

Contract Data Requirements List (CDRL)
Described in this Attachment
April 16, 2008

1. Contract Monthly Progress Report
2. Task Order Monthly Progress Report
3. Contractor Monthly Accident Report (CMAR)
4. NASA Mishap Report
5. Safety and Health Plan
6. Training Reports (NASA Required Training)
7. Equipment Reports
8. Certificate of Insurance
9. Inventory Reports
10. IT Security Plan
11. Phase-In / Phase-Out Plan

1. LINE ITEM NO. 1	2. CDRL TITLE Contract Monthly Progress Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR), M/S 203-18 (1 copy) Contracting Officer (CO), M/S 241-1 (1 copy) Resource Analyst M/S 200-8 (1 copy)		8. REMARKS The Contractor shall provide the Government with a monthly technical management, technical performance, and business management, summary for the contract. The report shall contain, but is not limited to, the following: brief status of what was accomplished during the month, significant activities and developments, issues and problems encountered, activities planned for following month. Delivery date: 10 working days after the end of each month		
1. LINE ITEM NO. 2	2. CDRL TITLE Task Order Monthly Progress Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR, M/S 203-18 (1 copy) CO, M/S 241-1 (1 copy) Task Requesters (1 copy of each of their task(s))		8. REMARKS The Contractor shall provide the Government with a monthly technical management, technical performance, and business management, summary for each task (s) group by task requester. The report shall contain, but is not limited to, the following: brief status of what was accomplished during the month, significant activities and developments, issues and problems encountered, activities planned for following month. Delivery date: 10 working days after the end of each month		

1. LINE ITEM NO. 3	2. CDRL TITLE Contractor Monthly Accident Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic Submission to web-based system at http://cmar.arc.nasa.gov			8. REMARKS The Contractor shall electronically submit Monthly Accident Report data to the Contractor Monthly Accident Reporting (CMAR) web-based system. If no accidents occur, monthly negative reports are required. Delivery date: Fifteen (15) Calendar days after the end of each month.	
1. LINE ITEM NO. 4	2. CDRL TITLE NASA Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR, M/S 203-18 (1 copy) CO, M/S 241-1 (1 copy) Code DQH, M/S 218-1 (1 copy)			8. REMARKS The contractor shall submit NASA form 1627, entitled "NASA Mishap Report" for any accident that meets one of the specific criteria described in the instructions on the form within one (1) working day of a mishap occurrence. Delivery date: Within one (1) working day of mishap occurrence.	

1. LINE ITEM NO. 5	2. CDRL TITLE Safety and Health Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, M/S 241-1 (1 copy) COTR, M/S 203-18(1 copy)			8. REMARKS The Contractor shall submit a Safety and Health Plan and provide all services required to implement this plan. The Safety and Health Plan shall comply with Ames Health and Safety Manual (AHB 1700-1). The plan shall be submitted for NASA approval before implementation in accordance with NFS clause 1852.223-70, "Safety and Health," and NFS provision 1852.223-73, "Safety and Health Plan." Delivery date: Sixty (60) days after the effective date of the contract.	
1. LINE ITEM NO. 6	2. CDRL TITLE Training Reports (NASA Required Training)	3. FREQUENCY See Remarks	4. SUBMISSION DATE As Required	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, M/S 241-1 (1 copy) COTR, M/S 203-18 (1 copy) May be submitted electronically			Reports delineating the completion of required training are required for, at a minimum, Basic IT Security (BITS) training to be completed by June each year. Other training reports may be required during contract performance.	

1. LINE ITEM NO.	2. CDRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Equipment Reports	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION (a) COTR signs, then through CO M/S 241-1 to NASA Industrial Property Officer (IPO) M/S 255-2 (1 copy) (b) CO, M/S 241-1 (1 copy) IPO, 255-2 (1 copy) COTR, M/S 203-18 (1 copy)			8. REMARKS (a) <u>Centrally Reportable Equipment, DD 1419....</u> The Contractor shall submit a DD form 1419, "DOD Industrial Plant Equipment Requisition," as specified in NFS clause, NFS 1852.245-70, "Acquisition of Centrally Reportable Equipment." (b) <u>Contractor Acquired Property.</u> The Contractor shall submit a listing of Contractor Acquired Property in accordance with NFS clause 1852.245-71, "Installation Provided Government Property with Alternate I." Delivery date: See NFS clause 1852.245-70	
1. LINE ITEM NO.	2. CDRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	Certificate of Insurance.	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, M/S 241-1 (1 copy)			8. REMARKS The Contractor shall submit a certificate of insurance in accordance with NFS clause 1852.228-75, Minimum Insurance Coverage. Delivery date: Prior to start of on-site performance.	

1. LINE ITEM NO.	2. CDRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Inventory Reports	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
(a)(b)(c) COTR, M/S 203-18 (1 copy) CO, M/S 241-1 (1 copy) IPO, M/S 255-2 (1 copy)			<p>Initial Inventory of Government-Furnished Property. See NFS clause 1852.245-77, "List of Installation-Provided Property and Services."</p> <p>Delivery date: Ten (10) working days following start of the base period.</p> <p>(a) Intermediate Inventory of Government-Furnished Property. See NFS clause 1852.245-77, "List of Installation-Provided Property and Services."</p> <p>Delivery date: One (1) month prior to the end of each contract year.</p> <p>(b) Final Inventory of Government-Furnished Property. See NFS clause 1852.245-77, "List of Installation-Provided Property and Services."</p> <p>Delivery date: Ten (10) working prior to expiration of last contract year, or at the direction of the Contracting Officer.</p>	

1. LINE ITEM NO. 10	2. CDRL TITLE IT Security Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, M/S 241-1 (1 copy)			Contractor shall, within 30 days after contract award, submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents. See Clause I.3	

1. LINE ITEM NO. 11	2. CDRL TITLE Phase-In / Phase Out Plan	3. FREQUENCY Once	4. SUBMISSION DATE Contract Award	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR, (1 electronic copy) CO, M/S 241-1 (1 copy)			8. REMARKS	