

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 1		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200239593	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 11) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Increase: \$1,343,436.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

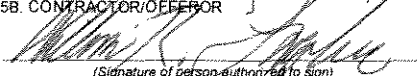

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 43.103(b), Limitation of Funds clause, Changes clause, Mutual Agreement

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) William B. Longshore, COO/Sr VP		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 3 Apr 2008	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED APR 14 2008

A. The purpose of Modification No. 1 is to:

1. Incrementally fund the contract in the amount of \$1,343,436.00 through May 25, 2008
 - ❖ Clause B.5, Contract Funding, corrected the estimated cost from \$1,458,697 to \$1,413,139 and corrected the total sum allotted from \$1,504,225 to \$1,458,697
 - ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,343,436 from \$1,458,697 to \$2,802,133. Clause B.5 shown in Basic contract is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 1), is substituted in lieu thereof.
2. Update NFS 1852.245-70, "Contractor Requests for Government-Owned Equipment (Deviation) (Sep 2007)"
 - ❖ Clause G.1, LISTING OF CLAUSES INCORPORATED BY REFERENCE, shown in the Basic contract is hereby deleted in its entirety and the revised Clause G.1, shown on the enclosed replacement page G-1 (Mod 1), is substituted in lieu thereof.
3. Update NFS 1852.245-71, "Installation-Accountable Government Property (Deviation) (Sep 2007)"
 - ❖ Clause G.5, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (DEVIATION), shown in the Basic contract is hereby deleted in its entirety and the revised Clause G.5, shown on the enclosed replacement page G-4 through G-5 (Mod 1), is substituted in lieu thereof.
4. Update NFS 1852.245-77, "List of Installation-Accountable Property and Services (Sep 2007)"
 - ❖ Clause G.6, LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-2, shown in the Basic contract is hereby deleted in its entirety and the revised Clause G.6, shown on the enclosed replacement page G-6 (Mod 1), is substituted in lieu thereof.
5. Insert MSFC 52.223-93 "Advanced Notification of Contractor Employee Discipline or Involuntary Termination (Feb 2008)"
 - ❖ Clause H.19, ADVANCED NOTIFICATION OF CONTRACTOR EMPLOYEE DISCIPLINE OR INVOLUNTARY TERMINATION, an addition to page H-15 of the Basic contract, shown in the enclosed replacement page H-16 (Mod 1), is substituted in lieu thereof.
6. Revise Section J, Attachment J-2, "Data Procurement Document"
 - ❖ Attachment J-2, DATA PROCUREMENT DOCUMENT, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-2 (dated February 12, 2008 with formatting edits and updates to the OPRs for 1163SA-001 and 1163SA-003 from QD50 to QD12), is shown on the enclosed replacement pages J-2-1 through J-2-45 (Mod 1) is substituted in lieu thereof.
7. Revise Section J, Attachment J-6, "Schedule of Fully Burdened Labor Rates (Prime, Teammates and Sub-Contractor)"
 - ❖ Attachment J-6, SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE) LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-6 (as submitted by InfoPro Corporation on January 9, 2008), is shown on the enclosed replacement pages J-6-1 through J-6-5 (Mod 1) is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$7,550,033	\$1,458,697
This Modification	-0-	<u>1,343,436</u>
New Total	\$7,550,033	\$2,802,133

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200239593	197009.10.01.01.10	62ET20	EXCX22008D	\$3,000
	401769.06.01.01.05	62ET20	EXCX22008D	\$8,910
	524238.08.01.01.03	62ET20	EXCX22008D	\$73,000
	524238.08.01.01.03	62ET20	EXCX22008D	\$140,000
	136905.02.04.08.13	62ET20	ESAX22008D	\$230,613
	136905.08.04.02.08.1	62ET20	ESAX22008D	\$27,600
	136905.08.04.02.08.0	62ET20	ESAX22008D	\$226,198
	359257.01.05.03	62ET20	ESAX22008D	\$120,391
	359257.01.02.01	62ET20	ESAX22008D	\$113,724
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$200,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$100,000
	524238.08.01.01.03	62EV35	EXCX22008D	\$100,000
			TOTAL	\$1,343,436

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Basic)	B-4 (Mod 1)
Section G	G-1 (Basic)	G-1 (Mod 1)
	G-4 and G-5 (Basic)	G-4 and G-5 (Mod 1)
	G-6 (Basic)	G-6 (Mod 1)
Section H	H-16 (Basic)	H-16 (Mod 1)
Attachment J-2	J-2-1 thru J-2-46 (Basic)	J-2-1 thru J-2-45 (Mod 1)
Attachment J-6	J-6-1 thru J-6-5 (Basic)	J-6-1 thru J-6-5 (Mod 1)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will not be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 2,711,017. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: May 25, 2008.

(b) An additional amount of \$ 91,116 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.227-11	Patent Rights --Retention by the Contractor	JUN 1997

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.227-11	Patent Rights--Retention by the Contractor (Short Form)	
1852.227-70	New Technology	MAY 2002
1852.242-71	Travel Outside of the United States	DEC 1988
1852.242-73	NASA Contractor Financial Management	NOV 2004
1852.245-70	Contractor Requests for Government-Owned Equipment (Deviation)	SEP 2007

(End of Clause)

G.2 1852.216-87 SUBMISSION OF VOUCHERS FOR PAYMENT (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

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

**Email: NSSC-AccountsPayable@nasa.gov
Fax: 866-209-5415**

**Or other designated billing office as specified in writing by the Contracting Officer.
(i.e. NASA Shared Services Center, etc.)**

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(3) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

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

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

(End of Clause)

G.5 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY
(DEVIATION) (SEP 2007)

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

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

(2) The Contractor shall retain responsibility for notifying the cognizant property custodians of all changes associated in status associated with installation provided property. All equipment users shall (1) report any missing or untagged (meeting the criteria for control) property to the cognizant property custodian; (2) notify the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft, damage, or loss of Government property is suspected; (3) ensure that programs and projects, or as otherwise authorized; (4) identify property not being actively used in pursuit of approved programs and projects; and (5) ensure that property is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will the Contractor dispose of installation property.

