance of a new PDM addressing Alternate DAR Encryption Products	1/27/2013	1/27/2013

Memoranda				
From	To	Subject	Effective Date	Posted Date
Deputy CIO for Information Technology Security	Center Mission Directorate Chief Information Officers (CIO)	Configuration Guidance for Computer Operating Systems	12/17/2012	12/17/2012
Associate Deputy Administrator	All NASA Employees	Breach of Personally Identifiable Information (PII) [Laptop DAR/Encryption]	11/13/2012	11/13/2012
Chief Information Officer	All NASA Center CIO's	Rescinding and/or Archiving Information Technology (IT) Security Memoranda	9/20/2012	9/20/2012
Deputy CIO for Information Security	All NASA Center CIOs	FY2012 FISMA Awareness and Training Reporting Metrics	9/12/2012	9/12/2012
OCIO	Distribution	Acceptance of other Federal IT Security Awareness Training to Satisfy NASA's FISMA Requirements	5/25/2012	5/25/2012
Charles F. Bolden, Jr., NASA Administrator	All NASA Employees	Protection of Sensitive Agency Information	4/3/2012	4/3/2012
Assistant Administrator for Security and Program Protection, Chief Information Officer (Acting)	NASA Center Directors	Identity, Credential, and Access Management Business Process Leads	8/27/2009	8/27/2009

Memoranda				
From	To	Subject	Effective Date	Posted Date
Chief Information Officer (Acting)	Officials-in-Charge of Headquarters, Center CIOs, Mission Directorate CIOs	Security and Support Policy for Smartphones	8/3/2009	8/3/2009
Chief Information Officer (Acting)	Center CIOs	Delegation of Waiver Authority and Responsibility for Vulnerability Scanning Requirements	5/6/2009	5/6/2009
Chief Information Officer (Acting)	Officials-in-Charge of Headquarters Offices, NASA Center Directors	Roles and Responsibilities for Protecting NASA Sensitive But Unclassified (SBU) Information	4/27/2009	4/27/2009
Deputy CIO for IT Security	Center CIOs, Center ITSMs	FY 2009 Scanning and Vulnerability Elimination or Mitigation	2/06/2009	2/06/2009
Chief Information Officer	Officials-in-Charge of Headquarters Offices, NASA Center Directors	Personally Identifiable Information (PII) Incident Reporting	1/14/2009	1/14/2009
Chief Information Officer	All NASA Civil Service and Contractor Employees	Policy for Use of Removable Media, Such as USB Thumb Drives	11/21/2008	11/21/2008
Senior Agency Official for Privacy	Official-in-Charge of Headquarters Offices, NASA Center Directors	Personally Identifiable Information (PII) Responsibilities Statement	9/8/2008	9/8/2008

Memoranda				
From	To	Subject	Effective Date	Posted Date
Chief Information Officer	Center CIOs	Deployment of the Software Refresh Portal	7/30/2008	7/30/2008
Chief Information Officer	NASA CIOs, Mission Directorate CIOs, Center ITSMs, Center Human Resources Directors, IEMP	Requirement to Log and Verify Sensitive Data Extracts	6/9/2008	6/9/2008
Chief Information Officer	NASA CIOs, Mission Directorate CIOs, Center ITSMs, Center ITSMs, Center Human Resources Directors, IEMP	Remote Access to Personally Identifiable Information (PII)	6/9/2008	6/9/2008
Deputy CIO for IT Security	Center ITSMs	Clarification on Requirement for Contractors to Complete NASA Annual IT Security Awareness Training	6/6/2008	6/6/2008
Deputy CIO for IT Security	Center CIOs, Center ITSMs	System Security Documentation in RMS	2/20/2008	2/20/2008
Chief Information Officer	Center CIOs, Deputy CIOs	Information Discovery	2/4/2008	2/4/2008
Deputy CIO for IT Security	Center CIOs, Center ITSMs	Decision to Cancel Procurement Information Circular (PIC) 04-03 (System Administrator Certification Program)	1/16/2008	1/16/2008

Memoranda				
From	To	Subject	Effective Date	Posted Date
Chief Information Officer	Official-in-Charge of Headquarters Offices, NASA Center Directors	Release of NPD 2200.1A, Management of NASA Scientific and Technical Information	12/18/2007	12/18/2007
Deputy CIO for IT Security	Center CIOs, Mission Directorate CIOs	Agency Security Configuration Standards: Federal Desktop Core Configurations	11/15/2007	11/15/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA's OAIT Voice Systems	7/10/2007	7/10/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA OAIT Data Center Systems	7/10/2007	7/10/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA OAIT LANs	7/10/2007	7/10/2007
Chief Information Officer (Acting)	Center CIOs, Mission Directorate CIOs	Meeting OMB Memoranda M-06-015 "Safeguarding Personally Identifiable Information;" M-06-016 "Protection of Sensitive Agency Information," and M-06-019 "Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments"	10/17/2006	10/17/2006

Memoranda				
From	To	Subject	Effective Date	Posted Date
Deputy Administrator	Administrator/ Official-in-Charge of Headquarters Offices, NASA Center Directors	Meeting NASA Information Technology Security Requirements	7/26/2006	7/26/2006
Deputy CIO for IT Security	Center CIOs	Designation of FIPS-199 Impact Level for NASA OAIT Desktop Systems	4/16/06	4/16/06
Chief Information Officer, Chief of Strategic Communications	Official-in-Charge of Headquarters Offices, NASA Center Directors, Center CIOs, Mission Directorate CIOs	Policy Governing NASA's Publicly Accessible Web sites	3/16/2006	3/16/2006
Chief Information Officer, Assistant Administrator of Public Affairs	Center CIOs	Update of NASA Web site Linking Policy	12/15/2005	12/15/2005
Chief Information Officer	Center CIOs	Update of NASA Web site Privacy Policy	11/28/2005	11/28/2005

Reminder: Within 30 days after contract effective date, the Contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer for approval.



NASA BASO

IT Security Management Plan

National Aeronautics and Space Administration
Business and Administrative Systems Office

July 21, 2015

Document Control Information

Document Information

Document Name	IT Security Management Plan
Project Name	NASA BASO
Client	National Aeronautics and Space Administration
Document Author	(b) (4)
Document Version	1.0
Document Status	Active
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1.0	7/21/15	Initial version for the new contract	(b) (4)

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Kathie Karmazin	NASA BASO Contracting Officer's Technical Representative
(b) (4)	Deloitte NASA Lead Engagement Partner

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1 Overview

The BASO IT Security Management Plan describes the processes and procedures that the BASO team will follow in order to safeguard information technology (IT) resources under the BASO contract. This plan provides a summary of BASO services, defines the systems accessible to the BASO team, and identifies BASO management and operational controls.

1.1 BASO Services Summary

The purpose of this contract is to deliver services to the Business and Administrative Systems Office (BASO) to business offices and users located at NASA HQ in Washington, DC and remotely to users at the Jet Propulsion Laboratory's (JPL) NASA Management Office (NMO) in Pasadena, California. These services include management of operational support centers (BASO and HQ Travel Office services), change management services and sustaining support activities.

1.1.1 Operational Help Desk

The BASO provides general support to users for business applications including SAP Core Financial, Business Objects, Web-based Time and Attendance Systems (WebTADS), Agency Labor Distribution System (ALDS), Concur Government Edition (CGE), FarCry (content management system), Bankcard, bReady, Contract Management Module (CMM)/PRISM, Human Capital Information Environment (HCIE) Personnel Data Warehouse (PDW), Human Resources Ad Hoc, Human Resources Management Division (HRMD) Dashboard Access, Human Resources Test Environment Access, Logistics, Real Property Management (RPM) and any successor applications.

