

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER See Schedule		PAGE 1 OF 27	
2. CONTRACT NO. 80KSC018C0014		3. AWARD/EFFECTIVE DATE See 31c.		4. ORDER NUMBER		5. SOLICITATION NUMBER 80KSC018R0027	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Rose A. Dougherty		b. TELEPHONE NUMBER (No collect calls) 321-867-2304		8. OFFER DUE DATE/LOCAL TIME	
		9. ISSUED BY NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE: OP Kennedy Space Center, FL 32899		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 (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 491110 <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB SIZE STANDARD: \$7.5 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO John F. Kennedy Space Center Kennedy Space Center, FL 32899		16. ADMINISTERED BY NASA/John F. Kennedy Space Center Office of Procurement, MAIL CODE: OP Kennedy Space Center, FL 32899		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
17a. CONTRACTOR/OFFEROR Red Cedar Center AWRC 8515 Bluffton Rd Fort Wayne, IN 46809-3022		18a. PAYMENT WILL BE MADE BY https://www.nssc.nasa.gov/vendorpayment NSSC-AccountsPayable@nasa.gov		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT					
1		This contract is awarded under the authority of 10 USC 2304(c)(5), Javits-Wagner-O'Day Act. KSC Mail Services Contract II (KMSC II) Base Year 10/01/2018 - 09/30/2019 Incrementally Funded Amount: \$523,787.25 Requisition No: 4200675245 Continued . . . <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>		1			
						\$2,116,087.48	
						\$2,116,087.48	
25. ACCOUNTING AND APPROPRIATION DATA See Schedule				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,116,087.48			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 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				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ 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) Douglas S. Beebe, Manager		31b. NAME OF CONTRACTING OFFICER (Type or print) Marco Pochy	
30c. DATE SIGNED 9-20-18		31c. DATE SIGNED 9/27/18					

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

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

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

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL

☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42a. RECEIVED BY *(Print)*

42b. RECEIVED AT *(Location)*

42c. DATE REC'D *(YY/MM/DD)*

42d. TOTAL CONTAINERS

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SECTION 1 - CONTINUATION OF SF1449**1.1 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 this/these address (es):

For Federal Acquisition Regulation (FAR) clauses, see <http://www.acqnet.gov/far/>

For NASA FAR Supplement (NFS) clauses, see
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>
(End of clause)

1.2 SUPPLIES AND/OR SERVICES TO BE PROVIDED

The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to perform mail services in accordance with the performance work statement (PWS), Attachment 01.
(End of clause)

1.3 DATA REQUIREMENTS LIST (DRL)

The Contractor shall furnish all data identified and described in Attachment 02, Data Requirements List/Data Requirements Document (DRL/DRD). All costs associated therewith are included in the price of this contract.

The Government reserves the right to delay the date of delivery of any or all DRDs specified in the DRL and such right may be exercised at no increase in the cost of the contract. The Government also reserves the right to terminate the requirement for any or all DRDs specified in the DRL. In the event the Government exercises this latter right, the estimated cost shall be decreased in accordance with the Changes Clause.

To the extent that data required to be delivered under a DRL/DRD is also required to be delivered under another clause of the contract, the requirements established by both the DRL/DRD and such other contract clause shall apply. In the event of a conflict between the data requirements of the DRL/DRD and another contract clause, the contract clause shall take precedence. In the event of a conflict between the data requirements of the DRL/DRD and PWS, the PWS shall take precedence.

Nothing contained in this DRL clause shall relieve the Contractor from delivering data that is not identified and described in the DRL/DRD but required under another clause of the contract.

Each DRD report will be submitted in its native format and include the following information:

- Contract Number
- Contractor Name
- DRD Date (date submitted)
- DRD Title (Description)
- DRD Number

(End of clause)

1.4 FIRM-FIXED PRICE (FFP)

The total FFP of this contract is shown in table 1.4.1 below.

<u>TABLE 1.4.1 – FFP</u>					
CLIN	Service Period	Unit	Quantity	Price	Amount
001	Base Period	Month	12	\$176,340.62	\$2,116,087.48
002	Option Year 1	Month	12	\$ 177,291.90	\$ 2,127,502.84
003	Option Year 2	Month	12	\$ 178,270.15	\$ 2,139,241.85
004	Option Year 3	Month	12	\$ 179,276.33	\$ 2,151,315.91
005	Option Year 4	Month	12	\$ 180,311.28	\$ 2,163,735.34
Total Contract Value:					\$ 10,697,883.42

(End of text)

1.5 INVOICE AND PAYMENT

52.212-4 (g) Invoice

(a) The Contractor shall submit all invoice using the steps described at NSSC's Vendor Payment information web site at: <https://www.nssc.nasa.gov/vendorpayment>. Please contact the NSSC Customer Contact Center at 1-877-NSSC123 (1-877-677-2123) with any additional questions or comments.

(b) Improper invoices. The NSSC Payment Office will notify the contractor of any apparent error, defect, or impropriety in an invoices within seven calendar days of receipt by the NSSC Payment Office. Inquiries regarding requests for payment should be directed to the NSSC as specified in paragraph (a) of this section.

(c) In the event that amounts are withheld from payment in accordance with provisions of this award, a separate payment request for the amount withheld will be required before payment for that amount may be made.

(End of text)

1.6 CONTRACT FUNDING

In accordance with NFS 1852.232-77 Limitation of Funds (MAR 1989), the total amount allotted by the Government to this contract is identified in table 1.6.1 below.

Table 1.6.1 – Contract Funding				
CLIN	Obligated	Incremental Funding Change		Funded Thru Date
		From	To	
1	\$523,787.25		\$523,787.25	12/06/2018

[END OF SECTION]

SECTION 2 - ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS

2.1 52.203-3 GRATUITIES. (APR 1984)

2.2 52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS. (OCT 2010)

2.3 52.204-2 SECURITY REQUIREMENTS. (AUG 1996)

2.4 52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER. (MAY 2011)

2.5 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL. (JAN 2011)

2.6 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (JAN 2017)

2.7 52.217-8 OPTION TO EXTEND SERVICES. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days of contract expiration.

(End of clause)

2.8 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 15 days of 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 5 years and 6 months.

Option Period Number	Period Duration
1	10/01/2019 – 09/30/2020
2	10/01/2020 – 09/30/2021
3	10/01/2021 – 09/30/2022
4	10/01/2022 – 09/30/2023

(End of clause)

2.9 52.223-5 POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION.

(MAY 2011) with ALTERNATE I (MAY 2011)

2.10 52.223-10 WASTE REDUCTION PROGRAM. (MAY 2011)

2.11 52.223-19 COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS. (MAY 2011)

2.12 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION. (JAN 1997)

2.13 52.229-4 FEDERAL, STATE, AND LOCAL TAXES (STATE AND LOCAL ADJUSTMENTS). (FEB 2013)

2.14 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION. (APR 1984)

2.15 52.242-13 BANKRUPTCY. (JUL 1995)

2.16 52.245-1 GOVERNMENT PROPERTY. (JAN 2017)

2.17 CONTRACTOR-REPLACEABLE GOVERNMENT FURNISHED PROPERTY

The provisions of this clause apply to the GFP listed in Appendix D, Government Furnished Property, of the PWS.

2.17.1 52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES. (APR 2012)

(a) This Government Property listed in paragraph (e) of this clause is furnished to the Contractor in an "as-is, where is" condition. The Government makes no warranty regarding the suitability for use of the Government property specified in this contract. The Contractor shall be afforded the opportunity to inspect the Government property as specified in the solicitation.

(b) The Government bears no responsibility for repair or replacement of any lost Government property. If any or all of the Government property is lost or becomes no longer usable, the Contractor shall be responsible for replacement of the property at Contractor expense. The Contractor shall have title to all replacement property and shall continue to be responsible for contract performance.

(c) Unless the Contracting Officer determines otherwise, the Government abandons all rights and title to unserviceable and scrap property resulting from contract performance. Upon notification to the Contracting Officer, the Contractor shall remove such property from the Government premises and dispose of it at Contractor expense.

(d) Except as provided in this clause, Government property furnished under this contract shall be governed by the Government Property clause of this contract.

(e) Government property provided under this clause: Appendix D of the PWS
(End of clause)

2.17.2 PROCEDURE FOR ABANDONMENT OF TITLE AS PROVIDED IN 2.17.1

The notification required by 2.17.1(c) may be made by email or other appropriate means to the Contracting Officer with a copy to the COR, shall include identification of the Government property lost, destroyed, no longer usable, or unserviceable and scrap, and include a brief description of the circumstances. If the Contracting Officer does not raise objection to abandonment of title within 30 calendar days of receipt of notification, the Government's abandonment of all rights and title shall have occurred.

(End of text)

2.18 52.245-9 USE AND CHARGES. (APR 2012)

2.19 52.253-1 COMPUTER GENERATED FORMS. (JAN 1991)

2.20 1852.204-75 SECURITY CLASSIFICATION REQUIREMENTS. (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of Secret. See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Attachment 07.

(End of clause)

2.21 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES. (JAN 2011)

2.22 1852.208-81 RESTRICTIONS ON PRINTING AND DUPLICATING. (NOV 2004)

2.23 1852.215-84 OMBUDSMAN. (NOV 2011)

(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 email 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.

(End of clause)

2.24 1852.223-70 SAFETY AND HEALTH MEASURES AND MISHAP REPORTING. (DEC 2015)

2.25 1852.223-72 SAFETY AND HEALTH (SHORT FORM). (JUL 2015)

2.26 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY. (FEB 2002) with ALTERNATE I (FEB 2006)

2.27 1852.225-70 EXPORT LICENSES. (FEB 2000)

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at KSC, where the foreign person will have access to export-controlled technical data or software.

(c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.

(d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.

(End of clause)

2.28 1852.228-75 MINIMUM INSURANCE COVERAGE. (OCT 1988)

2.29 1852.232-77 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (MAR 1989)

(a) Of the total price of items through See Table 1.4.1, the sum of \$See Table 1.6.1 is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said items is allotted:

SCHEDULE FOR ALLOTMENT OF FUNDS	
Date: Quarterly	Amount: \$TBD

(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the

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

(c)(1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until: See Table 1.6.1.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 15 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 80 percent of the total amount then allotted to the contract.

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

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

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

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

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

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

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

funds for the total price of said work except for rights and obligations then existing under this clause.

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

(End of clause)

2.30 1852.237-70 EMERGENCY EVACUATION PROCEDURES. (DEC 1988)

2.31 1852.237-72 ACCESS TO SENSITIVE INFORMATION. (JUN 2005)

2.32 1852.237-73 RELEASE OF SENSITIVE INFORMATION. (JUN 2005)

2.33 1852.242-72 DENIED ACCESS TO NASA FACILITIES. (OCT 2015)

2.34 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (JUN 2018)

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

- NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual;
- NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements;
- NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements;

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:

✓ 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: Appendix F of the PWS, Attachment 01
- ✓ (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)

**2.35 1852.245–73 Financial Reporting of NASA Property in the Custody of Contractors.
(JAN 2017)**

(a) The Contractor shall submit annually a [NASA Form \(NF\) 1018](#), NASA Property in the Custody of Contractors, in accordance with this clause, the instructions on the form and NFS Subpart [1845.71](#), and any supplemental instructions for the current reporting period issued by NASA.

(b) (1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Industrial Property Officer and a copy to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(3) One copy shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address: [Insert name and address of appropriate NASA Center office.], unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c) (1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 31st. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 31st.

(2) Some activity may be estimated for the month in which the report is submitted, if necessary, to ensure the NF 1018 is received when due. However, contractors' procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533) Contractor Financial Management Report) cost estimates. It should be supported and documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next

reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(3) In addition to an annual report, if at any time during performance of the contract, NASA-owned property in the custody of the Contractor has a value of \$10 million or more, the Contractor shall also submit a report no later than the 21st of each month in accordance with the requirements of paragraph (c)(2) of this clause.

(4) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with NFS subpart [1845.71](#), any monthly report in accordance with (c)(3) of this clause, and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with paragraph (b)(1) through (3) of this clause.

(End of clause)

2.36 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:

Transportation Officer, NASA
C/O ISC Warehouse, Building M6-744
Kennedy Space Center, FL 32899

(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)

2.37 1852.245-75 PROPERTY MANAGEMENT CHANGES. (JAN 2011)

2.38 1852.245-77 LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-2. (JAN 2011)

For performance of work under this contract, the Government will make available Government property identified in Appendix D of the PWS on a no-charge-for-use basis pursuant to FAR 52.245-2, Government Property Installation Operation Services, as incorporated in this contract. The Contractor shall use this property in the performance of this contract at locations specified in this contract and at other location(s) as may be approved by the Contracting Officer.

(End of clause)

2.39 1852.245-78 PHYSICAL INVENTORY OF CAPITAL PERSONAL PROPERTY. (AUG 2015)

2.40 KSC 52.223-121 REPORTING OF INCIDENTS INVOLVING WORKPLACE VIOLENCE (JUL 2018)

The contractor shall conduct training on and develop procedures for recognizing, managing and responding to incidents and threats of workplace violence as defined in NASA Policy Directive (NPD) 1600.3 Policy on Prevention of and Response to Workplace Violence. Contractors shall also promptly report all incidents involving workplace violence to the Protective Services Office. If the NASA Threat Assessment Team (TAT) Chair and Co-Chair determine it is appropriate for the contractor to participate in a TAT meeting, the contractor shall comply with the TAT request. The contractor is also responsible for reporting disposition of the incident reported to the NASA TAT.

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

(End of Clause)

2.41 KSC.242-90 CONTROLS APPLICABLE TO CONTRACTOR'S ACTIVITIES (JUL 2018)

The Contractor shall comply with the publications listed and those checked as applicable below, and subsequent revision thereof, that the Contracting Officer has indicated as being incorporated in this contract by reference. These publications prescribe regulatory and procedural criteria which are applicable to this contract. The contractor shall promptly take corrective action upon notice of noncompliance from the Contracting Officer or his/her authorized representative(s) with any provision of the publications listed below.