(3) Property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1.

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

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

procedures apply:

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

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

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

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

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

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

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

X (2) Office furniture.

X (3) Property listed in Attachment J-9.

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

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

X (4) Supplies from stores stock.

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

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

X (7) Installation service facilities: See Attachment J-9, pages J-9-2 through J-9-19

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

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

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

X (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)

G.6 1852.245-77 LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-2 (SEP 2007)

For performance of work under this contract, the Government will make available Government property identified below or in Attachment J-9 of this contract on a no-charge-for-use basis pursuant to FAR 52.245-2, Government Property Installation Operation Services. The Contractor shall use this property in the performance of this contract at See Attachment J-9, page J-9-19 and at other location(s) as may be approved by the Contracting Officer.

(End of clause)

G.7 MSFC 52.204-90 CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE (JUL 2006)

(a) It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the Marshall Space Flight Center. Contractor requests for badging of employees shall be by MSFC Form 1739, "MSFC Contractor Badge/Decal Application." Requests for badging shall be submitted to the appointed Contracting Officer Technical Representative or the Contracting Officer for completion and approval prior to processing by the MSFC Protective Services Department.

(b) The Contractor shall establish procedures to ensure that each badged employee is properly cleared in accordance with MSFC Form 383-1, "Contractor Employee Clearance Document," when the access is no longer needed.

(c) Requests for copies of MSFC Forms 383-1, and 1739 shall be directed to the MSFC Protective Services Department, Marshall Space Flight Center, Alabama 35812.

(End of Clause)

[END OF SECTION]

charge number, thereby reducing operational costs to MSFC. Work has to be done on a non-interference basis and require advanced approval from the COTR and CO.

(b) The Contractor shall to create an Advisory Council consisting of senior managers from both team members (IPC and ERC). The council will be beneficial in providing guidance in the operation of this contract in PWS 1.0.

(c) The Contractor shall utilize a co-op/intern agreement with Oakwood College, a Historically Black College and University (HBCU), for developing student career planning and training to help meet METTS future technical needs.

(End of Clause)

H.19 MSFC 52.223-93 ADVANCED NOTIFICATION OF CONTRACTOR EMPLOYEE DISCIPLINE OR INVOLUNTARY TERMINATION (FEB 2008)

The Contractor agrees to coordinate with the Investigations Unit Lead Investigator in the MSFC Protective Services Office before taking any action to discipline or involuntarily terminate any of its onsite employees. In addition, the Contractor agrees to immediately notify the Investigations Unit Lead Investigator in the MSFC Protective Services Office if any of its onsite employees exhibit any established indicators of potentially violent behavior.

(End of Clause)

[END OF SECTION]

DATA PROCUREMENT DOC. NO. 1163	ISSUE Basic
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NNM08AA20C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

**Marshall Engineering Technician and Trade
Services (METTS)**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

InfoPro Corporation

CONTRACTOR

February 12, 2008

DATE

National Aeronautics and
Space Administration

02/12/08

National Aeronautics and Space Administration						DATA PROCUREMENT DOC.	
<i>DOCUMENT CHANGE LOG</i>						NO. ISSUE 1163 Basic	
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 02-12-08		SUPERSEDING:	PAGE:
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS		
	INTRO	SGR	DRL	DRD			

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO. ISSUE		
			1163 Basic		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.			AS OF: 02-12-08		PAGE:
INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.					
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
QE	Quality
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all revision actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government.
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DPD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Performance Work Statement (PWS), and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

- 2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

- 2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

- 2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules).
- b. Printable electronic files or hardcopy data.

2.3.5 Use of the MSFC Documentation Repository: Marshall Policy Directive (MPD) 2210.1 specifies the requirements for utilizing the Documentation Repository. Electronic data deliverables should be transmitted directly to the Repository via a secure web page, available at <https://webpub.nis.nasa.gov/submittal/index.html>. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL) and raster image formats.

2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:

- a. Method of reproduction – offset/xerography.
- b. Finished size – 8 1/2" X 11".
- c. Paper – 20-pound opaque bond.
- d. Cover – Litho cover stock.
- e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
- f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
- g. Binding shall be the most economical method commensurate with the size of the report and its intended use.

2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.

2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.

- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.
- 3.0 DPD MAINTENANCE PROCEDURES
- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical

control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.

- 3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status " column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.
- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.
- 3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.
- 3.4 DPD Reissues
- 3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
- 3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Marshall Engineering Technician and Trades Services (METTS)