1.1.2 Change Management

The BASO provides change management services across the systems and processes supported by the BASO including disseminating communications, delivering training and managing the BASO website.

1.1.3 Sustaining Support

The BASO performs defined sustaining support activities for BASO supported software and applications including report development, SR monitoring, Center Level Funds Distribution, and support for releases and year end.

BASO sustaining support activities encompass the roles and responsibilities of the Center Security Administrator (CSA). The CSA is responsible for creating, maintaining and provisioning approved NASA user accounts and associated roles. This position encompasses responsibilities relating to provisioning and approval of NASA user accounts and roles in the systems identified in the Operational Help Desk section of this document.

1.1.4 HQ Travel Office

The HQ Travel Office performs defined sustaining support activities for HQ Travel Office supported software and applications including Job Title/Workgroup Approval Chain maintenance, Travel Card report processing and analysis, Invitational Travel account setup and processing, support for releases and year end.

1.2 Definitions

The following definitions are applicable to the BASO IT Security Management Plan.

- **IT Resources** - means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.



- NASA Electronic Information** - is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.
- IT Security Management Plan** - describes the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.
- IT Security Plan**—this is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer; the approval authority will be included in the ADL.

1.3 System Identification

The BASO team does not perform any system development or maintenance services. Access to these business systems is limited to BASO staff performing assigned tasks.

System Name	Description	Responsible Organization	Status
SAP	SAP Core Financial – includes the following SAP modules: Funds Management (FM), Project Systems (PS), Financials (FI), Controlling (CO), Sales and Distribution (SD) and Materials Management (MM). Fully implemented in June 2003 as NASA’s Agency wide financial system offering users both transactional functionality and real time reporting capabilities.	NEACC	Operational
Business Objects (BOBJ)	BOBJ is a web-based reporting tool that enables agency-wide analysis of data from SAP and other business applications.	NEACC	Operational
PaymentNet	PaymentNet is the system used to administer and manage the U.S. Government Travel Charge Card Program.	JPMorgan Chase	Operational
Concur Government Edition (CGE)	CGE is the ETS2 software selected by NASA to serve as the travel system for the Agency. The application enables the booking of travel reservations and creation of associated materials used to document and approve all Agency travel.	Concur	Operational
Agency Labor Distribution System (ALDS)	ALDS was implemented Agency-wide with the first pay period in FY 2006. ALDS created one system of record for labor distribution data. The ALDS system is a customized extension to NASA’s Core Financial software.	NEACC	Operational
Bankcard	Bankcards are issued to Civil Servants to use to purchase items under \$3,000.00 so a purchase requisition (PR) does not have to be submitted.	NEACC	Operational



System Name	Description	Responsible Organization	Status
	The Bankcard role gives users access to the Bankcard portal available through bReady.		
CMM/PRISM	CMM is the home for NASA's contract information and data. It integrates with NASA's financial system, SAP, to provide detailed obligation information by contract. CMM contains a document generation system, also known as PRISM, used by Contract Specialists to award contractual documents. This fully integrated application works in conjunction with NASA's SAP solution and serves as a comprehensive tool to support the various procurement aspects of NASA's contract administration including solicitation, contract modification, award, and closeout.	NEACC	Operational
Human Resource Management Division (HRMD) Dashboard	The HRMD Dashboard provides information on workforce demographics, hiring and recruiting, performance, attrition, buyouts, retirement, targets and risks. The Human Capital Information Environment (HCIE) is a portal that grants access to the data source for Human Capital information, applications and reporting tools.	NEACC	Operational
WebTADS	WebTADS is an electronic, real-time reporting, web-based time and attendance system. NASA employees use WebTADS to record time and leave information.	NEACC	Operational
Competency Management System (CMS)	The Competency Management System is an agency wide system used to store and report on employee competencies.	NEACC	Operational
bReady	bReady is the replacement to iView and is a Portal to access various business systems and supporting information issued by the NEACC.	NEACC	Operational
SATERN	SATERN is NASA's learning management system and used to manage the registration process for the BASO training curriculum.	NEACC	Operational
Human Capital Information Environment (HCIE)	HCIE is comprised of a portal component containing extensive HR data and access to HR applications as well as a Data Warehouse (PDW) aspect providing user access to HR reports.	NEACC	Operational
FarCry	Open source content management system used to maintain and manage the BASO website.	DMI	Operational
MSFC ISRS and successor applications (Remedy)	Used to submit Service Requests (SR) – corrections, updates or other requested actions to an Agency Enterprise system	NEACC	Operational



System Name	Description	Responsible Organization	Status
Cognos	Cognos is the replacement business intelligence tool for Actuate. The application enables the Centers to develop reports and dashboard based on user specific requirements.	NEACC	Operational



2 Management Controls

The Deloitte BASO team is a support function for NASA HQ. In this capacity, our team is not provided with any level of configuration access to NASA systems. Additionally, the BASO does not own or operate these systems. The Deloitte team will comply with all NASA defined processes and procedures for all systems accessed by our team. This will include procedures system owners have defined and provided for:

- Risk Assessment and Management
- Review of Security Controls
- Complying with provided Rules of Behaviour
- Life Cycle Security Planning
 - Initiation Phase
 - Development/Acquisition Phase
 - Implementation Phase
 - Operation/Maintenance Phase
 - Disposal Phase
- Authorize Processing

2.1 Return of Information and IT Resources

At the completion of the BASO contract, the BASO team shall return all NASA information and IT resources provided during the performance of the contract in accordance with the retention documentation available in the ADL. At the contract end, the BASO team will also provide a listing of all NASA Electronic information and IT resources generated during the contract performance and request disposition instructions from the Contracting Officer.



3 Operational Controls

The BASO will comply with the operational security controls defined by NASA for each of the systems accessed and supported by BASO staff. Additionally, the BASO will protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure. A description of our approach to compliance is defined in the sections below.

3.1 Personnel Security

All on site contractor resources for the BASO support contract are required to comply with the requirements and steps defined in the NASA’s Personal Identity Verification (PIV) Card Issuance Procedures. In addition to completing the required process for badging and physical access, all BASO personnel comply with the completion of NAMS requests or other system access request forms, in accordance with the procedures for each system. BASO personnel are only provided the level of access necessary to perform their assigned support tasks.

3.2 Physical and Environmental Protection

The BASO provides a fully functional support desk which is open daily (Monday to Friday 8:00am – 5:00pm). The BASO is located in NASA HQ, 4th floor, or by phone at 202.358.4367. The HQ Travel Office is located in NASA HQ, 4th floor, or by phone at 202.358.2301. The systems supported by the BASO do not physically reside within the Support Center. Additionally the responsibility and ownership for the maintenance of the hardware/software for these systems is not the BASO. The BASO is responsible for complying with the access request procedures and providing support for these systems in accordance to the processes defined by the system owners.

3.3 Production, Input/Output Controls

As part of the BASO support contract, team members are required to receive access to the various business systems to enable them to perform their assigned roles. The table below describes the operational roles and access required for the BASO support staff in each of the three project work streams: Business and Administrative Systems Office, HQ Travel Office, and Center Security Administrator.