The Contractor shall comply with the following publication, which can be found at

<https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=1600&s=4A> :

NPR 1600.4A, Identity and Credential Management

The Contractor shall comply with the following publications and those publications checked as applicable below. These documents can be found at

<http://procurement.ksc.nasa.gov/PPD/documents> :

KNPR 8715.2, Comprehensive Emergency Management Plan (CEMP)

KNPR 1600.1, KSC Security Procedural Requirements

KNPR 8500.1, KSC Environmental Management Requirements

KNPR 8715.3, KSC Safety Procedural Requirements

KNPD 1600.3, Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property

Check if applicable:

☒ KNPD 1810.1 KSC Occupational Medicine Program

☒ KNPR 1860.1 KSC Ionizing Radiation Protection Program

☒ KNPR 1860.2 KSC Nonionizing Radiation Protection Program

☒ KNPR 1820.3 KSC Hearing Loss Prevention Program

☒ KNPR 1820.4 KSC Respiratory Protection Program

☒ KNPR 1840.19 KSC Industrial Hygiene Programs

☐ 45SWI40-201 45th Space Wing Instruction 40-201 Radiation Protection Program

☐ KNPR 1840.1 KSC Hazard Communication Program

☐ KNPR 1870.1 KSC Sanitation and Public Health Program

☐ KNPR 2570.1 KSC Radio Frequency Spectrum Management Procedural Requirements

☒ KNPR 4000.1 Supply and Equipment System Manual

☒ KNPR 6000.1 KSC Transportation Support System Manual

☐ KNPR 8715.7 KSC Construction Contractor Safety and Health Practices Procedural Requirements

☒ KNPR 8830.1 Facility Asset Management Procedural Requirements

(End of Clause)

**2.42 KSC 52.242-93 CONTRACTOR WORKFORCE REPORT – ONSITE
CONTRACTORS AND SUBCONTRACTORS (JUL 2018)**

The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include: the contract number, the contractor's total on-site workforce, total on-site union represented employees by bargaining unit, total on-site non-union represented employees, and total off-site workforce performing on the contract. The Contractor shall provide this information no later than 10 days after the close of each reporting period which ends March 31st, June 30th, September 30th, and December 31st. The report shall be submitted to the Contracting Officer with a copy to the Industrial Labor Relations Office KSC-DL-OP-IndustrialRelations@mail.nasa.gov.

**2.43 KSC 52.245-90 MANAGEMENT OF NASA-OWNED/CONTRACTOR-HELD
RECORDS (JUL 2018)**

(a) NASA-owned/Contractor-held records shall be maintained by the Contractor in accordance with the instructions set forth in the latest editions of NPD 1440.6, NASA Records Management Program, NPR 1441.1, NASA Records Retention Schedules, and KNPR 1440.6, Records Management. As directed by the Contracting Officer, the Contractor shall obtain prior approval from the Contracting Officer to destroy or remove records subject to this clause.

(b) NASA-owned/Contractor-held records shall consist of documentation of Contractor activities and functions necessary for the performance of this contract, including, but not limited to, documentation of those day-to-day operating procedures that are essential to carrying out the statement of work and those actions, organizational structure, policies, decisions, operations, and activities necessary to perform or continue the work performed under the contract. NASA-owned/Contractor-held records shall not include those Contractor records that relate exclusively to the Contractor's internal business or are of a general nature not specifically related to the performance of work under the contract. The Contractor's general policies, procedures, etc., that apply to the general conduct of its business do not fall under the purview of this clause. When in doubt, the Contractor shall seek the Contracting Officer's determination as to which records are subject to this clause.

(c) The Contractor shall ensure that NASA-owned/Contractor-held records are segregated from company-owned records and from non-record materials. This clause operates independently from and is not intended to affect, or be effected by, the Contractor records provisions contained in FAR Subpart 4.7 and the clauses referenced therein.

(d) The Contractor, through the Contracting Officer, shall coordinate with the KSC Records Manager, on matters requiring advice, such as marking and segregating such records, or technical assistance in all areas of management pertaining to such records.

(e) When the contractor generates NASA-owned/Contractor-held records, the contractor shall prepare and submit KSC Form 16-473V2, KSC Annual Summary of Record Holdings, to the KSC Records Manager on an annual basis.

(End of clause)

[END OF SECTION]

SECTION 3 – 52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Items. (JUL 2018)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) [52.203-19](#), Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (2) [52.204-23](#), Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (JUL 2018) (Section 1634 of Pub. L. 115-91).
- (3) [52.209-10](#), Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).
- (4) [52.233-3](#), Protest After Award (AUG 1996) ([31 U.S.C. 3553](#)).
- (5) [52.233-4](#), Applicable Law for Breach of Contract Claim (OCT 2004)(Public Laws 108-77 and 108-78 ([19 U.S.C. 3805 note](#))).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

☒ (1) [52.203-6](#), Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) ([41 U.S.C. 4704](#) and [10 U.S.C. 2402](#)).

☒ (2) [52.203-13](#), Contractor Code of Business Ethics and Conduct (Oct 2015) ([41 U.S.C. 3509](#))).

☐ (3) [52.203-15](#), Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

☒ (4) [52.204-10](#), Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) ([31 U.S.C. 6101 note](#)).

☐ (5) [Reserved].

☒ (6) [52.204-14](#), Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

☐ (7) [52.204-15](#), Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

☒ (8) [52.209-6](#), Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) ([31 U.S.C. 6101 note](#)).

☒ (9) [52.209-9](#), Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) ([41 U.S.C. 2313](#)).

- ___ (10) [Reserved].
- ___ (11)(i) [52.219-3](#), Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) ([15 U.S.C. 657a](#)).
- ___ (ii) Alternate I (Nov 2011) of [52.219-3](#).
- ___ (12)(i) [52.219-4](#), Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) ([15 U.S.C. 657a](#)).
- ___ (ii) Alternate I (JAN 2011) of [52.219-4](#).
- ___ (13) [Reserved]
- ___ (14)(i) [52.219-6](#), Notice of Total Small Business Set-Aside (Nov 2011) ([15 U.S.C. 644](#)).
- ___ (ii) Alternate I (Nov 2011).
- ___ (iii) Alternate II (Nov 2011).
- ___ (15)(i) [52.219-7](#), Notice of Partial Small Business Set-Aside (June 2003) ([15 U.S.C. 644](#)).
- ___ (ii) Alternate I (Oct 1995) of [52.219-7](#).
- ___ (iii) Alternate II (Mar 2004) of [52.219-7](#).
- _X_ (16) [52.219-8](#), Utilization of Small Business Concerns (Nov 2016) ([15 U.S.C. 637\(d\)\(2\)](#) and (3)).
- _X_ (17)(i) [52.219-9](#), Small Business Subcontracting Plan (Jan 2017) ([15 U.S.C. 637\(d\)\(4\)](#)).
- ___ (ii) Alternate I (Nov 2016) of [52.219-9](#).
- ___ (iii) Alternate II (Nov 2016) of [52.219-9](#).
- _X_ (iv) Alternate III (Nov 2016) of [52.219-9](#).
- ___ (v) Alternate IV (Nov 2016) of [52.219-9](#).
- ___ (18) [52.219-13](#), Notice of Set-Aside of Orders (Nov 2011) ([15 U.S.C. 644\(r\)](#)).
- ___ (19) [52.219-14](#), Limitations on Subcontracting (Jan 2017) ([15 U.S.C. 637\(a\)\(14\)](#)).
- ___ (20) [52.219-16](#), Liquidated Damages—Subcontracting Plan (Jan 1999) ([15 U.S.C. 637\(d\)\(4\)\(F\)\(i\)](#)).
- ___ (21) [52.219-27](#), Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) ([15 U.S.C. 657 f](#)).
- _X_ (22) [52.219-28](#), Post Award Small Business Program Rerepresentation (Jul 2013) ([15 U.S.C. 632\(a\)\(2\)](#)).
- ___ (23) [52.219-29](#), Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) ([15 U.S.C. 637\(m\)](#)).
- ___ (24) [52.219-30](#), Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) ([15 U.S.C. 637\(m\)](#)).
- _X_ (25) [52.222-3](#), Convict Labor (June 2003) (E.O. 11755).
- _X_ (26) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Jan 2018) (E.O. 13126).
- _X_ (27) [52.222-21](#), Prohibition of Segregated Facilities (Apr 2015).

- _X_ (28) [52.222-26](#), Equal Opportunity (Sept 2016) (E.O. 11246).
- _X_ (29) [52.222-35](#), Equal Opportunity for Veterans (Oct 2015)([38 U.S.C. 4212](#)).
- _X_ (30) [52.222-36](#), Equal Opportunity for Workers with Disabilities (Jul 2014) ([29 U.S.C. 793](#)).
- _X_ (31) [52.222-37](#), Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).
- _X_ (32) [52.222-40](#), Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- _X_ (33)(i) [52.222-50](#), Combating Trafficking in Persons (Mar 2015) ([22 U.S.C. chapter 78](#) and E.O. 13627).
- ___ (ii) Alternate I (Mar 2015) of [52.222-50](#) ([22 U.S.C. chapter 78](#) and E.O. 13627).
- _X_ (34) [52.222-54](#), Employment Eligibility Verification (OCT 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in [22.1803](#).)
- ___ (35)(i) [52.223-9](#), Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) ([42 U.S.C. 6962\(c\)\(3\)\(A\)\(ii\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of [52.223-9](#) ([42 U.S.C. 6962\(i\)\(2\)\(C\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (36) [52.223-11](#), Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).
- ___ (37) [52.223-12](#), Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).
- ___ (38)(i) [52.223-13](#), Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Oct 2015) of [52.223-13](#).
- ___ (39)(i) [52.223-14](#), Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of [52.223-14](#).
- _X_ (40) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (DEC 2007) ([42 U.S.C. 8259b](#)).
- _X_ (41)(i) [52.223-16](#), Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of [52.223-16](#).
- _X_ (42) [52.223-18](#), Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- ___ (43) [52.223-20](#), Aerosols (JUN 2016) (E.O. 13693).
- ___ (44) [52.223-21](#), Foams (JUN 2016) (E.O. 13693).
- _X_ (45)(i) [52.224-3](#), Privacy Training (JAN 2017) (5 U.S.C. 552a).
- _X_ (ii) Alternate I (JAN 2017) of [52.224-3](#).

- ___ (46) [52.225-1](#), Buy American—Supplies (May 2014) ([41 U.S.C. chapter 83](#)).
- ___ (47)(i) [52.225-3](#), Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) ([41 U.S.C. chapter 83](#), [19 U.S.C. 3301](#) note, [19 U.S.C. 2112](#) note, [19 U.S.C. 3805](#) note, [19 U.S.C. 4001](#) note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- ___ (ii) Alternate I (May 2014) of [52.225-3](#).
- ___ (iii) Alternate II (May 2014) of [52.225-3](#).
- ___ (iv) Alternate III (May 2014) of [52.225-3](#).
- ___ (48) [52.225-5](#), Trade Agreements (OCT 2016) ([19 U.S.C. 2501](#), *et seq.*, [19 U.S.C. 3301](#) note).
- _X_ (49) [52.225-13](#), Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- ___ (50) [52.225-26](#), Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; [10 U.S.C. 2302 Note](#)).
- ___ (51) [52.226-4](#), Notice of Disaster or Emergency Area Set-Aside (Nov 2007) ([42 U.S.C. 5150](#)).
- ___ (52) [52.226-5](#), Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) ([42 U.S.C. 5150](#)).
- ___ (53) [52.232-29](#), Terms for Financing of Purchases of Commercial Items (Feb 2002) ([41 U.S.C. 4505](#), [10 U.S.C. 2307\(f\)](#)).
- ___ (54) [52.232-30](#), Installment Payments for Commercial Items (Jan 2017) ([41 U.S.C. 4505](#), [10 U.S.C. 2307\(f\)](#)).
- _X_ (55) [52.232-33](#), Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) ([31 U.S.C. 3332](#)).
- ___ (56) [52.232-34](#), Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) ([31 U.S.C. 3332](#)).
- ___ (57) [52.232-36](#), Payment by Third Party (May 2014) ([31 U.S.C. 3332](#)).
- ___ (58) [52.239-1](#), Privacy or Security Safeguards (Aug 1996) ([5 U.S.C. 552a](#)).
- _X_ (59) [52.242-5](#), Payments to Small Business Subcontractors (JAN 2017)([15 U.S.C. 637\(d\)\(12\)](#)).
- ___ (60)(i) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. Appx. 1241\(b\)](#) and [10 U.S.C. 2631](#)).
- ___ (ii) Alternate I (Apr 2003) of [52.247-64](#).
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
[Contracting Officer check as appropriate.]

- _X_ (1) [52.222-17](#), Nondisplacement of Qualified Workers (May 2014)(E.O. 13495).
- _X_ (2) [52.222-41](#), Service Contract Labor Standards (May 2014) ([41 U.S.C. chapter 67](#)).
- _X_ (3) [52.222-42](#), Statement of Equivalent Rates for Federal Hires (May 2014) ([29 U.S.C. 206](#) and [41 U.S.C. chapter 67](#)).
- _X_ (4) [52.222-43](#), Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) ([29 U.S.C. 206](#) and [41 U.S.C. chapter 67](#)).
- __ (5) [52.222-44](#), Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (May 2014) ([29 U.S.C. 206](#) and [41 U.S.C. chapter 67](#)).
- __ (6) [52.222-51](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) ([41 U.S.C. chapter 67](#)).
- __ (7) [52.222-53](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) ([41 U.S.C. chapter 67](#)).
- _X_ (8) [52.222-55](#), Minimum Wages Under Executive Order 13658 (Dec 2015).
- _X_ (9) [52.222-62](#), Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).
- __ (10) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (May 2014) ([42 U.S.C. 1792](#)).
- _X_ (11) [52.237-11](#), Accepting and Dispensing of \$1 Coin (Sept 2008) ([31 U.S.C. 5112\(p\)\(1\)](#)).
- (d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at [52.215-2](#), Audit and Records—Negotiation.
- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor’s directly pertinent records involving transactions related to this contract.
- (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR [subpart 4.7](#), Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
- (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

- (i) [52.203-13](#), Contractor Code of Business Ethics and Conduct (Oct 2015) ([41 U.S.C. 3509](#)).
- (ii) [52.203-19](#), Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (iii) [52.204-23](#), Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (JUL 2018) (Section 1634 of Pub. L. 115-91).
- (iv) [52.219-8](#), Utilization of Small Business Concerns (Nov 2016) ([15 U.S.C. 637\(d\)\(2\)](#) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include [52.219-8](#) in lower tier subcontracts that offer subcontracting opportunities.
- (v) [52.222-17](#), Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause [52.222-17](#).
- (vi) [52.222-21](#), Prohibition of Segregated Facilities (Apr 2015)
- (vii) [52.222-26](#), Equal Opportunity (Sept 2016) (E.O. 11246).
- (viii) [52.222-35](#), Equal Opportunity for Veterans (Oct 2015) ([38 U.S.C. 4212](#)).
- (ix) [52.222-36](#), Equal Opportunity for Workers with Disabilities (Jul 2014) ([29 U.S.C. 793](#)).
- (x) [52.222-37](#), Employment Reports on Veterans (Feb 2016) ([38 U.S.C. 4212](#))
- (xi) [52.222-40](#), Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause [52.222-40](#).
- (xii) [52.222-41](#), Service Contract Labor Standards (May 2014) ([41 U.S.C. chapter 67](#)).
- (xiii) [52.222-50](#), Combating Trafficking in Persons (Mar 2015) ([22 U.S.C. chapter 78](#) and E.O 13627). Alternate I (Mar 2015) of [52.222-50](#) ([22 U.S.C. chapter 78 and E.O 13627](#)).
- (xiv) [52.222-51](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) ([41 U.S.C. chapter 67](#)).
- (xv) [52.222-53](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) ([41 U.S.C. chapter 67](#)).
- (xvi) [52.222-54](#), Employment Eligibility Verification (OCT 2015) (E.O. 12989).
- (xvii) [52.222-55](#), Minimum Wages Under Executive Order 13658 (Dec 2015).
- (xviii) [52.222-62](#), Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xix)(A) [52.224-3](#), Privacy Training (JAN 2017) (5 U.S.C. 552a).