Data Requirements Lists

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1163CD-001	2	Contractor Information Technology Security Program Plan	IS10
1163CD-002	3	Technology Reports	ED03
CM - Configuration Management			
1163CM-001	1	Acceptance Data Package	ED03
1163CM-002	2/3	Functional Configuration/Physical Configuration Audit Documentation	ED03
LS -Logistics			
1163LS-001	2	Government Property Management Plan	AS41
MA - Management			
1163MA-001	1	Management Plan	ED03
1163MA-002	1	Task Order Plan (TOP)	ED03
1163MA-003	3	Financial Management Report (533M)	CS40
1163MA-004	3	Monthly Status Report	ED03
1163MA-005	3	Badged Employee and Remote IT User Listing	AS50
1163MA-006	3	Contractor Employee Clearance Document	AS50
1163MA-007	3	Position Risk Designation for Non-NASA Employee	AS50
1163MA-008	3	Monthly and Semi-Annually Performance Reports	ED03
1163MA-009	2	Organizational Conflict of Interest (OCI) Avoidance Plan	PS21
QE - Quality			
1163QE-001	1	Quality Management System Plan	QD40
SA - Safety			
1163SA-001	2	Safety, Health and Environmental (SHE) Plan	QD12/AS10
1163SA-002	1	Personnel Certification Plan	QD40
1163SA-003	3	Mishap and Safety Statistics Report	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163CD-001
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Contractor Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands their responsibility for information and information technology (IT) security as required in NFS 1852.204-76. This plan will describe the contractor's information technology security program that addresses the management, operational, and technical aspects of protecting the confidentiality, integrity and availability of information and information technology systems.
8. **OPR:** IS10 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Contract Award
12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.
13. **REMARKS:** The Federal Information Processing Standards (FIPS) Publication Series of the National Institute of Standards and Technology (NIST) is the official series of publications relating to standards and guidelines adopted and promulgated under the provisions of the Federal Information Security Management Act (FISMA) of 2002. FIPS Pub 200, Minimum Security Requirements for Federal Information and Information Systems, specifies minimum security requirements for information and information systems supporting the executive agencies of the federal government and a risk-based process for selecting the security controls necessary to satisfy the minimum security requirements.

The seventeen security-related areas to be addressed in the content of the Contractor IT Security Program Plan represent a broad-based, balanced information technology security program that addresses the management, operational, and technical aspects of protecting information and information technology systems. Additional information for these security-related areas can be found in FIPS Pub 200.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contractor IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, processed or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.
- 15.2 **APPLICABLE DOCUMENTS:**
NFS 1852.204-76 *Security Requirements for Unclassified Information Technology Resources (May 2007)*
- 15.3 **CONTENTS:** The Contractor IT Security Program Plan shall contain:
 - a. A brief description of the types of information that will be stored, generated, processed, or exchanged with NASA or on behalf of NASA during the performance of the contract. Provide the security categorization of the information (LOW, MODERATE, or HIGH). A description of the policy or procedure to ensure the return of all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

DRD Continuation Sheet

TITLE: Contractor Information Technology (IT) Security
Program Plan

DRD NO.: 1163CD-001

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION:

- b. A brief description regarding personnel (location, local or remote connections or access, privileged users, etc.) and the IT resources (NASA provided or contractor-owned) and environments utilized in the support of the work to be performed and their access to information identified.
- c. A brief description of policy or procedure that ensures the contractor inserts NFS 1852.204-76 in all subcontracts as required.
- d. Provide a description of each of the security-related areas (see Remarks) with regard to policies and procedures of the contractor's enterprise-wide information technology security program protecting the confidentiality, integrity, and availability of information and information technology systems.
 - 1. Management.
 - (a) Certification, Accreditation, and Security Assessments.
 - (b) Planning.
 - (c) Risk Assessment.
 - (d) Systems and Services Acquisition.
 - 2. Operational.
 - (a) Awareness and Training.
 - (b) Configuration Management.
 - (c) Contingency Planning.
 - (d) Incident Response.
 - (e) Maintenance.
 - (f) Media Protection.
 - (g) Physical and Environmental Protection.
 - (h) Personnel Security.
 - (i) System and Information Integrity.
 - 3. Technical.
 - (a) Access Control.
 - (b) Audit and Accountability.
 - (c) Identification and Authentication.
 - (d) System and Communications Protection.

NOTE: Any security-related area not currently implemented in the Contractor's IT security program shall be identified and the contractor's plan of action for implementation shall be explained.

15.4 **FORMAT**: Contractor format is acceptable and shall be consistent with contents of paragraph 15.3d of this DRD.

15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163CD-002
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Technology Reports
7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of subject invention. Interim NASA New Technology Summary Report (NTSR) Form: 12 months from the date of the contract. Utilization Report: Upon Contracting Officer's request.
12. **SUBMISSION FREQUENCY:** Disclosure of Invention and New Technology (NASA Form 1679): For each subject invention. Interim NASA New Technology Summary Report (NTSR): Every 12 months. Final NASA New Technology Summary Report (NTSR): Three months after completion of contracted work. Utilization Report: No more frequently than annually.
13. **REMARKS:** Copies of NASA Forms 1679, and the NASA New Technology Summary Report Form (Interim and Final) may be obtained and filled out electronically at: <http://www.webentre.nasa.gov/>. These forms may also be obtained from the New Technology Representative (<mailto:Carolyn.E.McMillan@nasa.gov>).
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Subject Invention". Per FAR 52.227-11, "Subject Invention" means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract.
- 15.2 **APPLICABLE DOCUMENTS:**
FAR 52.227-11 Patent Rights - Retention by Contractor (Short Form) (June 1997) - As modified by NASA FAR Supplement 1852.227-11
- 15.3 **CONTENTS:** The Technology Reports consist of:
 - a. **Disclosure of Invention and New Technology (Including Software):** In accordance with FAR 52.227-11(c), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor shall promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Contractor. This reporting requirement may be met by completing NASA Form 1679 (latest revision) in hardcopy or online at: <http://www.webentre.nasa.gov/>. Use of this form or the online system is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:
 1. Descriptive title.
 2. Innovator(s) name(s), title(s), phone number(s), and home address(es).