3.3.1 Business and Administrative Systems Office

System Name	Role	Access Description
SAP	Read-only Role	<p>BASO team members performing general support functions across SAP are provided full read-only capabilities within the system. To obtain this access, the Contractor resource must attend internal training and submit a NAMS request with justification for approval by the COR. In addition, the resource must have completed the annual IT Security Training, required by all NASA personnel.</p> <p>BASO team members have more extensive access to the SAP Sandbox/test environment. This type of access provides the team with the capability to update or change information for purposes of testing solutions or supporting training/process documentation. To obtain this access, the Contractor resource must submit a NAMS request with justification for approval by the COR. In addition, the</p>



System Name	Role	Access Description
		resource must have completed the annual IT Security Training, required by all NASA personnel.
	Budget Maintainer	<p>BASO support staff performing the Center Level Funds Distribution process are provided the Center Level Budget Maintainer access allowing them to enter transactions to move budget based on written requests received from approved NASA personnel.</p> <p>To obtain this access, the Contractor resource must attend the BASO's Essential NASA Budgeting and FMBB Process and Procedures training courses and submit a NAMS request with justification for approval by the COR. In addition, the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
BOBJ	Report Query Role	<p>BASO staff supporting BOBJ have Report Query access to the BOBJ reporting system. This access is the same access all end-users at HQ and JPL receive to provide view-only access to all BOBJ reports.</p> <p>To obtain this access, Contractor resource must attend internal training and submit a NAMS request for approval by the COR. In addition, the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
bReady	Read Only Role	<p>BASO staff providing general support of bReady are given read-only access to the software.</p> <p>To obtain this role, the Contractor resource must submit a NAMS request with justification to be approved by the COR.</p>
SATERN	Level 3 Administrator	<p>BASO staff responsible for supporting the BASO learning program are provided Level 3 Administrator access to the system to input courses and manage course registration.</p> <p>To obtain this role, the Contractor resource must attend SATERN training and submit a NAMS request with justification to be approved by the COR.</p>
HCIE	Read Only Role	<p>BASO staff providing general support of HCIE are given read-only access to the software.</p> <p>To obtain this role, the Contractor resource must submit a NAMS request with justification to be approved by the COR.</p>
Far Cry	Administrator Role	<p>BASO staff members performing system administrator roles within the Far Cry application are granted access as an administrator. This role does not provide any system configuration capabilities.</p> <p>To obtain this role, the Contractor resource must review the Far Cry user guide and must receive written approval</p>



System Name	Role	Access Description
		(e.g. email) from the COR. The role is granted by and existing Far Cry administrator.
	Editor Role	<p>BASO staff members editing content or uploading/replacing documents within the Far Cry application are granted access as an editor.</p> <p>To obtain this role, the Contractor resource must review the Far Cry user guide and must receive written approval (e.g. email) from the COR. The role is granted by and existing Far Cry administrator.</p>
MSFC ISRS and the successor application (Remedy)	Anonymous Create and Read Role	<p>All NASA users (including BASO team members) are granted the "Anonymous" role for the MSFC ISRS system, accessible through the "For Your Information" section of bReady. This role allows the BASO resource to create Service Requests (SRs) and search and view SRs.</p> <p>To obtain this role, please reference the bReady section for information on bReady access.</p>
	Registered Create, Read, and Edit Role	<p>BASO staff who provide support for HQ SR monitoring are given access to Remedy in an expanded role. This role provides access to Remedy via the MSFC ISRS log-in screen, rather than via bReady. The user has all of the capabilities of the anonymous create and read roles, while also having access to edit SRs, change the diary log, and view attachments.</p> <p>To obtain this role, the Contractor resource must submit a NAMS request with justification for approval by the COR.</p>
	Approve Role	<p>BASO staff with the CBPL approver role have the same roles as described above and the ability to approve SRs created within their workflow. The BASO team who have this role perform this task as a backup to the Center Business Process Lead (CBPL).</p> <p>To obtain this role, the Contractor resource must submit a NAMS request with justification for approval by the COR.</p>
Cognos	Report Developer Role	<p>Technical BASO resources responsible for developing reports are granted development access to the Cognos system. This role does not provide any administrative capabilities.</p> <p>To obtain this role, the Contractor resource must attend Cognos training and submit a NAMS request with justification to be approved by the COR.</p>
	Report Viewer Role	<p>BASO staff providing general support of Cognos reports are given read-only access to the software.</p> <p>To obtain this role, the Contractor resource must attend Cognos training and submit a NAMS request with justification to be approved by the COR.</p>



3.3.2 HQ Travel Office

System Name	Role	Access Description
SAP	Vendor Record Creation/Maintenance	<p>HQ Travel Office support staff and designated BASO backups performing the vendor record creation and confirmation process for travel reimbursement are provided the Travel Payment Processor role, allowing them to create a vendor record for invitational travelers and confirm the personal information entered.</p> <p>Note: Support staff that can create vendor records cannot confirm them and vice versa. Staff creating vendor records are provisioned the AP Travel Payment Processor Z:APTRPYPR role while staff confirming vendor records are provisioned AP Travel Payment Processor Z:APTRAUPR role.</p>
Concur Government Edition (CGE)	Auditor	<p>HQ Travel Office support and designated BASO backups are provided with read-only access to the Auditor role within CGE. The Auditor role grants use of the Search feature, which provides the capability to view all authorizations, vouchers and associated documents at NASA HQ.</p> <p>To obtain this access, approval must be given by the HQ Travel Office Lead and a SR submitted to the NEACC.</p>
	Reporting	<p>HQ Travel Office support staff and designated BASO backups are provided access to the Reporting role within CGE. The Reporting role provides the capability to view a subset of CGE Cognos reports which are not available to other users who have ordinary reporting access. Reports accessible with this role include the Routing List Report, used to verify CGE Approval Chains.</p> <p>To obtain this access, approval must be given by the HQ Travel Office Lead and a SR submitted to the NEACC.</p>
	Arranger	<p>HQ Travel Office Support staff involved in ETDY Management and designated BASO backups are provided with Arranger access. The Arranger role within CGE grants users the ability to create and modify travel reservations and documents for other CGE users.</p>
PaymentNet	Restricted Administrator Access	<p>Access to PaymentNet is granted on a limited basis – only one HQ Travel Office support staff member may have access to the system. Restricted Administrator Access allows for view-only access to all travel cards issued by NASA HQ as well as Center level travel card reporting access. This role does not grant write or update access to PaymentNet.</p> <p>To obtain access, approval and submission of the request for Administrator access must be sent in writing from the</p>



System Name	Role	Access Description
		HQ Travel Office Lead to the Center Agency Program Coordinator who will arrange access directly with JPMorgan Chase.
IdMAX	Invitational Traveler ICAM	<p>HQ Travel Office support staff and designated BASO backups performing invitational traveler account creation are provided access to the Invitational Traveler role and Identity, Credential, and Access Management (ICAM) system. The Invitational Traveler and ICAM roles provides the capability to search for and create NASA identities and provision the IEM3100 eTravel application to the associated identity for invitational travelers requiring access to CGE.</p> <p>To obtain this access, approval must be given by the HQ Travel Office Lead and a SR submitted to the NEACC. The Contractor resource must also successfully complete the Personal Identity Verification (PIV) – ICAM Overview training course.</p>
bReady	Read Only Role	<p>HQ Travel Office staff providing general support of bReady are given read-only access to the software.</p> <p>To obtain this role, the Contractor resource must attend Actuate training and submit a NAMS request with justification to be approved by the COR.</p>
Far Cry	Administrator Role	<p>HQ Travel Office staff members performing system administrator roles within the Far Cry application are granted access as an administrator. This role does not provide any system configuration capabilities.</p> <p>To obtain this role, the Contractor resource must review the Far Cry user guide and must receive written approval (e.g. email) from the COR. The role is granted by and existing Far Cry administrator.</p>
	Editor Role	<p>HQ Travel Office staff members editing content or uploading/replacing documents within the Far Cry application are granted access as an editor.</p> <p>To obtain this role, the Contractor resource must review the Far Cry user guide and must receive written approval (e.g. email) from the COR. The role is granted by and existing Far Cry administrator.</p>
MSFC ISRS and the successor application (Remedy)	Anonymous Create and Read Role	<p>All NASA users (including HQ Travel Office team members) are granted the “Anonymous” role for the MSFC ISRS system, accessible through the “For Your Information” section of bReady. This role allows the BASO resource to create Service Requests (SRs) and search and view SRs.</p> <p>To obtain this role, please reference the bReady section for information on bReady access.</p>