(B) Alternate I (JAN 2017) of [52.224-3](#).

(xx) [52.225-26](#), Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; [10 U.S.C. 2302 Note](#)).

(xxi) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (May 2014) ([42 U.S.C. 1792](#)). Flow down required in accordance with paragraph (e) of FAR clause [52.226-6](#).

(xxii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. Appx. 1241\(b\)](#) and [10 U.S.C. 2631](#)). Flow down required in accordance with paragraph (d) of FAR clause [52.247-64](#).

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

[END OF SECTION]

SECTION 4 - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

4.1 LIST OF ATTACHMENTS

Attachment Number	Attachment Title	Date of Attachment
1	KMSC II Performance Work Statement	05/29/2018
2	Data Requirements List	05/29/2018
3	Data Requirements Descriptions	05/29/2018
3	Safety and Health Plan	
4	Quality Control Plan	
5	Comprehensive Emergency Management Plan	
6	Records Management Plan	
7	DD Form 254	08/20/2018

(End of Clause)

[END OF SECTION]

ATTACHMENT 1

PERFORMANCE WORK STATEMENT

ATTACHMENT 01

80KSC018C0014

**KENNEDY SPACE CENTER
MAIL SERVICES CONTRACT II
(KMSCII)**

**PERFORMANCE WORK STATEMENT
(PWS)**

5/29/2018

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SECTION I
DESCRIPTION OF SERVICES/GENERAL INFORMATION

1.0 SCOPE

The contractor shall provide (unless otherwise indicated) all personnel, vehicles, fuel, equipment, tools, material, furniture (in addition to and other than what is provided by the Government), supplies, and services for processing and delivery of official mail. Communications, forms, and parcels up to 11 pounds for all Kennedy Space Center (KSC) and supported locations as identified in this Performance-based Work Statement (PWS), shall be managed by the contractor. All official packages which weigh more than 11 pounds are to be shipped via the Institutional Support Contract (ISC) or their successor. The contractor shall be responsible for completing work requirements and any work currently in progress that exists at the start of the performance period.

1.1 INCOMING MAIL, UNITED STATES POSTAL SERVICE (USPS), AND PRIVATE CARRIERS REQUIREMENTS

1.1.1 The contractor shall:

- (a) Operate a Branch Post Office (PO) (including letter drop boxes) for managing incoming mail, personal parcels up to 70 pounds and administrative communications in accordance with this PWS and applicable documents listed in *Appendix B, Compliance Documents*.
- (b) Deliver and pick-up mail to and from the Cocoa P.O. located at 2000 State Road 524, Cocoa, FL 32926, once daily, Monday through Friday (excluding holidays).
- (c) Receive, sort, distribute, consolidate, and dispatch to mailrooms for pick-up and delivery.
 - (i) Open all packages or parcels addressed to “NASA,” “KSC,” or addressed as “consolidated” or “pouch mail,” and sort out individual pieces for distribution to the intended recipient(s).
 - (ii) Open and screen all public correspondence not containing an individual address, name or mail code, to determine proper routing
 - (iii) Check for time-sensitive, accountable or classified mail intermingled with the unclassified mail, and process it in accordance with this PWS.
 - (iv) Process all USPS accountable mail (e.g. Registered, Certified, Insured or Priority Express) found intermingled with any official mail.
- (d) Make deliveries to all organizations, offices and mailrooms within the KSCs perimeter and any other location as directed.
 - (i) Distribute mail to the intended recipient using all or any part of the information reflected in the “forwarding address” element for the next available delivery run.
 - (ii) Forward requests for information and educational publications to the Communication and Public Engagement (PX) Office at the KSC Press Site.

- (iii) Provide and maintain four (4) mail drop box collection services daily, Monday through Friday, (excluding holidays). One drop box is located at each of the following locations:
 - 1. Parking lot at southeast corner of Causeway Road and Hangar Road, Cape Canaveral Air Force Station (CCAFS)
 - 2. In front of NASA Training Auditorium
 - 3. Space Station Processing Facility (SSPF) lobby
 - 4. Multifunction Facility (MFF)
- (e) Furnish a \$50,000 bond to the U.S. Postal Service as required to maintain a U.S. Postal Service Contract Branch Office
 - (i) Be responsible for coordinating mail between the United States Postal Service (USPS) and private carriers for best possible transit times.
 - (ii) Protect and safeguard all mail, official postage and communications in the contractor's custody.
 - (iii) Deliver the day's postal receipts and any outgoing mail received throughout the day to the Cocoa P.O. daily, Monday through Friday (excluding holidays).
 - (iv) Depart KSC in a timely manner to ensure all mail received at the Cocoa P.O. is processed prior to their closure for the day.
- (f) Develop, maintain, and provide a ***Summary of Business in KSC Branch Post Office, DRD 1.0***, to track the total volume of USPS letter mail, packages, money orders, insured, certified, registered, priority express, cost and number of packages sent through each NGDS carrier, stamp sales and deposits processed each month.
- (g) X-ray all mail pieces.
 - (i) Emergency procedures shall be prior approved by the Protective Service Office (PSO).
 - (ii) Follow emergency procedures, if any mail appears to be suspicious (e.g., explosive, chemical or biological threats).
 - (iii) Refer any "suspicious" mail to the PSO.
- (h) Operate and maintain a Classified Material Control Center (CMCC) for KSC.
 - (i) Establish procedures to operate and maintain a CMCC to include plans for performing the operation, maintaining electronic records, and procedures for destruction of classified material.
 - (ii) Procedures for record documentations of classified material shall meet the safeguarding requirements for Personally Identifiable Information (PII).
 - (iii) The procedure shall be reviewed and approved by the PSO within 60 days after the contract renewal start date.
 - (iv) Destruction shall include a screening process and be recorded. The recording categories shall include the following:

1. Classified documents (incoming and outgoing).
 2. Registered mail (incoming and outgoing).
 3. Certified documents (incoming and outgoing).
 4. Priority Express (incoming and outgoing)
- (i) Process and prepare all classified, registered, certified and priority express mail addressed to the Kennedy Space Center, Florida 32899, through the CMCC and in coordination with the PSO.
- (i) Open and inspect to verify the presence or absence of classified material.
- (ii) For classified material, attach appropriate documentation and deliver.
1. Maintain a current list of KSC classified document custodians.
 2. Maintain the locations of all classified document containers.
- (iii) Registered, Certified and Priority Express mail addressed to departments or individuals identified by the PSO shall be delivered unopened to the addressee.
1. A listing of those departments and individuals will be provided by the PSO.
 2. A list shall be maintain by the CMCC.
 - a. Conduct 100% annual classified document inventory and provide results to the PSO.
 - b. Ensures classified storage requirements are met in accordance with the *DoD 5220.22-M-Sup, National Industrial Security Program Operating Manual (NISPOM)*. Any violations shall be reported to the PSO.
- (j) Notify the PSO immediately upon the discovery of any intermingled classified mail; (marked SECRET or CONFIDENTIAL) with other mail.
- (i) Record and maintain accountability records for all classified mail, sent to, or received at KSC.
- (ii) Ensure receipt of delivery to the appropriate accountability records custodian is made. Provide documentation to the Government upon request.
- (iii) Contact the POC for pickup, obtain signature prior to releasing the item(s).
- (iv) Release controlled mail to authorized personnel only.
- (v) If delivering, the mail driver shall sign out the controlled mail from the CMCC prior to departure on each scheduled mail delivery run and shall return accountable mail forms after delivery is completed.

1.2 INCOMING MAIL, INTEROFFICE/INTRA-CENTER MAIL REQUIREMENTS

1.2.1 The contractor shall:

- (a) Receive, process, and dispatch all mail for delivery.
- (b) Maintain three (3) active mailrooms. The mail rooms will be located in the following locations:

- (i) Building M6-0399, HQ, room 1546, (Relocating to the Central Campus Facility)
- (ii) Building K6-1096, OSB 1, room 1207
- (iii) Building M7-355, O&C, room 1769

1.2.2 The contractor shall provide pick-up and delivery services to and from the NASA-KSC Duplicating Center to KSC customers by the delivery date specified by each customer. Items may include;

- (a) Standard distribution lists.
- (b) Memoranda (letters), etc.
- (c) Other material, documentation or posters for Center program projects. For example: KSC Safety & Health Day, Occupational Safety and Health Protection for Federal Employees, Union , GSDO models, ISS, Mission patches, NASA forms, drawings, lanyards and learning materials.
- (d) Distribute contracts (bids or proposals) by email or hard copy as requested by OP in a time-sensitive manner.

1.3 OUTGOING MAIL REQUIREMENTS

1.3.1 The contractor shall:

- (a) Prepare and process all certified, priority, registered, overnight express mail and signature confirmation return receipts on all packages weighing less than 11 pounds for any NASA-KSC organization.
- (b) Ensure all outgoing off-center mail pieces are prepared and secured in accordance with the USPS Domestic / International Mail Manual (DMM / IMM) before processing or releasing the mail.
- (c) Any mail being sent out of the country, shall be processed according to the KDP-KSC-P-2190, KSC Export Control Process and the KTI-2190, KSC Export Control Instructions.
- (d) Refer all hazardous parcels to the Test and Operation Support Contract (TOSC) or the Institutional Support Contract (ISC), (or their succeeding contractor) for shipping.
- (e) Close down each automated mail system prior to close-of-business daily in accordance with manufacturer's instructions.
- (f) Ensure that all documents and packages are labeled and addressed for distribution correctly.
- (g) Repair/re-package damaged or loosely bound mail prior to processing and dispatching.
- (h) Consolidate all mail addressed to each mail code.
- (i) Process, consolidate and distribute all personal mail, including pouch mail on Center, (excluding holidays). No personal shipping will be performed via pouch mail.
- (j) Distribute (electronically and/or hard copy) procurement documents such as contracts, modifications, purchase orders, delivery orders, specifications, drawings, requests for proposals (RFP) or invitations for bids (IFB) provided by OP personnel. Paper will be provided by the Government to the contractor for this function and for the Government in-house multi-functional device (MFD).

- (k) Provide shipment of official mail to other NASA Centers no more than 3 days per week.
 - (l) Maintain current address labels for each NASA Center.
 - (m) Close down each automated mail system prior to close-of-business daily in accordance with manufacturer's instructions.
- 1.3.2 The contractor shall develop, employ and maintain a current comparison rate plan for all couriers, including the carriers participating in the General Services Administration (GSA), Next Generation Delivery Service (NGDS) Agreement (or any subsequent BPA(s)). Thus ensuring that the Government is obtaining the best value and meets the sender's delivery requirements.
- (a) Per OMB memo M-17-29, dated July 27, 2017, all Federal agencies are directed to use the government-wide, Next Generation Delivery Service (NGDS) contract to meet its global air and ground small package delivery service requirements.
 - (b) Those carriers include:
 - (i) FedEx: Domestic and International
 - (ii) UPS: Domestic and International
 - (iii) DHL/Polar: International Only
 - (c) Best value can be determined by analyzing the following factors:
 - (i) Reviewing the lowest cost
 - (ii) Quality of service
 - (iii) On-time percentages
 - (iv) Past performance
 - (v) History of lost or damaged packages
 - (d) Receive and process all parcel shipments in accordance with each courier's own guidelines.
 - (i) Ensure that each item has all relevant information added into the chosen carriers on-line processing tracking systems.
 - (ii) Affix appropriate bar-coded labels, generated by the mail processing systems, to each parcel processed.
 - (iii) Print a manifest, generated by the mail processing systems website, prior to the established carrier pick-up time for each day.
 - (iv) Provide the manifest to the courier and obtain the couriers signature prior to releasing the mail.
 - (e) Develop, maintain and provide a ***Weekly Mail Room Billing Report, DRD 1.1.***

1.4 STAMPS.COM SOFTWARE, POSTAL + MAILING METERING SYSTEM REQUIREMENTS

- 1.4.1 The contractor shall utilize Stamps.com software (or a KSC approved replacement system). Ensuring that both the postal metering system and the mailing software systems are compatible with the Government-furnished equipment shown in *Appendix D, Government Furnished Property*. The Government will provide funding for the postage programs.
- (a) Funding for postage is paid in advance on these postage systems by the Government when account balances are low. The contractor is required to send an electronic request to the COR for additional funding. Depending on the time of year, a low balance may range between \$2,000 and \$5,000. After review and

verification, the COR will process an invoice to NSSC-accounts payable for the additional funding to be added to the postage systems.

- (b) Ensure official metered postage for all outgoing official mail is correct and properly processed.
- (c) Develop, maintain and submit electronically to the COR a **Mail Meter Report, DRD 1.2**, which will include the balance of funds in each of the software subsystem on a monthly basis.
- (d) In the event that a KSC employee is in need of sending mail with the expectation of its return to KSC; upon approval from the KMM, the mail contractor shall:
 - (i) Prepare a “prepaid stamped NASA envelope” for customer, based upon the package being sent out.
 - (ii) If proper postage is not applied to the envelope or package, upon return, the mail contractor will pay for the additional postage due.

1.5 MAIL DELIVERY REQUIREMENTS

1.5.1 The contractor shall create and maintain a Mail Route Checklist to track daily mail routes and schedules and to ensure all mail stops have been serviced.

- (a) The contractor shall provide a checklist to the Government upon request. The Mail Route Checklist shall include delivery information to and from all 3 mailrooms.
- (b) The contractor shall secure each vehicle appropriately to safeguard the mail at all times throughout pick-up, delivery and return to the KSC mailrooms.
- (c) Schedule changes and changes in delivery route shall be reflected on the Mail Route Checklist and approved by the COR prior to execution.
- (d) The contractor shall return all undelivered mail to the appropriate mail facility for overnight storage. No mail will be left in any vehicle.

1.6 MISCELLANEOUS MAIL SUPPORT REQUIREMENTS

1.6.1 The contractor shall:

- (a) Coordinate with the USPS to maintain sufficient mail handling containers to accomplish work.
- (b) Return excess letter trays and other approved USPS equipment to the USPS when no longer needed.
- (c) Refer customer complaints to the COR for resolution.
 - (i) All complaints shall be reported within one workday after receipt of complaint for proper adjudication.
- (d) Utilize TechDoc the NASA Technical Library Search Engine (<http://tdsearch.ksc.nasa.gov/>) to access information on NASA-KSC procedures.
- (e) In accordance with the KNPD 1460.1, *KSC Mail Management Program*, update and maintain the Government-furnished databases.
 - (i) The Special Distribution Lists.
 - (ii) The Standard Distribution Lists.
- (f) In accordance with the KNPD 1590.2, *KSC Bulletin Boards and Hallway Display*:
 - (i) Maintain and update all KSC official bulletin boards and building directories.
 - (ii) Coordinate changes with the KSC Mail Manager (KMM) and provide the changes to the Graphics Department.