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: **1163CD-002**

DATA TYPE: 3

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15. DATA PREPARATION INFORMATION (CONTINUED):

3. Employer when innovation made (name and division).
4. Address (place of performance).
5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
7. NASA Contracting Officer's Technical Representative (COTR).
8. Contractor/grantee New Technology Representative.
9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
10. Additional documentation.
11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
13. Patent status.
14. Dates or approximate time period during which this innovation was developed.
15. Previous or contemplated publication or public disclosure including dates.
16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom?)?
 - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained?)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
17. Name(s) and signature(s) of innovator(s).
- b. Interim NASA New Technology Summary Report: This report shall consist of a complete listing of subject inventions for the previous 12-month period or certification that there are none. Completion of Interim NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- c. Final NASA New Technology Summary Report: This report shall consist of a comprehensive list of all subject inventions for the duration of the contract or certification that there are none. Completion of Final NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- d. Report on utilization of subject inventions: This report provides information on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the contractor or its licensees or assignees. Per FAR 52.227-11, this report shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the contractor, and other data requested by the Contracting Officer.

DRD Continuation Sheet**TITLE:** Technology Reports**DRD NO.:** 1163CD-002**DATA TYPE:** 3**PAGE:** 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

- 15.4 FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest revision) or the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Reports may use NASA NTSR Form, Interim or Final (whichever is applicable) utilizing the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

- 15.5 MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** BASIC
2. **DRD NO.:** 1163CM-001
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Acceptance Data Package
7. **DESCRIPTION/USE:** To provide the documentation needed by MSFC to establish the acceptability of equipment/software for deliverable products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary two weeks prior to each Acceptance Review (AR)
12. **SUBMISSION FREQUENCY:** Final with delivery of each Configuration Item (CI)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Acceptance Data Package (ADP) contains the elements of documentation required to establish the acceptability of DEI products as requested in each customer order.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Acceptance Data Package shall include:
 1. Copy of Visual ManufacturingTM customer order and final work order.
 2. Copy of DD Form 250.
 3. Original work orders that specify Government mandatory inspection points (GMIPs).
 4. Final Deliverable End Item (DEI) configuration report/certification.
 5. DARs (waivers/deviations) and contractor MRB action discrepancy records.
 6. MSFC internal customer supplied product (ICPS) documentation submitted with articles and materials supplied by the customer, i.e. NASA MSFC parts tags (MSFC Form 312), log books (MSFC Form 3473), Temporary Installation Record (MSFC Form 4340), temporary red streamers (MSFC Tag 16) or other NASA Center or customer documentation.
 7. Generated log books when specified as an engineering requirement.
 8. Temporary Installation Record (MSFC Form 4340) as applicable for deliverable hardware products with attached Red Streamers (MSFC Tag 16).
 - b. Additional ADP to support specific customer requirements shall be specified on the customer order, which may include but are not limited to:
 1. Drawings, engineering orders, and engineering parts list.
 2. Results and draft of oven/furnace temperature survey.
 3. Results of processed representative sample specimens (hardness values and sketch) as required.
 4. Hardness values of each heat treated part, indicating the part number, serial number, and hardness.
 5. Material certification – chemical and/or physical test results.
 6. Nondestructive Evaluation (NDE) results and personnel certification.
 7. Welder's certification/weld procedures.
 8. Contractor miscellaneous inspection records.
 9. Copy of work orders.
 10. Alignment and Center of Gravity (CG) data.
 11. Limited life data.
 12. Cleanliness data.
 13. Assembly integration data.

DRD Continuation Sheet

TITLE: Acceptance Data Package

DRD NO.: 1163CM-001

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** The ADP shall be maintained current for five (5) years.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163CM-002
3. **DATA TYPE:** 2/3
4. **DATE REVISED:**
5. **PAGE:** 1/4
6. **TITLE:** Functional Configuration/Physical Configuration Audit Documentation
7. **DESCRIPTION/USE:** To support the Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA). The FCA is an audit to verify performance of the CI against approved configuration documentation. The PCA is an audit of the configuration documentation and quality control records to ensure the as-built or as-coded configuration is defined in the documentation.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** See Attachment 2
11. **INITIAL SUBMISSION:** See Attachment 2
12. **SUBMISSION FREQUENCY:** Per configuration audit
13. **REMARKS:** MSFC will document audit planning and provide it to the contractor prior to the audit.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Functional Configuration/Physical Configuration Audit Documentation contains the required documentation necessary to support the configuration audit for a configuration item (CI).
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management MSFC Programs/Projects*
- 15.3 **CONTENTS:** Detailed content requirements shall be specified by MSFC to include Test and other required data for the FCA shall be that collected from the test of the configuration of the item that is to be formally accepted. The Physical Configuration Audit (PCA) is an audit to verify that the as-built configuration reflects the required physical characteristics documented in the as-designed configuration. Configuration and quality control records and other documents defining the as-built or as-coded configuration is defined in the documentation shall be provided.

MSFC-STD-3394 provides guidelines on documentation required for the FCA and PCA. See Attachment 1 for documentation required for the audits.

Additional documentation requirements to be provided are:

- a. Agenda - The agenda shall specify the date, time and place for the scheduled audit, specific review items, supporting documentation, and key participants. Submit approved copies at the review. See Attachment 2.
- b. Presentation Charts - Presentation charts shall be submitted at the start of the audit. They shall summarize the details contained in the data package and identify compliance with the contract requirements. See Attachment 2 for distribution and availability of data.
- c. Plan - A plan shall be submitted prior to initiating the audit, stating configuration items to be reviewed; data required to perform the review; how open actions are tracked; defining success criteria; and providing for formal certification of the audit. The plan shall also define extent of contractor and government participation in the review.
- d. Minutes - The minutes shall contain a description of the audit with sufficient detail to enable the audit to be made a matter of record. The minutes shall include the presentation charts, a listing of Findings, action items with actionee and suspense (closure) data, and identification of the documents which describe the approved baseline established at the conclusion of the PCA. See Attachment 2 for distribution and availability of data.
- e. Findings - showing action items, actionees, suspense dates and closure status shall be submitted. See Attachment 2 for distribution and availability of data.