System Name	Role	Access Description
	Registered Create, Read, and Edit Role	<p>HQ Travel Office staff who provide support for HQ travel SR monitoring are given access to Remedy in an expanded role. This role provides access to Remedy via the MSFC ISRS log-in screen, rather than via bReady. The user has all of the capabilities of the anonymous create and read roles, while also having access to edit SRs, change the diary log, and view attachments.</p> <p>To obtain this role, the Contractor resource must submit a NAMS request with justification for approval by the COR.</p>

3.3.3 Center Security Administrator

System Name	Role	Access Description
SAP	HQ and JPL User Administrator	<p>The CSA and designated backups performing user account setup, role modification, and account termination are provided the HQ and JPL User Administrator roles.</p> <p>To obtain this access, Contractor resource must submit a NAMS request for approval by the COR. In addition the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
BOBJ	HQ and JPL User Administrator	<p>The CSA and designated backups performing user account setup, role modification, and account termination are provided the HQ and JPL User Administrator roles.</p> <p>To obtain this access, Contractor resource must submit a NAMS request for approval by the COR. In addition the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
WebTADS	Center Security Administrator	<p>The CSA and designated backups performing user account modification are provided access to Center Security Administrator role. The Center Security Administrator provides the capability to modify user roles and assign routing codes for timecard approval.</p> <p>To obtain this access, Contractor resource must submit a NAMS request for approval by the COR. In addition the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
WAT EAI	SAP Security Reports	<p>The CSA and designated backups performing user account modification are provided access to the SAP Security Reports role. This role provides the CSAs the capability to view system logs by each NASA center and use this information, which includes newly created and terminated users in various NEACC systems, to generate reports.</p> <p>To obtain this access, Contractor resource must submit a NAMS request for approval by the COR. In addition the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>



System Name	Role	Access Description
CMM/PRISM	Center Security Admin	<p>The CSA and designated backups performing user account setup and provisioning are provided the Center Security Admin role.</p> <p>To obtain this access, Contractor resource must submit a NAMS request for approval by the COR. In addition the resource must have completed the annual IT Security Training, required by all NASA personnel.</p>
bReady	Read Only Role	<p>The CSA is given read-only access to the software.</p> <p>To obtain this role, the Contractor resource must attend Actuate training and submit a NAMS request with justification to be approved by the COR.</p>

3.4 Documentation

Documentation for a system supported by BASO includes any information provided by the system owners that may include descriptions of the hardware and software, policies, standards, procedures and approvals related to automated information system security of the system to include backup and contingency activities, as well as descriptions of user and operator procedures. These documents are expected to be provided and managed by the system owners. Any documentation the BASO creates in support of Help Desk activities are stored and managed within the NASA shared drive. BASO documentation may include Help Desk procedures, FAQs, functional training materials, process documentation and project plans.

3.5 Security Awareness and Training

Security awareness and training including the IT Security Training (via SATERN) is provided by NASA. All personnel supporting the BASO are required to complete this training based on the timeline specified by NASA. Any additional training required by NASA will be completed by staff and monitored by the BASO project management for compliance.

3.6 PII

Deloitte and NASA have strict standards for viewing, processing, and handling Personally Identifiable Information (PII). All Contractor resources are required by Deloitte to take the Privacy in Practice: The Business Imperative training course which details proper processes and procedures related to PII, and pass an assessment. Additionally, NASA requires all personnel to take the mandatory IT Security courses for all employees: Annual Information Security Training and the NASA HQ Security Awareness Training.

Personally Identifiable Information (PII) will only be viewed by HQ Travel Office support team members and designated BASO backups. The following HQ Travel Office processes will require the viewing and/or use of PII:

- Invitational Travel Form and Account Setup
- Travel Card Administration
- Travel Card Application
- Travel Card Reporting

When viewing or utilizing PII in any of the above contexts, HQ Travel Office support team members will follow an established set of procedures to ensure the security of PII:



Note: No PII is saved on a NASA shared drive or personal desktop.

Process	PII Protection Procedures
Invitational Travel Form and Account Setup	Upon receipt of an invitational traveler form via either hand delivery, fax or Entrust encrypted email, HQ Travel Office support team members will: <ol style="list-style-type: none"> 1. Enter required PII from the invitational travel form into IdMAX 2. Create vendor record in SAP using PII from the invitational travel form 3. Confirm vendor record in SAP 4. If the form is received by hand, file the invitational travel form in the secure file cabinet. If received via Entrust encrypted email, print the invitational travel form and file the form in the secure file cabinet before deleting the email.
Travel Card Administration	The designated HQ Travel Office support team member with access to PaymentNet will view PII when providing travel card support to users. Access to the system is strictly limited and password protected to prevent unauthorized access. Any requests for updates to PII in PaymentNet from users will be communicated via either phone or Entrust encrypted email.
Travel Card Application	Upon receipt of a rush travel card application via either hand delivery, fax, or Entrust encrypted email, the designated HQ Travel Office support team member with access to PaymentNet will: <ol style="list-style-type: none"> 1. Verify the validity of all fields on the travel card application 2. Request supervisory signature of the application from either Barby Birch or Kathi Thurston. 3. Fax the application to JPMorgan Chase 4. Enter new application into the travel card application tracker 5. Lock travel card application temporarily in the secure file cabinet 6. Upon provisioning of the card, complete travel card account setup in PaymentNet 7. Provide PaymentNet account information to the travel card applicant 8. File travel card application in the secure file cabinet



4 Appendices

Appendix A - 1852.204-76 Security Requirements for UNCLASSIFIED Information Technology Resources (Jan 2011) Compliance with Security Requirements

The table below provides a listing of the security requirements identified in NFS 1852.204-76 and identifies the section(s) of the BASO IT Security Management Plan which addresses each requirement.