- (iii) Upon completion by the Graphics Department, replace the new directories in the cases of each facility.
- (g) Upon request of any Directorate, COR or the KMM, obtain and place NASA official posters in pre-determined locations around the Center.
- (h) Provide preventive maintenance, calibration and repair for the Government-furnished mailing systems, X-ray equipment and monitors as required per the listed manufactures recommendations. The listing of manufactures can be found in *Appendix D, Government-Furnished Property*.

1.7 REPORTING REQUIREMENTS

1.7.1 The contractor shall:

- (a) Report any facility maintenance to the Government-furnished work control system, as defined by the institutional contractor or its successor.
- (b) Respond to requests pertaining to the NASA Agency Mail Management Reports. For example, the Simplified Mail Accountability Reporting Tool (SMART), is a federal mandated report governed by the Federal Management Regulation (FMR) §102.192.85, *Mail Management*. Data for this report is submitted annually.
- (c) Provide upon request an updated project report on a Quarterly basis, in support of the SI Directorates, Quarterly Project Management Review (QPMR).

SECTION II GENERAL INFORMATION

2.0 CONTRACTOR PERSONNEL

2.1 CONTRACT MANAGER REQUIREMENTS

2.1.1 The contractor shall:

- (a) Provide a person responsible for the performance of the work under this contract, (Contract Manager). The name of this person and an alternate(s) shall be designated in writing to the contracting officer within 15 calendar days after contract award.
- (b) The contract manager or alternate(s) shall be on site during normal duty hours and contingencies requiring work beyond normal duty hours.
- (c) The contract manager and alternate(s) shall be fluent in the English language. They shall be able to read, write, speak, and understand English. Presentation and writing skills are mandatory. The contract manager and alternate(s) shall have working knowledge of existing Government-Furnished Property described in Appendix D.
- (d) The contract manager and alternate(s) shall participate in all improvement initiatives, meetings, seminars, teams and training seminars as requested by the CO or COR.

2.2 CONTRACTOR EMPLOYEE REQUIREMENTS

2.2.1 The Contractor shall:

- (a) Ensure their personnel displays a neat appearance, dresses appropriately for the assignment and can easily be recognized as a contractor employee.
- (b) Ensure their employees are wearing an identifying badge in accordance with the *KNPR 1600.1, NASA Security Program Procedural Requirements Chapter 8, Badges and Passes*.
- (c) Each employee shall wear their badge so that the badge is visible above the waist at all times.
- (d) Any protective clothing and gear needs shall be furnished by the contractor
- (e) Not employ any person(s) who are employed by the United States Government, if the employment of that person creates a conflict of interest.
- (f) Not employ off-duty Government personnel who are performing any surveillance on any contracts/subcontracts awarded to the contractor or any of its subcontractors.
- (g) Not employ any person(s) that is identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.
- (h) Employ personnel whom are able to understand, speak, read and write fluently the English language. (The speaking skill are not required if the employee is hearing impaired).
- (i) The employee(s) should be able to understand and discuss safety and environmental warnings.

- (ii) Interfacing with customers will be a fundamental function in performing their employment duties.
- (i) Maintain all contractor personnel data in the NASA Self Service Management Tool (SSMT) or any subsequent systems.

2.3 SECURITY REQUIREMENTS

2.3.1 The contractor shall:

- (a) Complete an application for NASA personal identity verification [card] (PIV) requiring access to KSC.
- (b) Take action to obtain secret security clearances for contractor employees requiring access to classified information.
- (c) The contractor shall comply with *DD Form 254, DoD Contract Security Classification Specification*.
- (d) Comply with Homeland Security Presidential Directive (HSPD) 12, Policy for Common Identification Standard for Federal Employees and Contractors, Federal Information Processing Standards (FIPS) Publication 201, and Office of Management and Budget (OMB) Guidance M-05-24, safeguarding classified information.
- (e) The Government will conduct and assume the costs for background investigations for required clearances. Only those persons who have the proper security clearance and a "need to know," according to the performance of work under this contract, shall be given access to classified information, areas or material.

2.4 EMPLOYEE TRAINING

2.4.1 The Government will ensure the contractor receives training on newly acquired automated/computerized mail processing equipment. This training will be provided by Government and/or vendor personnel on site. The Contract Manager shall be responsible for ensuring all subordinate contractor employees are properly trained to prevent damage to equipment or loss of data. KSC area access training will be provided by the Government.

2.4.2 The contractor shall:

- (a) Conduct other training as required covering such issues as occupational safety and suspicious mail identification.
- (b) Document such training and provide written documentation to the COR.
- (c) Provide a workforce that is trained as required, competent, experienced and reliable in order to meet all responsibilities under the contract.
- (d) Ensure that the work force is trained and knowledgeable of the applicable laws, regulations and Government directives such as Occupational Safety and Health Agency (OSHA), Environmental Protection Agency (EPA), Export Control Regulations, Agency policy guidance, KSC directives, and US Postal regulations affecting them and concerning their tasks.
- (e) Utilize the existing Government-furnished training system, SATERN (<https://satern.nasa.gov/elms/learner/login>) to coordinate contractor employee training.
- (f) In accordance with NFS 1852.237-72, Access to Sensitive Information, the contractor shall 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 the performance of this contract.

- (i) Provide a list of each employee who completes the affirmation, the date of the employee's written affirmation, the employee position title, office(s) the employee supports, the POC for the office supported and to the CO within 30 days of this affirmation.
- (ii) Retain individual employee records for at least five years after employment ends and provide to the Government upon request.

2.5 MEETINGS

- 2.5.1 Contract Performance/Status meetings will be held monthly or as determined by the CO or COR to discuss any performance issues and the status of the contract.

2.6 QUALITY CONTROL

- 2.6.1 **Quality Assurance.** The contractor shall establish, implement, maintain, and continually improve a Quality Plan that is compliant with the requirements of KNPR 8730.1, *KSC Metrology and Calibration Procedural Requirements* and the KNPR 8730.2, *KSC Quality Assurance Procedural Requirements*. In addition, this plan shall include a process for the internal evaluation that includes the assessment of the effectiveness of the applied elements of the contract services and quality program, including verification methods. Any action taken by the CO as a result of surveillance will be in according to the terms of the contract.
- 2.6.2 **Inspection System.** The contractor shall develop, implement, and maintain a system to inspect mail services to ensure compliance with this PWS and applicable laws and regulations. The contractor shall specify a scheduled frequency of inspections, the titles of the individuals who shall do the inspection and their organizational placement.
- 2.6.3 **Deficiency Prevention.** The contractor shall identify and prevent defects in quality of products and services performed before the level becomes unacceptable. The quality control plan shall be designed to intercept inferior products and services before they are submitted to the Government.
- 2.6.4 **Inspection Files.** The contractor shall document all inspections conducted and the necessary corrective and preventive actions taken. This documentation shall be kept on site and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

2.7 PHYSICAL SECURITY

- 2.7.1 The contractor shall:
- (a) Comply with KNPR 1600.1, *KSC Security Procedural Requirements*, Chapter 9, *Physical Access Management*.
 - (b) Safeguard all Government property provided for contractor use in accordance to KNPR 4000.1, *Supply and Equipment System Manual*.
 - (c) Ensure all ingress/egress points leading to and from all mail room hubs are locked at close-of-business daily.
 - (d) The distribution of keys and access to buildings will be determined by the Government

2.7.2 Key Control. The contractor shall: -

- (a) Comply with KNPR 1600.1, KSC Security Procedural Requirements, Chapter 14, Locksmith Services.
- (b) Develop procedures that are in compliance to the KNPR 8730.2, KSC Quality Assurance Procedural Requirements. Procedures shall include the turn-in of any issued keys by personnel who no longer require access to locked areas.
- (c) Establish and implement methods of ensuring that all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons.
- (d) No keys issued to the contractor by the Government shall be duplicated
- (e) Prohibit the use of Government issued keys by unauthorized individuals.
- (f) Prohibit the opening of locked areas by contractor employees to permit entrance of persons other than the Government employees or contractor's employees engaged in the performance of assigned work in those areas, or visiting personnel authorized by the CO or COR.
 - (i) Visiting personnel must be escorted by Government personnel while performing work in the controlled area, unless they possess prior approved access to the area.
- (g) Immediately report occurrences of a lost or duplicate key to the COR.
 - (i) In the event keys, other than master keys, are lost or duplicated the contractor shall, upon written direction of the CO/COR, re-key or replace the affected lock or locks without cost to the Government.
 - (ii) The Government, at its option, may replace, or have replaced the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor.
 - (iii) In the event a master key is lost or duplicated, the Government will replace all locks and keys for that system and deduct the total cost from the monthly payment due the contractor.

2.7.3 Key and Lock/Cipher Combinations. The contractor shall:

- (a) Establish and implement methods of ensuring that all lock and cipher combinations are not revealed to unauthorized persons. Request the COR change lock combinations within 24 hours when:
 - (i) It's been compromised.
 - (ii) An employee:
 - 1. Has been reassigned to other duties.
 - 2. No longer requires knowledge of the combination.
 - 3. Is no longer employed by the contractor.
- (b) These written procedures shall be included in the contractor's Quality Control Plan, per the KNPR 8730.2, KSC Quality Assurance Procedural Requirements.

2.7.4 Physical Security Check. The contractor shall perform a physical security check at the end of each shift or unscheduled work hours to ensure all doors are secured.

(NOTE: All references to keys include key cards as well as metal keys.)

2.8 HOURS OF OPERATIONS

- 2.8.1 The contractor may work flexible hours to ensure timely completion of work at no additional cost to the Government.
- (a) Normal operation for all mail rooms is Monday through Friday.
 - (b) Normal hours of operation for the KSC US Post Office window is Monday through Friday during the hours of 10:00 a.m. through 3:00 p.m.
 - (c) Holiday hours will be Monday through Friday, 9:00 a.m. through 3:00 p.m.
 - (d) The contractor shall discontinue working at any time as directed by the CO for security or any other mandatory reasons, temporarily or permanently.
 - (e) When an unforeseen closure or delay occurs on a regularly scheduled day of work, except for emergency work, the CO will make final determination for contract requirements, the CO or COR will notify the contractor.
 - (f) The contractor will not receive any other form of notification of KSC closure from the Government.
 - (g) The authority to close or delay the installation rests with the KSC Center Director or his designated representative.
 - (i) After an official decision to close or delay work reporting times has been made by the KSC Center Director or his designated representative, local radio or television stations will be notified of the closure/delay.
 - 1. The contractor is responsible for the notifying their employees.
 - 2. The contractor shall still be responsible for emergency work identified by the CO or COR.

2.9 EMERGENCY MANAGEMENT

- 2.9.1 The contractor shall:
- (a) Provide priority support to emergency events requiring any work covered by this PWS for national emergencies, weather emergencies, activation or exercise of contingency plans or other mission requirements, in accordance with the KSC Emergency Management Program Policy, KNPD 8710.1.
 - (b) Develop, implement and maintain the ***Comprehensive Emergency Management Plan (CEMP), DRD 1.3*** in compliance with the current version of the KNPR 8715.2. Revisions shall be made at no additional cost to the Government.
 - (c) Participate in KSC emergency and disaster recovery exercises and emergency drills.
 - (d) Designate an Emergency Coordinator POC responsible for supporting emergency management planning and implementation and who will interface with the NASA Emergency Management Officer. The contractor shall provide the Emergency Coordinator POC and contact information to the CO and COR.
 - (e) Take immediate action to eliminate hazards to personnel equipment or the environment. Prevent loss, damage, destruction or theft to Government property; and restore essential services, following a declared emergency condition.

2.10 RECORDS

- 2.10.1 The contractor shall:
- (a) Develop, maintain and implement a ***Records Management Program Plan, DRD 1.4***, and manage legacy Federal records, (data created for Government use and

delivery to or falling under the legal control of the Government) and any inherited material from a predecessor contractor.

- (b) Not dispose of any records without prior written approval of the COR.
- (c) Provide the original record or a reproducible copy of any such record within five working days upon receipt of receipt.
- (d) At the completion or termination of contract, deliver all Government owned data to NASA-KSC. Provide NASA or an authorized representative access to all Government records.
- (e) Conduct, perform and maintain electronic records.
- (f) Oversee the archival process on all reports, surveys, (customer satisfaction and post office surveys), analysis, inspections and other contract activities conducted on behalf of KSC.
- (g) Maintain internal document records of all administrative and operational procedures such as:
 - (i) Employee certifications and training.
 - (ii) Clinic certifications.
 - (iii) ***Geographical Economic Impact Data Report, DRD 1.5.***
 - (iv) ***Headcount Reports per DRD 1.6.***
 - (v) ***Safety Statistics Record per DRD 1.7*** and ensure compliance with KNPR 8715.3-1, *KSC Safety Procedural Requirements Volume 1.*
 - (vi) Any additional auditable activities not specifically listed in this PWS.
- (h) Provide records to the Government upon request in an electronic format compatible to the latest version of Microsoft Windows.
- (i) Ensure all other record keeping and documentation as defined in this PWS meets the requirements and remains in compliance with:
 - (i) NPD 1440.6, NASA Records Management
 - (ii) NPR 1441.1, NASA Records Management Program Requirements
 - (iii) NRRS 1441.1, NASA Records Retention Schedules
 - (iv) KDP-KSC-F-1147, Business Record Template

2.11 ENVIRONMENTAL CONTROLS

- 2.11.1 The contractor shall ensure that operations are in compliance with KNPR 1620.9, KSC Workplace Violence Prevention and Response Program in addition to all applicable federal, state and local environmental regulations, Executive Orders, NASA policies, procedures and guidelines.

2.12 SAFETY REQUIREMENTS

- 2.12.1 In performing work under this contract, the contractor shall:

- (a) Develop, implement and maintain a ***Safety and Health Plan, DRD 1.8***, in accordance with NFS 1852.223-73.
- (b) Record and promptly report, all available facts relating to each instance of damage to Government property or injury to either contractor or Government personnel to the COR, normally within one hour of occurrence.
- (c) The contractor shall comply with and complete OSHA Forms 300 and 300A and submit to the NASA Institutional Safety Office.
- (d) In the event of a mishap, take reasonable and prudent action, to establish control of the mishap scene, prevent further damage to persons or property, preserve evidence until released by the NASA KSC Mishap Interim Response Team (IRT)

Immediately report the incident to the NASA-KSC Fire Department at 911 or 321-867-7911.

- (e) Assist and support the Government personnel in conducting the mishap investigations and make available all pertinent documentation and personnel as requested. Comply with NPR 8621.1, Mishap and Close Call Reporting, Investigating and Recordkeeping, until the investigation is completed.
- (f) Provide a POC for safety and health related issues. The POC shall be the on-site contract manager or designated representative as defined in paragraph 2.1.1.
- (g) Comply with NASA-KSC Safety, Health and Fire Protection programs and local directives. Safety, Health, and Fire personnel may make periodic routine inspections for regulation compliance and to perform programmatic assessments.