DRD Continuation Sheet

TITLE: Functional Configuration/Physical Configuration Audit
Documentation

DRD NO.: 1163CM-002

DATA TYPE: 3

PAGE: 2/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** As required to correct errors and to maintain findings closure status.

Configuration Audit Required Data**Documentation required for FCA**

(As applicable)

- Specifications.
- Drawings and parts list.
- ECPs and DARs incorporated and pending.
- Specification and drawing tree.
- Fracture control plan.
- Structural dynamics, analyses, loads, and models documentation (updated).
- Materials Usage Agreement (MUAs).
- Material Identification Usage List (MIUL).
- Certification of Qualification(s) (COQ's).
- Verification procedures and requirements.
- Complete list of successfully accomplished tests and test results.
- Complete list of successful tests if detailed test data are not recorded.
- Complete list of tests required but not performed.
- Software verification data.
- Software development documents.
- Software version description.
- Critical Design Review (CDR) RIDs and dispositions.
- Mission constraints.
- Nonconformance reports.
- Interface control drawings/documents.
- Hazard analysis/risk assessment.
- Test plans and procedures.
- Test reports.
- Verification closures.
- Verification tracking log.
- Analysis reports.
- ALERTS tracking log.

Documentation required for the PCA

(As applicable)

- Final version of all specifications.
- Product drawings and parts list.
- Configuration accounting and status reports.
- Final version of all software documents.
- Final version of software version description document.
- Copy of all FCA findings for each CI.
- List of approved and outstanding ECPs and DARs.
- Copies of ECPs and DARs as requested at the audit.
- Drawing and specification tree.
- Indentured parts list/as-designed configuration definition.
- As run test procedures (when applicable, include any test discrepancy records).
- Copy of parts tags or verification closure for verification items verified by inspection method.
- Manufacturing and inspection (build) records.
- Inspection records or inspection verification closures.
- As-built electronic data.
- Discrepancy Reports (DR's).
- Log Books.

ATTACHMENT 2

FCA/PCA Documentation
Distribution and Availability of Data

Document	Data Type	FCA Copies/Availability	PCA Copies/Availability
Agenda	2	One/15 days prior to audit, Approved copies at audit	One/15 days prior to audit, Approved copies at audit
Data Package	3	One/Two weeks prior to audit	One /Two weeks prior to audit
Presentation Charts	3	One for each attendee at audit	One for each attendee at audit
Minutes	2	One at audit/ copy to each attendee within two weeks	One at audit/one to each attendee within two weeks
Findings (generated at Reviews)	2	Provided as hard copy or electronically per the project specific Audit Plan.	Close out to be as specified in the project specific Audit Plan.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163LS-001
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AS41 9. **DM:** ED03
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS:**
 - FAR *Federal Acquisition Regulation, Part 45*
 - NPR 5100.4B *Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto*
- 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

<ul style="list-style-type: none"> a. Property management. b. Acquisition. c. Receiving. d. Identification. e. Records. f. Movement. g. Storage. h. Physical inventories. 	<ul style="list-style-type: none"> i. Reports. j. Consumption. k. Utilization. l. Maintenance. m. Subcontractor control. n. Disposition. o. Contract close-out.
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- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-001
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall include:
 - a. Description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the level III WBS task level.
 - b. Description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. Receiving, estimating and processing customer orders through the fabrication and assembly of Research and Development (R&D) Space Flight and Associated Hardware.
 - d. Issuing, receiving, and controlling work done by subcontractor(s) to augment the fabrication and assembly capability.
 - e. Fabrication process planning and production control (which includes scheduling and monitoring shop work loads, expediting hardware and status of work orders).
 - f. Description of how outside/commercial work will be solicited, procured, managed, and scheduled. Description of how cost to customer is determined.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-002
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Task Order Plan (TOP)
7. **DESCRIPTION/USE:** To provide a plan that satisfies the requirements set forth in a Task Order Request.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft submitted within Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
12. **SUBMISSION FREQUENCY:** Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Task Order Plan contains the elements of documentation necessary to determine the contractor's understanding of the requirements set forth in the Task Order Request.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Task Order Plan shall include:
 - a. Contract Number.
 - b. Task Order Title.
 - c. Task Order Plan Number.
 - d. Period of Performance.
 - e. PR Number.
 - f. Task Manager.
 - g. Task Order Lead (contractor).
 - h. Task Order Description.
 - i. Technical Approach (including required input, guidelines and assumptions).
 - j. Discussion of skills required.
 - k. Special tools required.
 - l. Milestones and Deliverables.
 - m. Schedule.
 - n. Special considerations (recruiting, consulting, etc.).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-003
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
 NFS 1852.242-73 *NASA Contractor Financial Management Reporting*, (November 2004)
 NPR 9501.2D *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533 shall list all costs by Employee & PWS/WBS.
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic 2. **DRD NO.:** **1163MA-004**
3. **DATA TYPE:** 3 4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Monthly Status Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical and schedule requirements.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** 10 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Reports provides data for the assessment of monthly cost, technical and schedule progress and summarizes the results of the entire contract work.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Reports shall contain:
 - a. Work accomplished for current reporting period, including a report of overall cost, technical and schedule performance.
 - b. Cost breakdown spreadsheet providing all cost information by employee:
 1. Employee Name.
 2. PWS/WBS supported for each Employee PWS/WBS combination:
 - (a) Hours on each PWS/WBS.
 - (b) Overtime hours for each PWS/WBS.
 - (c) Base Cost for hours.
 - (d) Base Costs to government.
 - (e) Overtime Costs to government.
 - (f) Travel charged to government.
 - (g) Training charged to government.
 - (h) Procurement charged to government for PWS/WBS.
 - c. Work planned for next reporting period.
 - d. Current problems which impede performance or impact schedule or cost, and proposed corrective action.
 - e. Other information that assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - f. Man-hours expended and cost in each Level I and II task per WBS for the current months and cumulative months, showing overtime hours separately.
 - g. Personnel statistical information, numbers by functional assignments, etc.
 - h. Provide minutes for each of the reviews that include copies of all presentation charts (including back-up charts). Minutes shall be signed by the Contractor and MSFC.
 - i. The Final Report shall contain an overview of the entire contract effort.
 - j. Additional requirements may be imposed within a Task Order for delivery to the Task Manager.