Requirement	Section of Plan Addressing Requirement
<p>(a) The contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.</p>	<p>Section: 3</p>
<p>(b) This clause is applicable to all NASA contractors and sub-contractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA’s missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.</p>	<p>Section: 2, 3.6</p>
<p>(c) Definitions.</p> <p>(1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.</p> <p>(2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.</p> <p>(3) IT Security Management Plan—This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.</p> <p>(4) IT Security Plan—this is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management</p>	<p>Sections: 1, 1.2, 3.5</p>



<p>Plan to the Contracting Officer; the approval authority will be included in the ADL.</p> <p>All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security Web site at https://itsecurity.nasa.gov/policies/index.html.</p>	
<p>(d) The contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.</p>	<p>N/A</p> <p>Note: All work performed by the BASO is done so using NASA issued IT resources, the BASO team sits onsite in the NASA HQ facility.</p>
<p>(e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract in accordance with retention documentation available in the ADL. The contractor shall provide a listing of all NASA Electronic information and IT resources generated in performance of the contract. At that time, the contractor shall request disposition instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor's request. Parts of the clause and referenced ADL may be waived by the contracting officer, if the contractor's ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.</p>	<p>Section: 2.1</p>
<p>(f) The contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.</p>	<p>N/A</p> <p>Note: Deloitte Consulting L.L.C. does not have any subcontractors providing support to the BASO Contract.</p>



National Aeronautics and Space Administration
(NASA)

Business and Administrative Systems Office
(BASO)

Safety and Health Plan

Volume I - Offer Volume - Appendix A

Request for Quotation (RFQ): NNH15526152Q

March 18, 2015 (Revised May 28, 2015)

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1. Management Leadership and Employee Involvement

NASA’s Request for Quote offer (RFQ) NNH15526152Q is a firm-fixed price Blanket Purchase Agreement that shall not exceed five years from the date of award. The scope of work under the agreement is supporting NASA’s Business and Administrative Systems Office (BASO) (which includes the HQ Travel Office) in providing comprehensive support for a portfolio of business systems at NASA Headquarters (HQ). The contractor may travel to the various NASA locations as approved in advance by the Contract Officer Representative (COR), but will work primarily at the NASA HQ in Washington, DC. The scope and nature of this work will include extensive computer use, phone use, occasional travel and face-to-face and group meetings. Ergonomic and repetitive motion injuries are a natural hazard of extensive computer use. However, the scope and nature of this work does not involve exposure to chemical, biological, radioactive, or other hazardous materials. The scope and nature of this work also is not expected to involve exposure to construction, machinery, confined spaces or other physical hazards.

Our current NASA Projects have experience and success in following our standard Safety and Health Plan

In our more than 10 years of working at NASA, Deloitte has not experienced any Safety and Health related incidents. Deloitte employees maintain 100% understanding and compliance with NASA's safety training requirements.

Policy

Deloitte is dedicated to providing a safe and healthy environment for their employees, clients, and the public. Guiding the development of this document is the principle that an effective and high-quality management and monitoring of Health and Safety should include:

- A clear chain of command for safety and health activities.
- Accountability for safety and health performance.
- Well defined expectations regarding safety and health.
- Well defined task and operational hazards/risks.
- Comprehensive hazard prevention and control methods.
- Recordkeeping requirements, where applicable, to track program progress.

Goals and Objectives

Deloitte’s goal is to promote a safe work environment for our employees, clients and the public through the prevention of injuries and accidents. The objective of the Health and Safety plan is to assist management and non-supervisory employees in controlling hazards and risks in an attempt to minimize employee, client and public exposure to injuries. This Safety and Health Plan (“Plan”) is established as Deloitte’s Safety and Health Plan required for NASA RFQ NNH15526152Q. It is established in order to provide a work environment, work practices and employee conduct conducive to a safe and healthful workplace. This plan applies to all employees working under the NASA RFQ NNH15526152Q at NASA facilities. Additionally, Deloitte onsite contracted personnel will follow the established Health and Safety direction set forth by NASA’s specific agency and building guidance. Any Deloitte offsite contracting personnel for the NASA project will follow the established Deloitte Health and Safety direction set forth under Deloitte corporate and building guidance.

Management Leadership

The Deloitte management team is committed to the principle of providing its employees a place of employment which is free from recognized hazards that cause, or are likely to cause, death or serious physical harm to employees. The Designated Safety Representative (described below) will be a part of Deloitte's onsite management team and will be responsible for the implementation and execution of this plan, and the regular review of safety and health policies with the delivery team. Workplace safety and health policies and guidelines will be outlined in Deloitte's internal onboarding document and training materials and will be reviewed bi-annually at one of the monthly internal team meetings.

Employee Involvement

While Deloitte is dedicated to providing a safe working environment, our employees must understand and comply with the rules of safety established for his or her protection and for the protection of others. Our employees will be informed of this plan upon commencement with the project to make certain they understand their responsibility to uphold this plan. All members of the team will be responsible for reviewing the safety and health policies and guidelines in Deloitte's internal onboarding document. They will also be required to take Deloitte's internal Workplace Health and Safety (WH&S) Awareness Training, which provides our practitioners with an understanding of Deloitte's WH&S policies, processes and procedures and covers legislation and responsibilities, emergency preparedness, risk management, consultation and injury management. All team members are required to obtain a passing grade on the post-course assessment to complete this requirements.

Team members will also participate in regular self-inspections of their workspace (as described in the onboarding document), in accordance with NASA and Deloitte policies, and will be required to report any potential issues to the Designated Safety Official and NASA leadership. This includes participation in close call/mishap investigations.

Assignment of Responsibility

Deloitte is committed to the principle of providing its employees a place of employment that is free from recognized hazards that cause, or are likely to cause, death or serious physical harm to employees. It is the responsibility of all employees to work in as safe and healthy a manner as is possible. It is also the responsibility of all employees to report any unsafe or unhealthy working conditions.

It is recognized that many aspects of the work environment are not under the control of the Deloitte management team as a result of NASA's jurisdiction over onsite environment and building control. Notwithstanding, our onsite project team and the appointed Safety Representative will endeavor to assist with and take corrective action where such corrective action is deemed to be in the best safety and health interests of employees. The Deloitte Safety Representative will see that appropriate coordination is carried out with the COR and/or representative(s) of NASA assigned to the facility occupied by the employees under this work effort.

Deloitte offsite contracting personnel for the NASA project will follow the established Deloitte Health and Safety direction set forth for Deloitte corporate and building guidance. Deloitte onsite contracting personnel will follow the established Deloitte Health and Safety direction set forth by NASA specific agency and building guidance.

Dorothy Rader is Deloitte's Senior Lead of Federal Security. She is also the main point of contact at Deloitte Headquarters concerning health and safety matters and can be reached at (571) 882-8907 or drader@deloitte.com.

Safety Representative

Deloitte will assign the responsibility and titles of Safety Representative for the contract related to RFQ NNH15526152Q within 10 days of the solicitation's award. The designated Safety Representative is responsible for our adherence to Center-wide safety, health, environmental, and fire protection concerns and goals, and will participate in meeting and other activities related to the Center's Safety and Health Program.

Company Physician

Consultations with a physician will be coordinated by Deloitte Headquarters concerning health and safety matters. If required, Dorothy Rader is our POC and she can be reached at (571) 882-8907 or drader@deloitte.com.

Building Fire Warden

Deloitte will assign a Building Fire Warden for the contract related to RFQ NNH15526152Q within 10 days of the solicitation's award. The designated Building Fire Warden is responsible for coordination of fire-related issues with the NASA facility manager and emergency planning/response officials.

Designated Safety Official

Deloitte will assign a Designated Safety Official for the contract related to RFQ NNH15526152Q within 10 days of the solicitation's award. The Designated Safety Official is responsible for the implementation of this plan and any required contact with regulatory agencies or with NASA Headquarters; and as applicable with the NASA Headquarters Safety Officer; Contracting Officer; or other government personnel or designees for planned communication and interfaces.

Deloitte will notify the Contracting Officer and NASA Headquarters Safety Officer, of any designated Safety Official and/or Safety Representative replacements within 30 days of replacement.

Provision of Authority

The Deloitte appointed Safety Representative is responsible for guiding and monitoring the implementation of this plan. It is each employee's responsibility to assist in the implementation and enforcement of this plan.