2.13 VEHICLE OPERATIONS

- 2.13.1 Comply with the KNPR 1600.1, NASA Security Program Procedural Requirements, Chapter 12, Traffic and Parking Controls. This directive pertains to operating both Government owned vehicles and privately owned vehicles on NASA KSC.

The contractor shall:

- (a) Furnish all vehicles necessary to perform the services in this contract.
- (b) Ensure the fleet is inspected and maintained in safe operating condition.
- (c) Ensure each employee and vehicle operators maintain a valid state driver's license.
- (d) Ensure each employee maintains any additional documentation required by any NASA-KSC guidance in regards to operating a vehicle on the Center in the performance of this contract.
- (e) Ensure that employees' private vehicles are not used in the performance of contract requirements.

2.14 PHASE-IN PERIOD

2.14.1 Phase-in Plan

The Contractor shall provide a plan that:

- (a) Describes the anticipated phase-in activities if any to:
 - (i) Include the overall strategy and approach to:
 - 1. The time period proposed for ensuring a smooth and seamless transition of personnel for effective and efficient operations, without any disruption in services.
- (b) Includes a phase-in schedule with the time required for badging and background checks, as indicated in clause FAR 52.204-9, Personal Identity Verification of Contractor Personnel, if necessary.
- (c) Ensure minimal impact and any other issues deemed critical for a successful transition from one contractor to another.

2.14.2 Phase-In Transition

The Contractor shall:

- (a) Ensure a smooth transition in the change of any work effort from the current contract to the next.
- (b) Begin the phase-in period in the timeframe required by the contract.

- (c) The purpose of the phase-in period is to:
 - (i) Observe work accomplished by current employees.
 - (ii) Become thoroughly familiar with work requirements and work procedures.
 - (iii) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance at the beginning of the contract start date.
 - 1. Soliciting any personnel currently employed by the incumbent contractor for employment during their duty hours is prohibited.
 - 2. Arrangement for interviews should be made through the contracting and personnel offices at KSC.
 - (iv) Obtain security clearance
 - (v) Complete employee training requirements.
 - (vi) Complete the development of necessary work plans/procedures.
 - (vii) Complete the development of quality control plans and procedures
 - (viii) Transition any leasing and maintenance agreements for all equipment, including the x-ray machines and radiation monitors.

2.14.3 Access to Facilities:

The contractor shall:

- (a) Be allowed access to the facilities to familiarize employees with equipment, reporting, work scheduling and procedures.
 - (i) Such access shall not interfere with the production efforts of current contract personnel.
 - (ii) To preclude such interference, the contractor shall make arrangements for access to the Government facilities with the CO or the COR.
 - (iii) Access will be limited to the following categories of personnel:
 - 1. Contractor supervisory and clerical personnel.
 - 2. Contractor equivalent of a Government supply clerk.
- (b) Contractor personnel will be permitted access to observe operations, work flow priorities, scheduling, equipment handling, storage, facilities, safety and security.
- (c) At the start of the phase-in period, the contractor shall ensure that sufficient personnel on duty have appropriate security clearances to meet and maintain requirements specified in Section I of the PWS, *Description of Services/General Information*.
- (d) At no time during the term of this contract shall lack of required clearances be considered a justification for non-performance.

2.15 PHASE-OUT PERIOD**2.15.1 Phase-out Plan**

- (a) In the event there is a change in contractor or if the operation reverts to the Government:
 - (i) The incumbent shall provide familiarization, as described in section 2.14, Phase-in Period to the Government or the follow-on contractor, whichever is appropriate.
 - (ii) During the phase-out familiarization period, the incumbent shall be fully responsible for continuing work on all tasks identified in this PWS without additional cost to the Government.
- (b) The incumbent contractor shall cooperate to the extent required to permit an orderly change to the successful contractor without additional cost to the Government.
- (c) The Government reserves the right to conduct site visits in all contractor-operated facilities in conjunction with the solicitation of offers for the follow-on contract.
- (d) Recruitment notice may be placed in each facility to gather information from interested incumbent employees.

SECTION III
GOVERNMENT-FURNISHED PROPERTY, SERVICES, AND FACILITIES

3.0 GENERAL

The Government will provide to the contractor, without cost, the equipment, services and facilities identified in this section and Appendix D, E and F. All equipment shall remain at KSC. The Government reserves the right to change, alter and modify the facilities and equipment. The Government will provide access to the infrastructure and all related network and computer devices required to perform the work described in this PWS.

3.1 EQUIPMENT INVENTORY

An inventory of Government-furnished equipment must be completed no later than 10 work days prior to start of the base performance period and not later than 10 workdays before completion of the contract. The Government will not provide repair or refurbishment on any Government-furnished equipment identified in Appendix D.

3.2 GOVERNMENT-FURNISHED MATERIALS

The Government will provide paper to the Contractor for the in-house multi-functional device (MFD) for the primary function of supporting Office of Procurement bids and other contractual documentation required by procurement. The Government will not furnish any additional material inventory. The contractor shall furnish all other materials required to continue the performance under this contract at no additional cost to the Government.

3.3 GOVERNMENT-OWNED RECORDS, FILES, WORK PAPERS & DOCUMENTS

All records, files, documents and work papers generated in support of this contract are Government property and shall be maintained and disposed of per the terms of this contract. At the time of disposition, the contractor shall box, label the contents and turn them over to the COR. A detailed form for records transmittal and receipt shall be prepared by the contractor for all records transferred.

NOTE: These records may include pending requisitions for equipment to be furnished to the contractor, pending projects, case files required for contractor performance, records and statistics of the mail meters, other US Postal records, Center distribution lists, control logs or registers on which a serial sequenced entry must be continued by the contractor.

3.4 GOVERNMENT-FURNISHED SOFTWARE

The Government will provide the software for personal computers provided to the contractor to conduct official Government Business. The Government will also provide technical support of said software through coordination with the appropriate vendor and the Agency Consolidated End-user Services (ACES) Help Desk.

APPENDIX A
DEFINITIONS

- A.1 Account Code** - A funding code utilized for the purpose of tracking reimbursable postage expenditures.
- A.2 Accountable Mail** - Classified mail messages, registered, certified, express, and insured mail, and other mail determined by the originator that requires additional control of signature of receipt.
- A.3 ACES** - Agency Consolidated End-user Services – A help desk that provides support for IT products and services, including hardware, software or base services, such as email, password reset, instant messaging and print services.
- A.4 Automatic Distribution** – Is a label addressing system, utilizing an automated established standard distribution list or special distribution list.
- A.5 Bulletin Boards** - Information boards which have been established by NASA within major buildings at Kennedy Space Center for the purpose of providing room numbers for key individuals and /or organizations located within the building.
- A.6 BPA** - Blanket Purchase Agreement
- A.7 BRT** - Business Record Template – A document that lists a record or a series of a records that provides a period of time that inactive records are required to be kept till their destruction.
- A.8 Bulk Mailing** - Discount non-preferential mailing of two hundred pieces or more of similar size and weight utilizing the NASA 480 bulk mailing permit number.
- A.9 Business Reply Mail (BRM)** - Pre-addressed envelopes, cards or labels that are furnished to an activity or individual outside NASA when a response is desired, may be mailed without prepayment of postage.
- A.10 Consolidated Mail Shipment** - Consolidated mail received in boxes, envelopes or other containers addressed to the NASA, KSC or otherwise marked to identify container as consolidated shipment.
- A.11 Controlled Mail** - Any mail delivered through a system of receipts such as registered, certified, insured, express mail, delivery confirmation, signature confirmation and COD mail.
- A.12 Delivery Point** – Any place designated for mail pickup.
- A.13 Delivery Route** - A map or diagram listing the sequential order of specific mail pickup and delivery point.
- A.14 Delivery Run** - Each execution of a delivery route.
- A.15 Complaint** - A customer report, either verbal or written, indicating dissatisfaction or an anomaly pertaining to the work or processes performed by contractor.
- A.16 DDS2** - Domestic Delivery Services Agreement – is a Blanket Purchase Agreement BPA between GSA and a courier service to provide the Government with the most beneficial and cost effective shipping rate.
- A.17 Domestic Mail Manual (DMM)** - The USPS manual that contains the basic standards governing domestic mail services.

DEFINITIONS – cont'd

- A.18 FedEx** - Federal Express
- A.19 FedEx Ground** - Federal Express Ground
- A.20 GSA** - General Services Administration
- A.21 HSPD** - Homeland Security Presidential Directive - is a directive issued by U.S. President to update policies intended to protect the country from terrorist attacks.
- A.22 International Mail Manual (IMM)** - The USPS Manual that contains classification regulations and other requirements for mailing between the United States and other countries.
- A.23 IRT** - Interim Response Team a group of people who establishes guidance for the interim response to a mishap. The interim response team evaluates and secures the scene, addresses immediate emergency response and medical support needs, preserves evidence, and captures initial witness statements.
- A.24 KSC Mail Manager (KMM)** - The Kennedy Space Center's primary US Postal Service mail expert; provides all necessary interface/liaison with US Postal Service. Establishes local policies and oversees higher headquarters policies which regulate the use and preparation of official mail.
- A.25 Mail** - Correspondence, letters, flats, forms, parcels, magazines, books, telephone directories, pouches, supplies, inter-office communications and other items received and forwarded to USPS, UPS, and other small parcel carriers.
- A.26 Mishap** – Is an unfortunate accident.
- A.27 NARA** - National Archives and Records Administration - governs the disposition of specified recurring series of records.
- A.28 NASA Metered Mail** - Official NASA mail, which requires postage application prior to dispatch through the U.S. Postal Service.
- A.29 NGDS** - Next Generation Delivery Service -Is an Indefinite Delivery Indefinite Quantity (IDIQ) contract with fixed rates providing small package delivery services for domestic and international shipments.
- A.30 NPD** - NASA Policy Directive
- A.31 NPR** - NASA Procedural Requirement (NPR)
- A.32 NRRS** - NASA Records Retention Schedules (NRRS) - A document governing the NARA-approved mandatory retention period and authorized disposition of all records series of the Agency. Also known as a records schedule, records control schedule, records disposition schedule, retention schedule, or schedules. NASA's schedules are formally called NASA Records Retention Schedules (NRRS).
- A.33 Official Package** – This is an item addressed to, or originating from the Government that is bigger than a piece of mail.
- A.34 Office Symbol** – Is a series of letters or numbers that identifies a particular office or organization. NOTE: Mail may be addressed by office symbol.
- A.35 Official Mail or Package** – This is mail or a package addressed to, or originating from the Government.

DEFINITIONS – cont'd

- A.36 Official NASA Bulletin Boards** - Bulletin Boards that have been designated as “OFFICIAL.” These bulletin boards are generally organizational driven and are located within major administrative buildings at KSC for the purpose of providing general information to the work population.
- A.37 Personal Parcel** - This is mail or a package addressed to, or originating from an employee, not in the performance for the Government.
- A.38 Pouch Mail** – A manila envelope utilized by KSC to transport mail from one office to another or from one Center to another.
- A.39 Private/Small Parcel Carrier** - Any private mail delivery company not managed through the United States Postal Service or the federal Government.
- A.40 Process** - Includes, but is not limited to: receiving, weighing, sorting, stamping, containerizing, and applying correct postage, determining which carrier to utilize and meeting all scheduled dispatches.
- A.41 Program** – For example: the Commercial Crew Program (CCP), Expendable Launch Vehicle (ELV), Launch Service Program (LSP), Multi-Purpose Crew Vehicle (Orion), Ground Systems Development and Operations Program (GSDO) and International Space Station Program (ISS) and Space Launch System (SLS).
- A.42 Records** - All books, papers, maps, photographs, negatives, machine readable materials, diskettes, microfilm, audio tapes, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein. Machine readable materials include, but are not limited to, optical disk, magnetic tape, sound recordings, microforms, and any other such recording medium regardless of how produced.
- A.43 Referral Mail** – Is mail with incorrect or incomplete addresses.
- A.44 Restricted Area** - Those areas designated by NASA, and identified by signage, that require control of personnel and/or equipment for reasons of protection of personnel and property.
- A.45 Self Service Management Tool (SSMT)** – Is an automated system that allows user to access non-sensitive employee information for all employees at KSC.
- A.46 Special Distribution List (SPDL)** - An automated distribution list established for documents that cannot be distributed utilizing the standard distribution list.
- A.47 Stamps.com** – An online postage software system, which provides the ability to print postage stamps as needed.
- A.48 Standard Distribution List (STD L)** - A NASA-established automated address listing of organizations at KSC.
- A.49 Suspect Mail** – Are items, which may contain explosive materials or mail which could be suspected of biological or chemical contamination. These items may be in the form of letters, parcels, or boxes.

DEFINITIONS – cont'd

A.50 UPS - United Parcel Service

A.51 USPS - United States Postal Service.

A.52 Zip + 4 Code - The four-digit add-on assigned by the USPS and Official KSC Mail Manager to designated delivery points, distribution offices, office symbols, or street addresses with corresponding room numbers.

APPENDIX B

COMPLIANCE DOCUMENTS

Documents and forms that apply to this PWS are listed below. The Government will provide a copy of the compliance documents not available on the Web. The contractor shall monitor the status of pertinent directives and ensure currency. Supplements or amendments to listed publications may be issued from any organizational level during the life of the contract.