DRD Continuation Sheet

TITLE: Monthly Status Reports

DRD NO.: 1163MA-004

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-005
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|--|
| 1. DPD NO.: 1163 ISSUE: Basic
3. DATA TYPE: 3

6. TITLE: Contractor Employee Clearance Document

7. DESCRIPTION/USE: To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.

8. OPR: AS50 9. DM: ED03

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: Immediately when the access is no longer needed

12. SUBMISSION FREQUENCY: As required

13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.1.5

15. DATA PREPARATION INFORMATION:
15.1 SCOPE: The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.

15.2 <u>APPLICABLE DOCUMENTS:</u> None

15.3 <u>CONTENTS:</u> The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.

15.4 <u>FORMAT:</u> MSFC Form 383-1, "Contractor Employee Clearance Document".

15.5 <u>MAINTENANCE:</u> None required | 2. DRD NO.: 1163MA-006
4. DATE REVISED:
5. PAGE: 1/1 |
|--|--|

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-007
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee", or as may otherwise be directed by the Contracting Officer.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163MA-008
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Monthly and Semi-Annually Performance Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC technical monitor of actual and potential problems toward meeting established performance measurements in estimating, product delivery dates and quality of products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly and Semi-Annually Performance Reports provides data for the assessment of monthly customer orders and summarizes the performance results of PWS 2.4.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly and Semi-Annually Performance Reports shall include:
 - a. The first monthly report shall contain:
 1. Customer Order Number.
 2. Metric (Fixed Cost, Delivery w/ Fixed Cost, Actuals).
 3. Order Date.
 4. Original Promised Date.
 5. Actual Completion Date.
 6. Duration.
 7. Days Early – Days Late.
 8. Hours Estimated.
 9. Actual Hours.
 10. Hours Deviation.
 11. % Deviation.
 12. Description of Customer Order.
 - b. The second monthly report shall contain:
 1. Identified jobs (by Customer Order) receiving a Non-Conformance.
 2. Number of total jobs completed during the month.
 3. Percentage of Non-conformance versus total jobs for the month (per job and hours).
 4. Identify jobs that receive "Rework".
 5. Identify jobs that receive "Use As Is".
 6. Identify jobs that receive "Scrap".
 7. Identified Non-Conformance job's original hours to complete.
 8. Number of hours to correct Non-Conformance (even if "Scrapped").
 9. Percentage of correction versus original total hours.
 - c. The Semi-Annually Report shall contain a summary of first and second monthly reports.

DRD Continuation Sheet**TITLE:** Monthly Status Reports**DRD NO.:** 1163MA-008**DATA TYPE:** 3**PAGE:** 2/2

15.3 **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:** Microsoft Excel shall be utilized.15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163
2. **DRD NO.:** 1163MA-009
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.
8. **OPR:** PS21
9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 working days following Authority to Proceed (ATP) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:** Reference is made to Contract Clauses H.2, *Limitation of Future Contracting (NFS 1852.209-71)*, H.3, *Organizational Conflicts of Interest*, I.7, *Access to Sensitive Information (NFS 1852.237-72)*, and I.8, *Release of Sensitive Information (NFS 1852.237-73)*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated with any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC. The Contractor should not assume that government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflict of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.
 - b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.

DRD Continuation Sheet**TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan**DRD NO.:** 1163MA-009**DATA TYPE:** 2**PAGE:** 2/2**15. DATA PREPARATION INFORMATION (CONTINUED):**

3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

15.4 FORMAT: Contractor format is acceptable.**15.5 MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163QE-001
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Quality Management System Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality requirements of NPD 8730.5 for the specific products and engineering technical support being procured.
8. **OPR:** QD40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Four (4) months after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required to address new or changed Task Orders with submission as agreed upon through the COTR.
13. **REMARKS:** A copy of the current Quality System Manual will be provided to the Contractor upon contract award
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Management System Plan shall identify, as applicable, the specific quality management system activities related to the procurement of materials/subcomponents, fabrication, assembly, and engineering technical support and services to assure the quality of the products delivered. The plan(s) will reference the contractor's quality manual and procedures as necessary to fully describe the contractor's quality system. Quality planning can be prepared as a single plan or a top level plan with separate task level planning, or any combination thereof. Updates to planning shall be addressed for any additional tasks added to the contract or for any changes if required.
- 15.2 **APPLICABLE DOCUMENTS:**