Accountability

Employees are responsible for carrying out their tasks in a safe and healthful manner. The Deloitte Safety Representative will encourage employees to sustain safety vigilance by promoting and engaging this safety and health plan as well as the References listed at the end of the plan. The Deloitte Safety Representative is responsible for taking corrective action with any employee who is not implementing their tasks in a safe and healthful manner. Any violations will be reviewed by the Safety Representative and escalated to NASA using the appropriate reporting mechanisms. Corrective actions will be identified and the employee responsible for the violation will be reprimanded accordingly, with considerations for the severity and recurrence of the violation. Employees may receive a warning, be required to take additional training classes (NASA and/or Deloitte training), or may be removed from the project, pending the review of the incident by the Safety Representative and NASA officials.

Program Evaluation

The annual Safety and Health Plan Program Evaluation will be performance based and will provide details on the execution of the Safety and Health policies throughout the contract year. It will include the name of Deloitte's Safety Representative and anyone involved in conducting Safety and Health reviews and evaluations (including self-inspections), the approach and frequency of risk evaluations for the contract year, risks and issues identified, risk mitigation strategies/issue management, the status of any Safety and Health risks/issues, and measure the effectiveness of applicable compliance and safety training. It will also identify any updates to the overall Safety and Health Plan and the schedule for future reviews. The Program Evaluation will be a word-based document and will be delivered to the Contracting Officer Representative (COR) in both an electronic and hard-copy format (via email/shared drive, etc.).

The annual Safety and Health Plan Program Evaluation will be the responsibility of the designated Safety Representative. It will be conducted with the full cooperation of the Deloitte employees engaged on the contract. The evaluation will be performed and delivered to the government at the end of each contract year, unless otherwise requested by the Government. When a written Program Evaluation is requested, it will be delivered to the Government no later than 30 days after the request. The information provided in the evaluation will be per the specifics contained in NASA's request and is limited to the information tracked by the Deloitte Safety Representative as defined in this Safety and Health Plan.

Safety and Health Program Performance Documentation

Safety and Health Program Performance documentation for the NNH15526152Q contract effort will be maintained by Deloitte's Safety Representative. The documentation will be used to measure Deloitte's effectiveness in meeting safety and health standards, as described in this Plan. It will also provide the procedures for the identification, acquisition and processing of Safety and Health data and a section where the results of these procedures (metrics) will be collected for recordkeeping and statistical analysis. This information will be used to populate the annual Safety and Health Plan Program Evaluation that will be provided to the COR at the end of each contract year. The information that will be collected in this performance documentation includes but is not limited to: logs, records, minutes, procedures (e.g. inspections, timeframes, steps, etc.), checklists, statistics, reports, data analyses, and other notes/comments. The documentation will

be made available to NASA in an electronic format, based on Privacy Act requirements. For example, full, unimpeded access to the documentation may be made available through a protected Shared Drive (within NASA's firewall) or a NASA SharePoint site.

Deloitte will also provide a roster of terminated employees to the COR no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. This listing will also be provided in an electronic format, as described in the previous paragraph. The report will provide the name of any Deloitte employee who worked on a NASA contract during the contract year and was terminated from the firm. The following information will be provided in the report: date of the report, company name, contract number, name of person terminated, social security number, assigned Center badge number, date of termination, and the name/contact information of the Deloitte representative who can be contacted for questions regarding the termination. The information will be properly encrypted to protect Personally Identifiable Information (PII) prior to the electronic posting of the report.

Deloitte's Safety and Health Program Performance documentation will also include a hazardous communication program proportionate to the nature and hazard of the work environment. The documentation will include Safety Data Sheets (SDS) for employees to follow should they encounter a situation that may jeopardize their safety and health. These SDS will include procedures, escalation steps, and contact information for the appropriate and healthful resolution of any risks or issues.

Material Safety Data

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte does not anticipate receiving any materials requiring safety reporting. The NASA Headquarters Safety Officer, will be notified prior to any need for Deloitte to receive materials at any of NASA's facilities.

Hazardous Materials Inventory

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte will not be conducting operations that create or involve hazardous materials. Therefore, no procedures have been identified for managing hazardous materials. The NASA Headquarters Safety Officer, will be notified prior to initiation of the need for Deloitte to manage any hazardous materials at any of NASA's facilities.

Government Access to Safety and Health Program Performance Documentation

Deloitte's Safety and Health Program Performance documentation will be made available to NASA in an electronic format, based on Privacy Act requirements. For example, full, unimpeded access to the documentation may be made available through a protected Shared Drive (within NASA's firewall) or a NASA SharePoint site. The information will be properly encrypted to protect Personally Identifiable Information (PII) prior to the electronic posting of the report.

At any time, NASA can request any additional Safety and Health information through Deloitte's Safety Representative (e.g. relevant personnel records). Every effort will be made to provide this additional information to NASA in a timely, and safe/protected manner.

Review and Modification of Safety Requirements

Deloitte will participate in the review and modification of safety requirements as requested by NASA and in accordance with established NASA directives and procedures. This includes the review of all Safety and Health Plan documentation, including the performance documentation and the annual Program Evaluation. The COR can initiate these requests through Deloitte's Safety Representative.

Procurement

Deloitte will participate in the review and modification of safety requirements for any procurements or contractual items under NNH15526152Q contract effort. These requirements will be reviewed regularly as described in our Safety and Health Plan Performance documentation and will be provided per the instructions in the previous section. At any time, the COR can initiate a review of these requirements through Deloitte's Safety Representative.

Contractor Relationship with OSHA

It is Deloitte's responsibility to submit a timely reply to any OSHA citation it receives; Deloitte is responsible for settling citations issued against the operation unless specifically addressed in the contract.

Plan Update(s)

Deloitte will update this safety and health plan when necessary. Every employee placed under the contract will be provided a copy of this safety and health plan. As update(s) to the plan are made, each Contractor employee will receive the updated information and new employees will be provided a copy of the plan with the current updates incorporated. A copy of the update(s) or updated plan can be provided to the NASA Headquarters Safety Officer and the Contracting Officer.

2. Workplace Analysis

Process

A regular, standardized review of the workplace will be conducted throughout the duration of the NNH15526152Q contract effort. The frequency of these reviews will be identified in the Safety and Health Program Performance documentation, but will be no less frequently than quarterly. Deloitte's Safety Representative will be responsible for executing the recurring, standard review, and documenting the results in the performance documentation. The following are several of the methods/techniques that will be used to identify and address potential workplace hazards: employee surveys (regularly scheduled and self-initiated), regular inspections conducted by both Deloitte's Safety Representative and/or an appropriate NASA official, investigations of mishaps and close calls (standard procedures documented in Deloitte's Safety and Health Plan Performance documentation), the collection of data/metrics for any incidents (e.g. facility-related, environmental, etc.), and the reporting of occupational injuries and/or illnesses.

Any hazard identified and/or risk/issue will be documented, evaluated and ranked in accordance with NASA Headquarters requirements (complexity and expected exposures).

All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the NASA Headquarters Safety Officer and to Deloitte's Safety Representative and the Program Manager on the NNH15526152Q contract effort. All safety engineering products, which address operations, equipment, etc., on NASA Headquarters property will be subject to the review and concurrence of the NASA Headquarters Safety Officer, unless otherwise specified in the approved safety and health plan. Authorized NASA representatives will have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of Deloitte's safety and health measures in ensuring a safety and healthful working environment to its employees.