	DOCUMENT	PWS	TITLE
B.1	41 Code of Federal Regulations (CFR), parts 101-9		Federal Mail Management
B.2	FAR		Federal Acquisition Requirements (FAR)
B.3	NFS		NASA FAR Supplement
B.4	DoD 5220.22-M-Sup	1.1.1 (i) iii 2 b	National Industrial Security Program Operating Manual (NISPOM)
B.5	OMB memo M-17-29	1.3 (a)	Next Generation Delivery Service (NGDS)
B.6	USPS IMM	1.3.1 (b)	USPS International Mail Manual (IMM)
B.7	USPS DMM	1.3.1 (c)	USPS Domestic Mail Manual
B.8	KDP-KSC-P-2190	1.3.1 (c)	KSC Export Control Process
B.9	KTI-2190	1.3.4 (b)	KSC Export Control Instruction
B.10	KNPD 1460.1	1.6.1 (d)	KSC Mail Management Program
B.11	KNPD 1590.2	1.6.1 (f)	KSC Bulletin Boards and Hallway Display
B.12	41 CFR, §102.192.85,	1.7.1 (b)	Mail Management
B.13	KNPR 1600.1	2.2.1 (b)	KSC Security Procedural Requirements
B.14	HSPD-5	2.3.1 (b)	Homeland Security Presidential Directive
B.15	FIPS, Publication 201	2.3.1 (b)	Federal Information Processing Standards, Publication 201
B.16	DD Form 254	2.3.1 (c)	DoD Contract Security Classification Specification
B.17	OMB, M-05-24	2.3.1 (d)	Safeguarding Classified Information
B.18	HSPD-12	2.3.1 (d)	Policy for Common Identification Standard for Federal Employees and Contractors
B.19	NFS 1852.237-72	2.4.2 (f)	Access to Sensitive Information
B.20	KNPR 8730.1	2.6.1	KSC Metrology and Calibration Procedural Requirements
B.21	KNPR 8730.2	2.6.1	KSC Quality Assurance Procedural Requirements
B.22	KNPR 4000.1	2.7.1 (b)	Supply & Equipment Systems Manual
B.23	KNPD 8710.1	2.9.1 (a)	KSC Emergency Management Program Policy
B.24	KNPR 8715.2	2.9.1 (b)	Comprehensive Emergency Management Plan (CEMP)
B.25	NPD 1440.6	2.10.1(i) i	NASA Records Management
B.26	NPR 1441.1	2.10.1(i) ii	NASA Records Management Program Requirements
B.27	NRRS 1441.1	2.10.1(i) iii	NASA Records Retention Schedules
B.28	KDP-KSC-F-1147	2.10.1(i) iv	Business Record Template (BRT)
B.29	KNPR 8715.3-1	2.10.1 (g) iv	KSC Safety Procedural Requirements, Volume 1
B.30	KNPR 1620.9	2.11.1	KSC Workplace Violence Prevention and Response Program
B.31	OSHA Forms 300 and 300A	2.12. 1 (c)	Log of Work Related to Injuries and Illnesses
B.32	NPR 8621.1	2.12.1 €	NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping,

Note: All compliance documents are subject to revision. The KMSC contractor shall comply with the current version and subsequent revision (s) thereof.

APPENDIX C
MAIL DISTRIBUTION STOPS

- A. KSC:
 - NUMBER OF BUILDINGS – 85 (this number includes B and C below)
 - NUMBER OF MAIL STOPS – 930 (this number includes B and C below)
- B. Merritt Island, State Road (SR 3):
 - NASA Central Industry Assistance Office (CIAO) – 1 stop
- C. Delaware North at the Kennedy Space Center Visitors Complex (KSCVC) – 1 stop

The contractor shall receive equitable adjustment; upon request, should the aggregate number of mail stops under this contract increase by 10 percent or more annually.

The contractor shall adjust the unit price accordingly should the aggregate number of mail stops under this contract decrease by 10 percent or more annually.

APPENDIX D
GOVERNMENT FURNISHED PROPERTY

		2-2-2018	Kennedy Space Center Mail Services Contract (KMSC) NNK13OR20C							
			Property Administrator: Harold Eagleson				Property Custodian: Eddie Mowen			
	KMSC #	ITEM NAME	MANUFACTURER	PART NO	SERIAL NO	FSC	YEAR	BUILDING/ROOM	ACQUISITION COST	POSTING REF/DATE
1	1002	Scale, electronic	Pitney Bowes	N900	300414	7490	2004	KS-K61096 / 1207	\$4,322.00	10-1-2018
2	1003	X-ray machine	Control Screening	7555	020724#2P	6635	2002	KS-M6399 / 1546	\$28,720.00	10-1-2018
3	1005	Shrink wrapper machine	Unisource	U115S	672	3610	1994	KS-M6399 / 1546F	\$3,985.00	10-1-2018
4	1008	Scale, electronic	Ascomm Hasler Mailing Systems	AH100	H1000515	6670	2000	KS-K61096 / 1207	\$3,240.00	10-1-2018
5	1010	Labeler machine	Automecha Ltd	Accufast XL	184110	7490	2004	KS-M6399 / 1546F	\$3,690.00	10-1-2018
6	1011	Ratometer, Gamma pager	Polimaster Inc	PM1703M	52235	6665	2005	KS-M7355 / 1769	\$1,195.00	10-1-2018
7	1012	Ratometer, Gamma pager	Polimaster Inc	PM1703M	52237	6665	2005	KS-M6399 / 1546	\$1,195.00	10-1-2018
8	1013	Ratometer, Gamma pager	Polimaster Inc	PM1703M	52239	6665	2005	KS-K61096 / 1207	\$1,195.00	10-1-2018
9	1014	Ratometer, Gamma pager	Polimaster Inc	PM1703M	52231	6665	2005	KS-M6399 / 1546J	\$1,195.00	10-1-2018
10	1015	Ratometer, Gamma pager	Polimaster Inc	PM1703M	52233	6665	2005	KS-M6399 / 1546	\$1,195.00	10-1-2018
11	1016	Ratometer, Gamma pager	Polimaster Inc	PM1703M	42146	6665	2005	KS-M6399 / 1546	\$1,195.00	10-1-2018
12	1018	Tying machine	Felins Tying Machine Co	F10	20417	3540	1996	KS-M6399 / 1546	\$3,188.00	10-1-2018
13	1021	Tying machine	Felins Tying Machine Co	2000-10	1865310	3540	1991	KS-K61096 / 1207	\$2,850.00	10-1-2018
14	1022	Tying machine	Felins Tying Machine Co	2000-10	22414	3540	2005	KS-K61096 / 1207	\$4,500.00	10-1-2018
15	1023	Tying machine	Felins Tying Machine Co	2000-10	19479	3540	1993	KS-M7355 / 1769	\$3,500.00	10-1-2018
16	1024	Tying machine	Felins Tying Machine Co	2000-10	22415	3540	2005	KS-M7355 / 1769	\$4,500.00	10-1-2018
17	1025	Tying machine	Felins Tying Machine Co	2000-10	22495	3540	2006	KS-M6399 / 1546	\$3,900.00	10-1-2018
18	1026	Tying machine	Felins Tying Machine Co	2000-10	22178	3540	2004	KS-M6399 / 1546	\$3,700.00	10-1-2018

80KSC018C0014

Kennedy Mail Services Contract II

	KMSC #	ITEM NAME	MANUFACTURER	PART NO	SERIAL NO	FSC	YEAR	BUILDING/ROOM	ACQUISITION COST	POSTING REF/DATE
19	1027	Coin Counter, packager	Magner	920	91026695	7110	1989	KS-M6399 / 1546J	\$1,268.00	10-1-2018
20	1028	Paper Shredder	Schleicher & Co, Int'l GMBH	73010	1570166	7021	1990	KS-M6399 / 1546G	\$2,335.00	10-1-2018
21	1029	Vacuum cleaner	AramSCO-A	P41512WAFAR	P01K46797	7910	2001	KS-M6399 / 1546J	\$780.00	10-1-2018
22	1030	Table/Cabinet	International Mailing Systems	30X72	n/a	7110	1992	KS-M6399 / 1546	\$1,168.00	10-1-2018
23	1031	Printer, Laserjet	Hewlett-Packard	1320	JPHC5C3ORP	7025	2005	KS-M6399 / 1546J	\$300.00	10-1-2018
24	1032	Printer, Laserjet 2200D	Hewlett-Packard	C7058A	USBGB06979	7025	2001	KS-M7355 / 1769	\$775.00	10-1-2018
	24	Total Number of Active Items						Total Cost of Active Equipment	83,891.00\$	

APPENDIX E GOVERNMENT FURNISHED SERVICES

Unless approved by the Government, the Contractor shall not use alternate sources for any of the services listed. These services have limitations on volume or quantity of service. Applicable Government Furnished Services for off-site performance will be determined by the Government on a case-by-case basis.

The Government will provide the services listed in amounts necessary to perform the XXXX contract and as available under the corresponding service contract. These are the service providers at the time of the contract modification effective date.

This listing represents the Government Furnished Services (GFS) for onsite performance of the XXXXX

Service	Description	XXX XXX (Note 1)	NASA Contracts															USAF Con-tracts
			NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC Refuse	CSC	
Support Services	- Utilities (Water, Sewage, Natural Gas, Electricity)		X															
	- Office Space/Work Area Space		X															
	- Basic Furniture out of KSC Furniture Inventory (Note 2)		X															
	- Space Planning		X															
	- Locksmith services							X										
	- Real Property Management		X															
	- KSC Intercenter Mail Service													X				
	- Library (including serial and publication subscriptions)				X													
	- Forms Support (electronic and hardcopy)				X													
	- Timing and Countdown				X													
	- Specialized Commodities		X						X									
	- Classified Conference Room/Facility		X															
	- Personal Property Management (N-Prop)		X															
	- Vendor maintenance agreements for LCS COTS hardware and software.		X															

Service	Description		NASA	BOSS	KIAC	KEMCO	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	- Ordnance Services (Ref. JOP 15E-3-15/KCA-1290 Rev. A)																	X
	- Preventive Medical Service for travel (medical reviews, prescriptions, travel packets)					X												
	- Employee Assistance Services (Counseling, stress management, substance abuse, psychological support preparedness plans)					X												
	- Musculoskeletal Rehabilitation Services					X												
	- Fitness Facilities and Services					X												
	- Ergonomic Consultations					X												
	- Indoor Air Quality Assessment					X												
	- Environmental Microbiology Laboratory					X												
	- Asbestos Consultation and hazard assessment					X												
	- Asbestos Bulk Sampling (* does not include bulk sampling in support of Coff design)					X												
	- Consultation support on design, baseline operations hazard assessment and emergency response (chemical, biological and radiological)					X												
	- Post Emergency Spill Clean-up					X												
	- Cable Plant Services				X													
	- Data Transmission				X													
	- Secure Terminal Equipment (STE):				X			X										
	- Railroad Operations			X														

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	- Railroad Operations			X														
	Includes device, installation and support.																	
	- Packing, shipping and receiving			X														
	- Warehouse storage and management of materials and equipment			X														
	- Transportation of materials and equipment			X														
	- Port-o-let service			X														
	- Secure locked Bin to discard SBU data											X						
	- Bottled water service (when no potable water is available in a facility OR working site OR for emergency purposes)			X														
	- Office supply service																	
	- Facility and facility system O&M in Gov. provided facilities			X														
	- Bottled water service (when no potable water is available in a facility OR working site OR for emergency purposes)			X														
	- Office supply service																	
	- Facility and facility system O&M in Gov. provided facilities			X														
Grounds, Refuse, and Custodial Services	- Grounds and Landscape Maintenance												X					
	- Pest Control and Extermination (interior/exterior)												X					
	- Refuse Collection (Dumpsters)															X		
	- Custodial Services																X	

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
Protective Services	- Fire Protection Program and Emergency Services							X										
	- Fire Inspection and Prevention							X										
	- Security Services (including law enforcement, investigations, badging and identification, and personnel security)							X										
	IDIQ Services: After hours Badging, Security and Fire Services deemed above Baseline Services							X										
Medical and Environmental Services	- Medical Clinic Services (including Certification Physicals, First Aid, Emergency Services) (Ref. KNPD 1810.1, KSC <i>Occupation Medicine Program</i>)					X												
	- Industrial Hygiene Consultation					X												
	- Public Health Services					X												
	- Hazardous and Controlled Waste Disposal					X												
	- Health Physics (Radiation Protection) Consultation					X												
	- Material Safety Data Sheet (MSDS) Repository					X												
	- Environmental Sampling and Analysis					X												
Technical Training	- Safety, health, skills, and operational area access training and certification. Security-active shooter, High Risk Conflict Resolution					X		X							X			
Job-Specific Medical Training	- CPR/First Aid, bloodborne pathogen training - Casualty Rescue Team Medical Assistance Course					X												

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
Agency Communications Services	- Administrative local and long distance telephone service and devices				X						X							
	- Access to the Local, Mission, & Wide-Area Networks and the Firewall, including the internet										X							
	- ViTS room sustaining Engineering - Voice and Video Conferencing: Includes operating VITS rooms and portable VITS equipment and access to local and toll free teleconferences.				X						X							
KSC Communication Services	- Communication services on Kennedy Space Center to include Paging and Area Warning, Radios, Cable TV (excluding televisions), Transmission and Cable Systems, Operational/Surveillance Video, and Video and Audio Recording				X													
	- Operate Mission Briefing Room, OSB II 5th Floor Conference Room, and KSC Auditorium. Loaner equipment for viewgraph, motion picture, slide projector, and VCRs				X													
	- Provide audio at events in various locations, including KARS I and KARS II				X													
Operational Intercommunications System (OIS)	- Provide OIS in facilities with existing capabilities				X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
Surveillance Television	- Closed video transmission (TV or Web) used to monitor launch vehicle, payloads operations and facility security				X													
Secure Remote Access	- Provide secure remote (home or travel) access to computer resources at the Center by Virtual Private Network (VPN)																	
IT Security	- Vulnerability scanning and reports for all systems connected to KNET		X															
	- Final IT System Security Plan Security Assessment Report (SAR) from the independent Security, Test & Evaluation (ST&E)		X															
	- Authorization of IT Systems per NPR 2810.1		X															
	- Risk Information Security Compliance System (RISCS) tools for developing and storing ITSSP documentation as required by NPR 2810.1, IT waiver submittal and tracking, and IT Supply Chain Risk Management Assessment and Tracking		X															
	- NASA Continuous Diagnostics and Mitigation (CDM) tools to facilitate patch management and reporting, application whitelisting and conduct network vulnerability assessments		X															
	- Encryption solutions: Public Key Infrastructure (PKI) and Data at Rest (DAR) tools for storage and sharing of data in a secure manner								X	X								

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
End User Services	- Administrative desktops, laptops and workstations (both general purpose and scientific & engineering computers), associated IT peripherals. NASA Standard 2804 software is provided with Administrative desktops, laptops and workstations. ACES is responsible for hardware replacement and system O&M.									X								
	- Printers and multifunctional device services									X								
	- Email and domain account services									X								
	- Mobile devices with cellular service (including cell phones, smartphones, tablets with cellular service, and cellular hotspots)									X								
	- ACES seat moves									X								
Kennedy Data Center (KDC) Services	- Hosting Services: Includes co-location at the KDC, Government-provided physical or virtual servers, operating system services, and certified controls				X													
	- Housing Services: Includes co-location at the KDC, and certified controls.				X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
Application Development & Support	- Software as a Service (SAAS): Software development and sustaining of Government-provided IT applications, websites and databases				X													
	- Software Development: Hosting of applications, databases, files and web sites, including writing and modifying applications (standard or Web). Includes GIS, SSMT, TechDoc, N-PROP, SPECSINTACT, CAD/CAE. (NASA-directed)				X													
	- Platforms as a Service (PAAS): In addition to the infrastructure, Government will provide the appropriate platform for all hosted applications and IT System Security Plan (ITSSP).				X													
IT Systems and Support Services	- Maximo Asset and Service Management System: Lifecycle Asset Management system. Service includes licenses, hosting of Maximo software, platform operations and maintenance				X													
	- TechDoc: Document management system for process and requirements documentation				X													
	- TechDoc: Document management system for process and requirements documentation				X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	- Institutional Geographic Information System (GIS): Database of COTS software packages linking topographic, demographic, utility, facility, image and other resource data that is geographically referenced data for KSC				X													
	- System for Administration, Training and Educational Resources for NASA (SATERN): Learning management system for the completion and tracking of Area Access and Security Awareness (IT Security, SBU, etc.)		X															
	- Equipment: Utilized to track all NASA tagged equipment/property		X															
	- NASA Integrated Asset Management (IAM) Property, Plant, and Equipment (PP&E) System: The IAM PP&E System, is used throughout the Agency to identify, control, and account for equipment meeting NASA's criteria for control, acquired by or in use by NASA and its onsite NASA contractors		X															
	- NASA SAP Supply Management System (SMS): NASA program developed for the administration of NASA supplies and material and described in NPR 4100		X															