NPD 8730.5 NPR 8735.2 SAE AS9100	<i>NASA Quality Assurance Program Policy</i> <i>Management of Government Safety and Mission Assurance Surveillance Functions for NASA Contracts</i> <i>Quality Management Systems - Aerospace - Requirements</i>
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- 15.3 **CONTENTS:** Each quality element of SAE AS9100 (excluding Section 7.3 "Design and Development") shall be addressed to describe the philosophy and approach for implementation of the quality management system. This can be satisfied by contractor's existing quality manual and procedures. The only exceptions allowed will be processes noted in Section 7 of SAE AS9100 and as specified in the contract Performance Work Statement (PWS) and/or in each task agreement. A copy of the Quality System Manual and 1st tier procedures shall be submitted with any required quality plan. As a minimum, the subparagraphs below shall be addressed by the quality plan to include details of responsibilities and controls to adequately describe the specific quality assurance and personnel resource activities related to hardware and technical support being procured by MSFC:
 - a. NASA MSFC Performance Work Statement (PWS) Activities – describe how hardware specific quality requirements imposed by contract or component/equipment specification will be assured (i.e., traceability requirements, specific inspection points, specific quality activities).
 - b. Responsibilities – describe which contractor organizations will be responsible to perform the applicable quality management system activities which need to include how the Contractor will support the MSFC requirements specified in the Contract Surveillance Plan (Reference NPR 8735.2).
 - c. Article, Material, and Service Controls - describe the level of article, material, and service control including traceability requirements invoked by the contractor for the articles, materials, and/or services used in or performed as part of the hardware design and maintenance criteria, including how quality is assured for each material, part, assembly, and/or service performed.
 - d. Procurement – include the procurement quality requirements for all materials/parts/ components the contractor purchases. Define the level of control exercised over the suppliers including how suppliers are monitored, and maintained with controls for supplier nonconformances processing in reference to the requirements in section 4.2 of the PWS.

DRD Continuation Sheet**TITLE:** Quality Management System Plan**DRD NO.:** 1163QE-001**DATA TYPE:** 1**PAGE:** 2/2**15. DATA PREPARATION INFORMATION (CONTINUED):**

- e. Milestone Reviews – describe how the contractor's quality system will support milestone reviews as requested by MSFC.
- f. Configuration Assurance – describe how the configuration of the hardware build is compared and verified to the approved design baseline drawings and specifications as requested by NASA. Describe how the configuration of Government Furnished Property/Equipment is maintained.
- g. Special Process Controls – describe special process controls implemented for in-house processes and, if applicable, for sub-tier supplier processes. Controls will include required training, certification, and maintenance of competency for technical personnel.
- h. Inspection and Test (describe who will be responsible to perform inspections to include any limitations) – include: how the quality of purchased items is validated at receiving inspection or at sub-tier suppliers facilities, specific in-process (manufacturing) inspections performed, details of final inspection and pre-ship inspections.
- i. Nonconformance Processing - describe how nonconformance will be documented and dispositioned as specified in the PWS, section 4.2.
- j. Record retention – for those records not delivered to MSFC, specify which records are required to be kept, who keeps them, for how long, and how they are to be dispositioned at the end of the retention period, and/or as specified in the contract.
- k. Personnel training and competency processes will need to be specified for all personnel who affect products and technical support delivered on this contract. Resources for training to the requirements of this contract, specified by special processes, will be provided by MSFC. Contractor training management communication with MSFC will need to be specified to assure adequate resources to maintain special process personnel competency.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic 2. **DRD NO.:** 1163SA-001
3. **DATA TYPE:** 2 4. **DATE REVISED:**
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document to (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program by compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Detailed Draft with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP), (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1163SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).

29 CFR 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
40 CFR	<i>Protection of the Environment</i>
ANSI Standards applicable to the scope of this contract	
ASME Boiler and Pressure Vessel Code applicable to the scope of this contract	
NFPA Standards <i>National Fire Codes</i>	
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

DATA TYPE: 2

PAGE: 2/4

15. DATA PREPARATION INFORMATION (CONTINUED):

MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 **CONTENTS:** The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor shall comply with the MSFC SHE core program requirements listed below to accomplish the following: (1) the methods to ensure compliance with the MSFC SHE core program requirements listed below, (2) the methods to ensure potentially hazardous conditions are identified and corrected, (3) the methods to ensure employees are trained to perform their tasks in a safe and healthful manner, and (4) the methods to ensure compliance with the applicable documents that pertain to the specific work tasks.

a. Management leadership and employee involvement:

1. A statement of the management policy and their commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA and NASA requirements applicable to the contracted effort.
2. A description of how management and employees are held accountable for implementing their tasks in a safe and healthful manner while protecting the environment through the use of motivational or innovative techniques and when necessary through the use of a disciplinary program.
3. A description of safety, health, environmental awareness and motivation programs that, include documented safety meetings and safety awareness training for employees. (Onsite contractors shall document their safety meeting statistics in the MSFC Supervisors Safety Web page (SSWP).
4. A method of performing and documenting self evaluations of the contractor's safety, health and environmental program including the frequency of these evaluations.
5. A method of ensuring the flowdown of MSFC safety, health, and environmental responsibilities and requirements applicable to the contracted effort are passed between all company levels and to all subcontractors, when applicable.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

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15. DATA PREPARATION INFORMATION (CONTINUED):