Hazard Identification

Hazardous operations, conditions, exposure or other unique hazards do not appear to apply to or exist for the scope of work performed under contract NNH15526152Q. For the work performed under contract NNH15526152Q at NASA's facilities, NASA and Deloitte shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, Deloitte shall submit for NASA concurrence (1) written hazardous operating procedures for all hazardous operations; and/or (2) qualification standards for personnel involved in hazardous operations.

Inspections

The Deloitte Safety Representative for contract NNH15526152Q will periodically, but no less frequently than quarterly, inspect the NASA work area where work related to contract NNH15526152Q is being performed for safety and health risks. If applicable and required, written record of the inspection and/or evaluation records can be collected, along with corrective measures and provided to the NASA Headquarters Safety Officer, no later than 5 working days after completion of the inspection/evaluation.

This process has been successfully executed for the previous 10 years at NASA Headquarters, as part of the previous two BASO BPAs. Deloitte's Safety Representative for these two contracts (the Partner in charge of the project) performed floor checks, interviews with employees and regular meetings to assess safety and health standards and practices. Updates were identified and incorporated into the onboarding document, and the COR was provided with major updates, as required.

Employee Reports of Hazards

Deloitte employees will be provided with the guidance and templates to report any potential safety or health hazard, in writing, to their Supervisor, the NASA HQ Safety and Occupational Health Office, the NASA Mishap Information System (NMIS) (as required), and the Deloitte Safety Representative.

3. Mishap Investigation and Record Analysis

Mishap Investigation

For the work performed under contract NNH15526152Q at NASA's facilities, Deloitte shall cooperate with NASA during the investigation of all work-related mishaps, incidents, and close calls, to the extent necessary to determine their causes and provide the Contracting Officer and the NASA Headquarters Safety Officer, a report of the investigative findings and proposed or completed corrective actions.

Mishap Reporting

Notification/Reporting Procedures

For the work performed under contract NNH15526152Q at NASA's facilities, Deloitte shall immediately notify and promptly report to the Contracting Officer and to the NASA HQ Safety Office any Type A, Type B, or Type C mishaps that involve a lost time injury or illness. Deloitte shall also notify OSHA within 8 hours of a work-related fatality. All Type C mishaps that do not involve a lost time injury or illness, Type D and low-visibility incidents shall be reported to the NASA HQ Safety Office within 4 hours of initiating the emergency response. Deloitte notifications shall be made via the Safety Hotline (202) 358-HELP (4357) or NASA's electronic Incident Reporting Information System (ISRS).

Deloitte is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service Contractors (excluding construction contracts) shall provide monthly reports specifying exposure hours, lost-time frequency rate, number of lost-time injuries, and accident/incident dollar losses as specified in the contract Schedule and not later than the 7th day of the month following the reporting month.

NASA Mishap Reporting Categorizations

All Contractor mishap reports will be reported to the NASA Headquarters Safety Officer, using NASA coding of incidents in accordance with the following specified classifications:

- **Type A Mishap.** A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality or a permanent total disability, (2) a total direct cost of mission failure and property damage equal to or greater than \$2,000,000; (3) a crewed aircraft hull loss; (4) unexpected crewed aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).
- **Type B Mishap.** A mishap that caused an occupational injury or illness that resulted in a permanent partial disability or hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage equal to or greater than \$500,000 but less than \$2,000,000.
- **Type C Mishap.** A mishap resulting in a nonfatal occupational injury or illness that resulted in days away from work, not including the day or shift on which it occurred, or restricted work or transfer to another job not including the day or shift on which it

occurred, or hospitalization for inpatient for inpatient care of one or two people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage equal to or greater than \$50,000 but less than \$500,000.

- **Type D Mishap.** A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage equal to or greater than \$20,000 but less \$50,000.
- **Mission Failure.** A mishap of whatever intrinsic severity that prevents the achievement of the mission's minimum success criteria or minimum mission objectives as described in the mission operations report or equivalent document.
- **Close Call.** An event in which there is no injury or only minor injury requiring first aid and/or no equipment or property damage, or minor equipment or property damage of less than \$20,000, or not injury or only minor injury requiring first aid, but which possesses a potential to cause a mishap.

Trend Analysis

Deloitte's Safety Representative will perform regular trend analysis of the data/metrics gathered as a part of the Safety and Health Plan Performance documentation. The data that will be analyzed includes, but is not limited to: occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; mishap reporting; and safety and health risks/issues/findings. The metrics will be summarized into a table that will include a historical view of the data, actions performed to reduce the likelihood of recurrence, targets for future metrics, and next steps (as appropriate). The Trend Analysis will be included a part of the Safety and Health Plan Performance documentation, which will be made available to all employees on the contract and NASA in an electronic format, based on Privacy Act requirements. For example, full, unimpeded access to the documentation may be made available through a protected Shared Drive (within NASA's firewall) or a NASA SharePoint site. The information will be properly encrypted to protect Personally Identifiable Information (PII) prior to the electronic posting of the report.

Accident/Incident Summary Report

As mishaps and/or incidents occur under contract NNH15526152Q, Deloitte will provide the NASA Headquarters Safety Officer a monthly summary of all mishaps and incidences to include lost-time frequency rate, number of lost-time injuries, exposure, and mishap/incident dollar losses, trend analysis, and corrective actions by the 7th day of the month following each month reported. Negative reports will also be provided.

Log of Occupational Injuries and Illnesses

As mishaps and/or incidents occur under contract NNH15526152Q, Deloitte shall deliver to the NASA Headquarters Safety Officer, and the Contracting Officer, (under separate Contractor's cover letter), a copy of the annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.32 or equivalent data. This report shall only include occupational injuries or illnesses that occurred under contract NNH15526152Q at NASA's facilities. This report will be reported by calendar year and

provided to the NASA Headquarters Safety Officer, within 45 days after the end of the year to be reported, but not later than February 15 of the year following. A soft copy of the report will be made available via email, and a hard copy of the report can be provided upon request.

4. Hazard Prevention and Control

Hazard Prevention

Deloitte recognizes that even though there is no expectation of exposure to toxic or unhealthful materials through the execution of the NNH15526152Q contract effort, there still remains the need to perform proactive hazard prevention to help minimize common mishaps, such as slips, trips, falls, ergonomic issues, and electrical and indoor air quality concerns. As described in section 2. Workplace Analysis, the Deloitte Safety Representative for contract NNH15526152Q will periodically (but no less frequently than quarterly) inspect the NASA work area where work related to contract NNH15526152Q is being performed for safety and health risks. Findings will be documented in the Safety and Health Plan Performance documentation described in section 1. Management Leadership and Employee Participation, and metrics will be captured and reported as described in the Trend Analysis part of section 3. Mishap Investigation and Record Analysis. Updates and improvements to the Safety and Health Plan and Procedures will be identified and implemented as needed (based on the findings from the regular inspections). These updates and improvements will be reviewed regularly to determine if the recurrence of the risk/issue is reducing, demonstrating the successful completion of the update/improvement.

As stated above, the documentation, results from the annual reports, and the metrics/trend analysis will be made available to all employees on the contract and NASA in an electronic format, based on Privacy Act requirements.

Appropriate Controls

The Deloitte Safety Representative will perform an inspection of Deloitte's work area within 30 days of contract award to identify the appropriate controls that apply to the workplace and environment. These controls will be validated with the COR and documented in the Safety and Health Plan Performance documentation, described in previous sections. These controls will be reviewed periodically (at the same time as the regular inspections) and the controls will be amended and/or updated as necessary.