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	- NASA Environmental Tracking System (NETS): Automated web-based application and database supporting mandatory NASA agency environmental reporting and Agency-wide performance metrics. Used by KSC to enter Center summary level data, review data and prepare consolidated agency reports.		X															
	- SharePoint: Used to collaborate, store, organize, share and access NASA information. Separate SharePoint environments for internal use only are not allowed.				X													
	- NASA Environmental Tracking System (NETS): Automated web-based application and database supporting mandatory NASA agency environmental reporting and Agency-wide performance metrics. Used by KSC to enter Center summary level data, review data and prepare consolidated agency reports.		X															
	- SharePoint: Used to collaborate, store, organize, share and access NASA information. Separate SharePoint environments for internal use only are not allowed.				X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	- Engineering Documentation Center (EDC): NASA engineering repository for drawings, records, micro-imaging, and specifications				X													
	- Identity Management and Account Exchange (idMAX): Used for requesting and tracking access to applications. Used to request NASA Identities and access to NASA facilities for all Foreign Nationals and all people with access longer than 30 days. The database may contain user personally identifiable information (PII).		X															
	NASA Visitor Management System: Used to request access to NASA Centers for people that only need access for less than 30 days		X															
	- Keys Credential Management System (KCMS): System used to request and track keys to KSC buildings and rooms				X													
	- Access Level Management System (ALMS): System used to request Access to controlled areas of KSC				X													
	- NASA Fleet Maximo: System used to track GSA Vehicle information IT Licenses: Bentley Microstation and Oracle Client Access		X		X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
	Other IT Systems: Damage Assessment Recovery System (DARS), Operations, Maintenance, Engineering, and User (OMEU), Facility Information Center (FIC), Site Planning Application, Facility Space Management System (FSMS), Mission and Customer Support System (MCSS), Kennedy Mission Operation Support Tool (KMOST), Automated Utility Database Reporting & Information System (AUDRIS), Visual SVN, and Bentley ProjectWise				X													
Photography	- Administrative photography, including passport, newsletter, and special events				X													
Graphic Services	- Graphics used in illustrations and documents, including photo-retouching and editing of photos, web graphics and interactive media, posters, charts, badges, certificates, labels, dry mounting, laminating, framing, and scanning. (requires NASA approval)				X													
Imaging Services	- KSC/NASA Digital Photo Services Support				X													
	- Provide document conversion				X													
	- Provide CD-ROM mastering and duplicating				X													
	- Institutional Computerized Archival System (ICAS)				X													

Service	Description		NASA	BOSS	KIAC	KEMCON	LASSO	KPSC 2	KPLSS	ACES	NICS	Bridges	KGPC	KMSC	KISS IV	KSC	CSC	LISC
Printing and Reproduction	- Printing and duplication of color and black and white documents, including micro-imaging in accordance with KNPB 1490.2, Printing, Duplicating, Micro-imaging, and Office Copier Service.				X													
Laboratory Services	- Nondestructive Evaluation (NDE)						X											
	- Component Cleaning						X											
	- Sampling and Analysis (Note 3)						X											
	- Calibration						X											
	- Electromagnetic Interference and Testing				X													
	- Biomedical Laboratory (NASA)		X															
	- Material Science Laboratory (NASA)		X															
	- Instrumentation and Controls (NASA)		X															
	- Malfunction Laboratory (NASA)		X															
Range Safety Services (Shuttle)	- Toxic and blast requirements compliance		X															
Consumables of Fluids and Gases	- Pneumatics, fluids, gases (i.e., GHe, GO2, GN2, BAir, GO2F, LN2, LO2, LAir, LAr, Demineralized Water, N2H4, MMH, N2O4, Kerosene)								X									
Life Support Services	- Life Support Services to include ELSA, SCAPE, ECU, supplied-air respirators, and medical resuscitators								X									
Propellants and Life Support Systems	- Operations, Maintenance, and Engineering of Propellants and Life Support Systems (per OMEU)								X									

Note 1:	The contractor is only authorized to utilize the GFS marked in the XXXX column.
Note 2:	Does not include special needs furniture required by the Contractor workforce (e.g., ADA requirements, special ergonomic requirements)
Note 3:	Excludes PM/PT&I oil sampling and analysis. Contractor shall utilize SD Meyers or equivalent, as approved by the COR or authorized representative

TBD	BOSS (Base Operations Support Services, formerly ISC NNK08OC01C)	27	7	35	20	4	7	5	6	3	1	2	1	1	1	1	1
80KSC017C0011	KIAC (Kennedy Infrastructure, Applications and Communications)	0															122
NNK16OB01C	KEMCON (KSC Environmental & Medical Contract)																
80KSC017C0012	LASSO (Laboratory Support Services & Operations)																
NNK16OS01C	KPSC 2 (KSC Protective Services Contract)																
NNK15OL50B	KPLSS (KSC Propellants & Life Support Services)																
NNX11AA01C	ACES (Agency Consolidated End-User Services)																
NNM11AA04C	NICS (NASA Integrated Communications Services)																
NNK11OK02C	Bridges (KSC Consolidated Recycling Services)																
NNK13OG08C	KGPC (KSC Grounds & Pest Control)																
NNK13OR20C	KMSC (KSC Mail Distribution Services)																
80KSC017D0003	KISS IV (KSC Institutional Support Services)																
NNK13OG09C	KSC Refuse Collection and Disposal																
NNK13OB12C	CSC (Custodial Services Contract)																
	LISC (LTRS (Launch Test Range Sys) Integrated Support Contract)																

APPENDIX F
GOVERNMENT-FURNISHED FACILITIES

Current FY18

Location	Facility #	Facility	Room Number	Area (Sq. Ft)	Class of Space
KSC	M6-0399	KSC HEADQUARTERS (HQ) BUILDING	1541	502	DOCS/PUBS
KSC	M6-0399	HQ	1538	256	MAIL ROOM
KSC	M6-0399	HQ	1546	2194	MAIL ROOM
KSC	M6-0399	HQ	1546F	635	MAIL ROOM
KSC	M6-0399	HQ	1546J	1125	MAIL ROOM
KSC	M6-0399	HQ	1546E	223	MAIL ROOM
KSC	M6-0399	HQ	1546H	215	OFFICE
KSC	M6-0399	HQ	1546G	293	OFFICE
KSC	M6-0399	HQ	1536	135	MAIL ROOM
KSC	M7-0355	OPERATIONS AND CHECKOUT BUILDING (O&C)	1769	599	MAIL ROOM
KSC	K6-1096	OPERATIONS SUPPORT BUILDING (OSB1)	1207	900	MAIL ROOM

FY19, after the central campus move.

KSC	M7-0301	New Headquarters (HQ) Building	1433A	252	DOCS/PUBS
KSC	M7-0301	New Headquarters (HQ) Building	1433	347	Lobby
KSC	M7-0301	New Headquarters (HQ) Building	1443	981	Post Office
KSC	M7-0301	New Headquarters (HQ) Building	1443B	108	Office
KSC	M7-0301	New Headquarters (HQ) Building	1453	1282	MAIL ROOM
KSC	M7-0301	New Headquarters (HQ) Building	1453D	941	MAIL ROOM
KSC	M7-0301	New Headquarters (HQ) Building	1453A	112	Office
KSC	M7-0301	New Headquarters (HQ) Building	1453B	120	Office
KSC	M7-0301	New Headquarters (HQ) Building	1453C	123	Office
KSC	M7-0355	OPERATIONS AND CHECKOUT BUILDING (O&C)	1769	599	MAIL ROOM
KSC	K6-1096	OPERATIONS SUPPORT BUILDING (OSB1)	1207	900	MAIL ROOM

ATTACHMENT 2

DATA REQUIREMENTS LIST (DRL)

Attachment 02
DATA REQUIREMENTS LIST
5/29/2018

1. Summary of Business in KSC Branch Post Office – DRD 1.0
Due: Quarterly, PWS 1.1.1 (f)
Send to: (4) CO, COR and (2) SI-I2 Business Office, (Sherrie Dennison, and Veronica Bass)
2. Weekly Mail Room Billing Report - DRD 1.1
Due: Weekly, PWS: 1.3.2 (e)
Send to: (6) CO, COR, (2) the Freight Pre-auditor, SI-9 (Robert Commerce and Debra King) and (2) SI-I2 Business Office, Veronica Bass and Sherrie Dennison).
3. Mail Meter Reports – (Postal Report) - DRD 1.2
To include: (P.O. Box in Cocoa and is used for Business reply and Bulk mailing)
Due: Monthly, PWS: 1.4 (c)
Send to: (4) CO, COR and (2) SI-I2 Business Office, (Sherrie Dennison and Veronica Bass).
4. Comprehensive Emergency Management Plan (CEMP) - DRD 1.3
Due: October 10, 2018, (10 days after the start of the contract). One Time, PWS 2.9.1(b)
Send to: (4) CO, COR, and SI-I2 Business Office, (Sherrie Dennison) and SI-P, Security Office, (Wayne Kee)
5. Records Management Program Plan – DRD 1.4
Due: October 10, 2018, (10 days after the start of the contract). - Annually, PWS 2.10.1(a)
Send to: (4) CO, COR, SI-I2 Business Office, (Sherrie Dennison), and the *KSC Records* Manager, (Jan Hewitt), IT-A-D
6. Geographical Economic Impact Data Report – DRD 1.5
Due: Annually - PWS – 2.10.1 (g) iii
Send to: (3) CO, COR, SI-I2 Business Office, (Sherrie Dennison).
7. Headcount Report – On-Site Contractors and Subcontractors – DRD 1.6
Due: Quarterly, PWS: 2.10.1 (g) iv
Send to: (4) CO, COR, SI-I2, (Sherrie Dennison), and BA-D (Christina M. Brown)
8. Safety Statistics Record - DRD 1.7
Due: Monthly, PWS – 2.10.1 (g) v
Send to: (5) CO, COR, SI-I2 Business Office, (Sherrie Dennison), (1) Brad Frizzel, Safety & Occupational Health Manager and SA-E-SMASS, Mark Raysich, Safety & Occupational Health Specialist
9. Safety and Health Plan – DRD 1.8
Due: October 10, 2018, (10 days after the start of the contract). Annually, PWS – 2.12.1 (a)
Send to: (5) CO, COR, SI-I2 Business Office, (Sherrie Dennison), SA-E1, Brad Frizzel, Safety & Occupational Health Manager, and SA-E1, Terry Turlington

ATTACHMENT 3

DATA REQUIREMENTS DESCRIPTIONS (DRDs)

Data Requirement

Contract Application Information for DRL KMSC II					A. Item Number 1.0		
B. Line Item Title Summary of Business in KSC Branch Post Office Log							
C. OPR SIC4	D. Type 3	E. Inspect / Accept 4	F. Frequency QU	G. Initial Sub. 30	H. As of Date 90/10		
I. Remarks Type "D": Electronic. The contractor shall provide this information electronically to the COR upon request.							
J. Distribution Electronic Distribution: OP-OS (1) SI-12 (2) SI-C4 (1)						Totals	
						No.	Type
						4	D
Data Requirement Description							
1. Title Summary of Business in KSC Branch Post Office Log				2. Number 1.0			
3. Use This log will be utilized to summarize all mail processed through the KSC Branch Post Office				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 1.1.1 (f)			
8. Preparation Information Information captured on this report shall track the total volume and sales for each month on: USPS letters mail Packages Money Orders Insured Certified Registered Priority Express Packages mailed through each NGDS carrier Costs of each package mailed through each NGDS carrier Stamp sales Deposits processed The data collected shall be captured daily, rolled up to a monthly summation of all transactions reported to the Cocoa Post Office via the Postal Service (PS) Form 1412-A. Provide to the Government on a quarterly basis							

Data Requirement															
Contract Application Information for DRL <u>KMSC II</u>					A. Item Number 1.1										
B. Line Item Title Weekly Mailroom Billing Report															
C. OPR SI	D. Type 3	E. Inspect / Accept 4	F. Frequency WK	G. Initial Sub. K date + 7 days	H. As of Date 7/2										
I. Remarks Type "D": Electronic Submittal. Product shall be in Microsoft Excel format and shall be distributed via email															
J. Distribution Electronic Distribution: OP-OS (1) SI-C4 (1) SI-12 (2) SI-9 (2)					<table border="1"> <thead> <tr> <th colspan="2">Totals</th> </tr> <tr> <th>No.</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>D</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Totals		No.	Type	6	D				
Totals															
No.	Type														
6	D														
Data Requirement Description															
1. Title Weekly Mailroom Billing Report			2. Number 1.1												
3. Use For the Government to validate invoices and track resources.			4. Date												
			5. Organization KMSC II												
7. Interrelationship N/A			6. References PWS 1.3.2 (e)												
8. Preparation Information This report shall only include official KSC outgoing mail being sent to other NASA Centers. (Pouch mail and packages weighing less than 11 pounds).															
1) This report shall only include official KSC outgoing mail (other than USPS). Data shall include:															
a. Date shipped		d. Weight (billable)													
b. Destination		e. Number of packages													
c. Tracking number		f. Cost of the package													
2) Total number of packages and costs need to be summarized as follows:															
a. UPS		b. FedEx		v. Ground											
i. Next Day Air		i. First Overnight		vi. Other											
ii. Second Day Air		ii. Overnight (Priority & Standard)		vii. Undelivered as Address											
iii. Three Day Select		iii. Second Day													
iv. Ground		iv. Express Saver													
v. Undeliverable as Addressed															
3) Copies of each shipment invoice will be included with the report.															

Data Requirement

Contract Application Information for DRL <u>KMSC II</u>						A. Item Number 1.2	
B. Line Item Title Mail Meter Report							
C. OPR SI	D. Type 3	E. Inspect / Accept 4	F. Frequency Monthly	G. Initial Sub. K date + 30 days	H. As of Date 30/10		
I. Remarks Type "D" Electronic submittal. Product shall be compatible with Microsoft Office suite of software and shall be distributed via email.							
J. Distribution Electronic Distribution: OP-OS (1D) SA-G (1D) SI-C4 (1D) SI-12 (1D)						Totals	
						No.	Type
						4	D
Data Requirement Description							
1. Title Mail Meter Report				2. Number 1.2			
3. Use To account for the cost and number of pieces of mail processed through the KSC Post Office				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 1.4 (c)			
8. Preparation Information Provide a Report for each item below. 1) Meter postage costs need to be reported as Beginning Balance, number of pieces and total cost (separate Domestic and International) per meter, any Postage Added and Ending Balance for each month, and totals for the fiscal year for the following categories: a. Priority Express b. Priority c. First Class – letters, flats, parcels d. Package Services – library, media, parcel select e. Postage Due f. Meter rental or maintenance fees 2) UPS and FedEx information can be taken from the DRD 1.2 Weekly Mailroom Billing Report, put into monthly totals and fiscal year totals.							

Data Requirement

Contract Application Information for DRL KMSC II					A. Item Number 1.3		
B. Line Item Title Comprehensive Emergency Management Plan and Report (CEMP)							
C. OPR SI	D. Type 3	E. Inspect / Accept 6	F. Frequency OT	G. Initial Sub. K date + 10 days	H. As of Date See Block I		
I. Remarks The Comprehensive Emergency Management Plan and Report (CEMP) shall be initially submitted 10 days after contract effective date (October 10, 2018) and updated subsequently as required at no additional costs to the Government. Type "D" electronic version, shall be compatible with Microsoft Office Software.							
J. Distribution Electronic Distribution: OP-OS (1) SI-P (1) SI-C4 (1) SI-12 (1)						Totals	
						No.	Type
						4	D
Data Requirement Description							
1. Title Comprehensive Emergency Management Plan and Report (CEMP)				2. Number 1.3			
3. Use To document the Contractor requirements, responsibilities, processes, and implementation approach for preparing, preventing, responding to and recovery from emergencies and contingencies				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 2.9.1 (b)			
8. Preparation Information The contractor shall provide a Comprehensive Emergency Management Plan and Report which documents the contractor's responsibilities and implementation processes and procedures to satisfy emergency and contingency requirements to include participation in Center drills and exercises. The plan shall describe the contractors approach to implementing specific protective and preventive measures for the contractor's assigned facilities, systems, equipment and operations. Mission specific requirements shall be addressed if applicable. Reference Document: KNPR 8715.2, Comprehensive Emergency Management Plan (CEMP) KNPD 8710.1, KSC Emergency Management Program Policy							

Data Requirement

Contract Application Information for DRL <u>KMSC II</u>					A. Item Number 1.4		
B. Line Item Title Records Management Program Plan							
C. OPR IT	D. Type 2	E. Inspect / Accept 4	F. Frequency AN	G. Initial Sub. K date + 30 days	H. As of Date 365/30		
I. Remarks The Contractor shall provide this report no later than 30 calendar days after the close of each government fiscal year. Type "D" electronic version, shall be compatible with Microsoft Office Software. Make available upon request by the Government.							
J. Distribution Electronic Distribution: OP-OS (1) IT-A-D (1) (KSC Records Manager) SI-C4 (1) SI-12 (2)						Totals	
						No.	Type
						5	D
Data Requirement Description							
1. Title Records Management Program Plan				2. Number 1.4			
3. Use To document, maintain and manage Federal Records.				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 2.10.1 (a)			
8. Preparation Information The following definitions are provided for clarification purposes. a. Government-owned records. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in its performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract. b. Contractor-owned records. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause: (1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health –related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records. (2) Confidential contractor, financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor's corporate headquarters). (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA. (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;							

Data Requirement

(5) The following categories of records maintained pursuant to the technology transfer clause of this contract.

- (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
- (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
- (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

c. Metadata. Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

CONTENTS: The File Plan (Annual Summary of Holdings) shall accurately and completely identify how the Agency's records will be maintained, preserved, protected and dispositioned in accordance with policies and procedures. The contractor's format is acceptable and shall include:

A (AFS #) Agency Filing Scheme number can be found in the NPR 1441.1

B Item # in accordance with NPR 1441.1

C Record Title A description of what the record is and its function

D Office of Record, Office responsible for retiring the record at end of life cycle.

E Location Physical location of records

F Retention/Disposition The period of time the record will be kept, and how it is treated at the end of its active cycle

G Perm vs. Temp Designation of permanent status or temporary status of records including marking records that are ITAR controlled sensitive.

H Vital Status Records identified as necessary for continuing operations immediately following and emergency

I Volume Volume of records

Reference Documents:

(a) 44 U.S.C. Chapters 29, 31 and 33.

(b) 44 U.S.C. 3501 et seq., Paperwork Reduction Act.

(c) 36 CFR Parts 1220-1238.

(d) 5 U.S.C. 552, The Freedom of Information Act as amended.

(e) 5 U.S.C. 552a, The Privacy Act of 1974 as amended.

(f) OMB Circular A-130, Management of Federal Information Resources.

(g) OMB Circular A-123, Internal Control Systems.

(h) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.

(i) FAR 52.227-14 Data Rights –General and FAR 52.227-16 Additional Data Requirements

(j) NPD 1440.6 (As revised), NASA Records Management.

(k) NPR 1441.1 (As revised), NASA Records Management Requirements

(l) NRRS 1441.1 (As Revised), NASA Record Retention Schedules

(l) NPD 2190.1 (As revised), NASA Export Control Program. Center Specific

(m) KNPR 1440.6 (As revised), KSC Records Management

(n) Homeland Security Presidential Directive/HSPD-12

Data Requirement

Contract Application Information for DRL KMSC II					A. Item Number 1.5		
B. Line Item Title 7. Geographical Economic Impact Data Report							
C. OPR SI	D. Type 3	E. Inspect / Accept 3	F. Frequency AN	G. Initial Sub. See Block I	H. As of Date 365/15		
I. Remarks The Contractor shall provide this report no later than 15 calendar days after the close of each government fiscal year. Type "D" electronic versions shall be compatible with Microsoft Office.							
J. Distribution Electronic Distribution: OP-OS (1) SI-C4 (1) SI-12 (1)						Totals	
						No.	Type
						3	D
Data Requirement Description							
1. Title 7. Geographical Economic Impact Data Report				2. Number 1.5			
3. Use To provide cost and workforce geographical economic impact data used to respond to NASA and Congressional requests				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 2.10.1 (g) iii			
8. Preparation Information The Contractor shall provide the requested information per this DRD. A sample report format will be provided after contract award. 1) Identify the Contract, Contract Number, Skill Mix of employees (Prime / Subcontractors), Work Year Equivalents (WYE), and the total amount of salaries 2) Identify the amount of money the contractor spent on the contract in Brevard County only (ex: fuel costs, vehicle maintenance, etc.) 3) Identify the amount of money the contractor spent on the contract in Central Florida (inclusive of Lake, Flagler, Orange, Seminole, Volusia, and Osceola counties) 4) Identify the amount of money the contractor spent on the contract outside Central Florida (the rest of Florida counties)							

Data Requirement

Contract Application Information for DRL KMSC II					A. Item Number 1.6		
B. Line Item Title Headcount Report – On-Site Contractors and Subcontractors							
C. OPR OP	D. Type 3	E. Inspect / Accept 6	F. Frequency QU	G. Initial Sub. See Block I	H. As of Date 09/10		
I. Remarks The Contractor shall provide this report no later than 10 calendar days after the close of each reporting period which ends March 31st, June 30th, September 30th and December 31st. Type "D" electronic versions shall be compatible with Microsoft Office.							
J. Distribution Electronic Distribution: OP-OS (1); Industrial Labor Relations Office KSC-DL-OP-IndustrialRelations@mail.nasa.gov SI-C4 (1) SI-12 (1)						Totals	
						No.	Type
						4	D
Data Requirement Description							
1. Title 7. Headcount Report – On-Site Contractors and Subcontractors				2. Number 1.6			
3. Use Information for workforce reporting requirements.				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 2.10.1 (g) iv			
8. Preparation Information KSC 52.242-93, Contractor Workforce Report – On-site Contractors and Subcontractors (OCT 2006). A sample report format will be provided after contract award.							

Data Requirement

Contract Application Information for DRL <u>KMSC II</u>					A. Item Number 1.7		
B. Line Item Title Safety Statistics Record (SSR)							
C. OPR SA	D. Type 3	E. Inspect / Accept 6	F. Frequency MO	G. Initial Sub. K date + 30 days	H. As of Date 30/15		
I. Remarks The contractor shall submit type "D" electronic versions – KSC FORM 6-22 NS 04/15 (1.2), Safety Statistic Record							
J. Distribution Electronic Distribution: OP-OS (1); SA-E2 (1); SA-E-SMASS (1); SI-C4 (1); SI-12 (1)						Totals	
						No.	Type
						5	D
Data Requirement Description							
1. Title Safety Statistics Record (SSR)				2. Number 1.7			
3. Use The SSR provides information on mishaps and close calls affecting the contractor's safety and health performance, and are used in developing Center wide safety metrics.				4. Date			
				5. Organization KMSC II			
7. Interrelationship N/A				6. References PWS 2.10.1 (g) v			
8. Preparation Information The Safety Statistics Record shall comply with KNPR 8715.3-1, KSC Safety Practices Procedural Requirements, volume 1, KSC FORM 6-22 NS 04/15 (1.2), Safety Statistic Record. Reference Documents: OSHA 300 + 300A Form, Log of Work related to injuries and Illnesses							

Data Requirement

Contract Application Information for DRL <u>KMSC II</u>						A. Item Number 1.8	
B. Line Item Title Safety and Health Plan							
C. OPR SA	D. Type 1	E. Inspect / Accept 2	F. Frequency AR	G. Initial Sub. K date + 10 days	H. As of Date See Block I.		
I. Remarks The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center. The contractor will annually review the S&H Plan to ensure that it remains current. If changes are needed, the contractor shall update the S&H Plan and submit to the Government for Government approval and signature. Changes to the baseline document shall require the contractor to obtain Government approval. If after review, updating is not needed the contractor will submit a statement to the Government stating the S&H Plan remains current.							
J. Distribution Electronic Distribution: OP-OS (1) SA-E1 (1) (A) SA-E2 (1) SI-C4 (1) SI-12 (1)						Totals	
						No.	Type
						5	D
						1	A
Data Requirement Description							
1. Title Safety and Health Plan				2. Number 1.8			
3. Use To ensure the contract is conducted in a safe manner and complies with all Safety and Health directives, instructions, policies, & regulations as listed in this contract. The contractor shall be proactive in providing safe work practices & provide a healthy work environment.				4. Date			
				5. Organization KMSC II			
7. Interrelationship				6. References PWS 2.12.1 (a)			
8. Preparation Information n Safety and Health practices. The Safety & Health Plan shall describe tasks and activities of the Safety and Health management at each site where the contractor is operational to assure identification, evaluation and elimination/control of Safety, Health and fire concerns. At a minimum, the plan shall include the following: a. All Safety & Health Plan requirements specified in NFS 1852.223-73 and in Appendix E, NPR 8715.3 and KNPR 8715.3. b. Organizational charts(s) illustrating the functional relationships and lines of communication. c. Descriptions of the Safety and Health management functions within the organization including the process through which management decisions will be made, notification to the local NASA Safety and Health organization of hazards, mishaps, corrective actions, and deviations to NASA Safety and Health requirements. d. Description of the responsibility, authority, and accountability of the Safety and Health point of contact (POC). The POC will be responsible for the execution of the safety and health tasks and be in a position with the authority to resolve all identified safety and health issues. e. Description of the management controls that will be used to ensure compliance with Safety and Health regulations. f. Description of the safety program measurement system, including measurements, safety metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system. g. The Plan shall include a mishap contingency action plan that describes how support and services will continue in the event of a mishap, and shall be partnered with the Government. h. Describe the safety analysis methodologies used to identify workplace and FSEU hazards and how developed mitigation will be implemented throughout the Contractor's organizations for NASA programs and projects.							

Data Requirement

i. The Offeror shall include as part of the S&H Plan, a proposed Drug and Alcohol-Free Workplace Policy and Plan that complies with NFS 1852.223-74, Drug and Alcohol Free Workforce (Mar 1996) (Deviation).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NUMBER P00001		3. EFFECTIVE DATE 12/19/2018		4. REQUISITION/PURCHASE REQUISITION NUMBER 4200685981		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY CODE NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE: OP Kennedy Space Center, FL 32899		7. ADMINISTERED BY (If other than Item 6) CODE NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE: OP Kennedy Space Center, FL 32899		KSC		KSC	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Red Cedar Center AWRC 8515 Bluffton Rd Fort Wayne, IN 46809-3022				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
						9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER 80KSC018C0014	
CODE 3FA07 FACILITY CODE						10B. DATED (SEE ITEM 13) 09/27/2018	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase: \$534,256.47

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause 2.29 1852.232-77 Limitation of Funds (Fixed Price Contract) (MAR 1989)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

he purpose of this modification is to add incremental funding in the amount of \$534,256.47. Incremental funded amount changed from \$523,787.25 to \$1,058,043.72.

These additional funds are sufficient to cover the Contractor's performance through 03/08/2019 per the Contractor's estimated fund through date as provided via email dated 12/17/2018.

Contract replacement pg. 8 is attached and shall be inserted into contract copies.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marco Pochy, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	12/19/18

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

Table 1.6.1 – Contract Funding				
CLIN	Obligated	Incremental Funding Change		Funded Thru Date
		From	To	
1	\$523,787.25		\$523,787.25	12/06/2018
1	\$534,256.47	\$523,787.25	\$1,058,043.72	03/08/2019

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 1 PAGES	
2. AMENDMENT/MODIFICATION NUMBER P00002		3. EFFECTIVE DATE 02/05/2019		4. REQUISITION/PURCHASE REQUISITION NUMBER 4200688048		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE: OP Kennedy Space Center, FL 32899		CODE KSC		7. ADMINISTERED BY (If other than Item 6) NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE: OP Kennedy Space Center, FL 32899		CODE KSC	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Red Cedar Center AWRC 8515 Bluffton Rd Fort Wayne, IN 46809-3022				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				<input checked="" type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NUMBER 80KSC018C0014	
				<input checked="" type="checkbox"/>		10B. DATED (SEE ITEM 13) 09/27/2018	
CODE 3FA07		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
Net Increase: \$352,684.28							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause 2.29 1852.232-77 Limitation of Funds (Fixed Price Contract) (MAR 1989)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
The purpose of this modification is to add incremental funding in the amount of \$352,684.28. Incremental funded amount changed from \$1,058,043.72 to \$1,410,728.00.							
These additional funds are sufficient to cover the Contractor's performance through 05/16/2019 per the Contractor's estimated fund through date as provided via email dated 2/04/2019. Contract replacement pg. 8 of 27 is attached and shall be inserted into contract copies.							
Payment Terms: Net 30 days; FOB: Destination							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Marco Pochy, Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
						2/5/19	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Previous edition unusable

Table 1.6.1 – Contract Funding				
CLIN	Obligated	Incremental Funding Change		Funded Thru Date
		From	To	
1	\$523,787.25		\$523,787.25	12/06/2018
1	\$534,256.47	\$523,787.25	\$1,058,043.72	03/08/2019
1	\$352,684.28	\$1,058,043.72	\$1,410,728.00	05/16/2019