Deloitte will follow NASA's Hazard Reduction Precedence Sequence methodology to assess and accept residual risk. This involves an evaluation of the Likelihood and Severity of each risk as it relates to the following six elements: (1) Eliminate risk through design, (2) Substitute less risky materials for more hazardous materials, (3) Install safety devices, (4) Install caution and warning devices, (5) Develop administrative controls, and (6) Provide protective clothing and equipment. Assessing each risk against these variables will help determine the appropriate mitigation strategies and the precedence with which each risk needs to be addressed.

The controls established and managed will be consistent with the work performed under the NNH15526152Q contract effort, and will focus on workplace environment safety and health standards. Deloitte does not anticipate dealing with hazardous chemicals, equipment, discharges, waste or energies as part of the NNH15526152Q contract effort. If the need arises to discuss any of the controls identified, or if any unexpected safety and health items apply to the contract, the Deloitte Safety Representative will coordinate with the appropriate safety, health, environmental service and emergency authorities at NASA.

Hazardous Operations

No hazardous operations apply to the scope of work performed under contract NNH15526152Q; therefore Deloitte does not expect any hazardous operations to be conducted. The following are examples of hazardous operations: electrical work, chemical usage, mechanical activities, pressure-related functions, noise handling, gravity-based functions, activities involving radiation, bio-mechanical activities and microbiological activities. If any of these operations (or any other operations deemed to be hazardous by the Deloitte Safety Representative) are included in a future task as part of the NNH15526152Q contract effort, Deloitte's Safety Representative will notify the NASA safety office within 5 days of assuming the operations of any concerns, as well as our approach and controls for handling and executing these operations.

Written Procedures

All written procedures for Deloitte's Safety and Health Plan, including the process for identifying, documenting and executing controls for hazardous operations will be included in the Safety and Health Plan Performance documentation, described in section 1. Management Leadership and Employee Participation. The documentation will also contain inspection procedures, test procedures and other relevant information related to each control, so they can be reviewed, tested, and updated in accordance with regular inspections/reviews.

As stated above, the documentation, controls, and procedures will be made available to all employees on the contract and NASA in an electronic format, based on Privacy Act requirements.

Protective Equipment

No hazardous operations apply to the scope of work performed under contract NNH15526152Q; therefore no procedures have been created for obtaining, inspecting, and maintaining protective equipment are identified.

Hazardous Operations Permits

No hazardous operations apply to the scope of work performed under contract NNH15526152Q; therefore hazardous operations permits will not be required.

Operations Involving Potential Asbestos Exposures

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte staff will not be exposed to asbestos. Therefore, no procedures have been identified for ensuring compliance with the Asbestos Control Program. The NASA Headquarters Safety Officer will be notified prior to initiation of any potential asbestos operations conducted at any of NASA's facilities by Deloitte.

Operations Involving Exposures to Toxic or Unhealthful Materials

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte staff will not be exposed to toxic or healthful materials. The NASA Occupational Health Office and Headquarters Safety Officer will be notified prior to initiation of any new/modified operations potentially hazardous to health and safety at any of NASA's facilities by Deloitte.

Operations Involving Hazardous Waste

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte will not be conducting operations that create or involve hazardous waste. Therefore, no procedures have been identified for managing hazardous waste. The NASA Headquarters Safety Officer will be notified prior to initiation of any hazardous waste operation conducted at any of NASA's facilities by Deloitte. Also, if a hazardous waste operation were to be initiated, Deloitte will provide a copy of any waste removal agreements and proof of destruction to the NASA Headquarters Safety Officer.

Operations Involving New or Modified Emissions/Discharges to the Environment

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte operations will not create new emissions/discharges to the Environment. Therefore, no procedures have been identified for monitoring emissions/discharges and reporting findings/results.

Baseline Documentation

No hazardous operations apply to the scope of work performed under contract NNH15526152Q; therefore no procedures for maintaining facility baseline documentation are identified.

Preventive Maintenance

No hazardous operations apply to the scope of work performed under contract NNH15526152Q; therefore no preventative maintenance methods are identified.

Medical Program

Due to the scope and nature of the NNH15526152Q contract effort, Deloitte does not appear to have a requirement for a medical surveillance program. Therefore, no specifics have been identified for evaluating personnel and workplace conditions or use of occupational health professional's services.

5. Emergency Response

Emergency Preparedness

Deloitte employees located in the NASA Headquarters Building, will comply with and participate in NASA Headquarters established procedures for emergency preparedness drills and evacuations. Also, in the event that Deloitte employees are on travel to the various NASA centers during such drills, compliance and participation will similarly occur. Additionally, the Deloitte Safety Representative will discuss NASA's Emergency Notification system with any new employees and encourage participation in the program.

Fire Prevention

The Deloitte Safety Representative will participate as necessary in NASA Headquarters fire safety program including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Deloitte employees will be instructed to report a fire or to pull the alarm for a fire; Deloitte employees will not attempt to extinguish the fire.

6. Safety and Health Training

Training

Deloitte is responsible for all safety and health training required by NASA for Deloitte employees. Deloitte employees and contracted individuals should be informed of this health and safety plan, their responsibilities under the plan, and the method by which they should report perceived unsafe or unhealthy working conditions. Employees are also to be informed and aware of medical attention and physical examinations to which they may be entitled by virtue of their employment by their respective company.

Periodic training may be required and provided to those Deloitte contracted employees in positions that expose them to potentially unsafe working conditions on a regular basis. Health and safety information should be provided periodically to all employees, including information about personal health and hygiene.

Deloitte's Safety Representative will be responsible for notifying new employees of training requirements (both the requirements by Deloitte and by NASA), and validating all employees have taken the appropriate training courses/reviewed the appropriate documentation. The Safety Representative is also responsible for the records maintenance, which will be incorporated into the Safety and Health Plan Performance documentation, and available for review by all employees and NASA personnel.

Certification

As applicable and required, Deloitte will provide certification and recertification training so that its employees are qualified to perform their tasks through specific training, experience, or combination of both.

Training Documentation and Verification

As applicable and required, Deloitte will document safety and safety-related training in accordance with OSHA requirements. Upon request, all training materials and training records will be provided to the NASA Headquarters Safety Officer, for review.

7. References

Deloitte will comply with the most current version of all required safety and safety-related standards, directives, policy and guidance material:

- Public Law 91-596, Occupational Safety and Health Act of 1970
- Title 29 Code of Federal Regulations Part 1904
- Title 29 Code of Federal Regulations Part 1910
- Title 29 Code of Federal Regulations Part 1910.1200, Hazard Communication
- Title 29 Code of Federal Regulations Part 1926
- Title 29 Code of Federal Regulations Part 1960
- Federal STD 313, Material Safety Data Sheets
- OSHA Publication 3088, How to Prepare for Worksite Emergencies
- Engineer Manual 385-1-1, U.S. Army Corps of Engineers, Safety and Health Requirements
- NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- HQPR 8621.1 Mishap Reporting, Investigating, and Recordkeeping Program and Plan
- NPD 8710.1D, Emergency Management Program
- HQPR 8710.1 The NASA Headquarters (HQ) Emergency Preparedness Plan (EPP)
- NPR 8715.1A, NASA Occupational Safety and Health Programs
- NPR 8715.2B, NASA Emergency Management Program Procedural Requirements
- NPR 8715.3C, NASA General Safety Program Requirements
- NASA Headquarters Emergency Occupancy Plan