6. The identification by title the individual who is assigned the responsibility for implementing the contractor's SHE program elements and serve as the SHE Point of Contact (POC) for the contracted effort.
7. A method to ensure compliance with MPR 8715.1 and all other SHE documents that are applicable to the contracted effort.
8. A method to ensure that each employee has read the SHE plan and fully understands their roles and responsibilities in supporting the MSFC SHE program.
9. A method to ensure the SHE plan is reviewed annually and updated as necessary.
- b. System and worksite analysis:
 1. The methods of identifying potentially hazardous conditions in the work area and operations, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 2. A description of the OSHA programs that require documented programs that are applicable to the contracted effort (e.g., Respiratory Protection, Hazard Communication, Confined Space, and Lockout/Tagout, etc. Address their interrelationships with the applicable MSFC SHE programs.)
 3. The methods of conducting and documenting supervisors' monthly safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.
- c. Hazard prevention and control:
 1. The methods of controlling potentially hazardous conditions in the work area or in operations. This includes the generation of plans, procedures, and other working documents which clearly identify the hazardous situations in the work area or operation and the necessary cautions taken to mitigate the hazards. NOTE: MSFC requires an annual review of these plans and procedures. MSFC Safety Department concurrence is required for onsite hazardous procedures.
 2. The methods of ensuring controls over the procurement, storage, issuance, and use of hazardous chemical and materials are in accordance with MPR 8500.1 and the recycling and disposal of any hazardous waste is in accordance with MWI 8550.1.
 3. The methods of ensuring a documented emergency management program. Include a list of contractor emergency points that are located onsite. (Note: Onsite contractors may use MPR 1040.3.)
 4. The methods of ensuring the investigation of all mishaps and close calls to determine root cause and the reporting requirements are in accordance with MWI 8621.1. (Reference DRD 1163SA-002, *Mishap and Safety Statistics Report*).
 5. The method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication. (Note in the SHE plan which, if any of these services are to be provided by MSFC for onsite work.)
 6. The methods employees have to suspend work where safety, health or environmental conditions warrant such action.
- d. Safety, health and environmental training:
 1. The methods for ensuring each employee is trained to recognize hazards, avoid accidents, know the hazards specific to their job, and fully understands the contractor's disciplinary program.
 2. The methods for assessing employee training needs specific to their job. (Onsite employee assessments shall be performed using the SHE Training Assessment located on the MSFC Supervisor Safety Web Page.)
 3. The methods for training and documenting this training when designating employees to be competent, qualified, authorized or certified to perform operations that require specific training in accordance with 29 CFR 1910 or 29 CFR 1926.
 4. A list of identified job categories under the contracted effort that require MSFC safety certification in accordance with MWI 3410.1, "Personnel Certification Program". Example job categories that require MSFC safety certification include, but not limited to, operating MSFC lifting equipment (forklifts, cranes, etc.), working with chemicals, hazardous waste, pressure systems, etc. Personnel Certification for onsite job categories identified in MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK). (NOTE: offsite contracts shall list the job categories under the contracted effort that require OSHA documented training and certification.)

DRD Continuation Sheet**TITLE:** Safety, Health, and Environmental (SHE) Plan**DRD NO.:** 1163SA-001**DATA TYPE:** 2**PAGE:** 4/4

15. DATA PREPARATION INFORMATION (CONTINUED):

- e. Environmental compliance – The methods to ensure compliance with environmental laws and regulations 40 CFR, Alabama Department of Environmental Management (ADEM), and MPR 8500.1 by:
 - 1. Reporting hazardous and toxic substance use.
 - 2. Implementing and reporting green procurements in accordance with MWI 8540.2.
 - 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with MWI 8550.1.
 - 4. Minimizing stormwater pollution in accordance with MWI 8550.2.
 - 5. Ensuring equipment and processes permitted by applicable laws.
 - 6. Disposing of solid and liquid materials as permitted by applicable laws.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic 2. **DRD NO.:** **1163SA-002**
3. **DATA TYPE:** 1 4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Personnel Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the contractor to ensure a certification program is implemented.
8. **OPR:** QD40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** Where the contractor is operating under its own quality management system and processes, manufacturing special/critical process personnel qualification/certification controls are not included in this plan, they will be documented as specified in PWS paragraph 1.1.7, DRD 1163QE-001, and contract attachment J-20, NASA MSFC Safety & Mission Assurance Surveillance Plan.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.1.2 and 1.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** It is mandatory that test facility operations activities be performed by certified personnel. The Personnel Certification Plan provides for training, certification, and re-certification of personnel engaged in the performance of MSFC critical processes. The purpose of a certification program is to assure that all personnel are capable of performing these MSFC critical processes and work assignments without endangering themselves, fellow employees, equipment and/or facilities. It is mandatory that these MSFC critical processes are performed by experienced and certified personnel.
- 15.2 **APPLICABLE DOCUMENTS:**

MWI 3410.1 NPR 8715.3	<i>Personnel Certification Program</i> <i>NASA Safety Manual</i>
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- 15.3 **CONTENTS:** The Personnel Certification Plan shall provide insight to the contractor's certification program. The plan shall include criteria which the contractor can relate directly to work classifications and the required skills, education, experience, training, and other qualifications necessary to perform work in these classifications. The contractor shall assure work performed by these classifications is performed with high quality workmanship to produce a high quality produce in a safe and efficient manner. The plan shall include the contractor methods to track these certifications. The contractor can elect to track their certifications for critical MSFC owned process in MSFC CERTRAK database in accordance with MWI 3410.1. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - (a) Program description.
 - (b) Program administration.
 - (c) Certification duration.
 - (d) Definitions.
 - (e) Job description summaries.
 - (f) Task assignments per job description.
 - (g) Skills required per job description.
 2. Certification requirements/skills
 - (a) Education.
 - (b) Experience/work history.
 - (c) Specialized training.
 - (d) Physical condition/attitude.

DRD Continuation Sheet

TITLE: Personnel Certification Plan

DRD NO.: 1163SA-002

DATA TYPE: 1

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15. DATA PREPARATION INFORMATION (CONTINUED):

- 3. Certification process:
 - (a) Supervision responsibilities.
 - (b) Certifying authority.
 - (c) Formal/informal examination.
 - (d) Proficiency demonstration.
- b. Certification documentation.

Specific critical MSFC owned process skills requiring certification and proficiency include the following:

- a. High pressure tubing fabrication and assembly.
- b. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- c. Control system operations.
- d. Schematic drawing comprehension
- e. Other processes identified by the Statement of Work (SOW)

The following certifications, if required, are obtained in accordance with MWI 3410.1

- a. Forklift, crane and hoist operators.
- b. Cryogenic and other hazardous pressure system operators.
- c. Propellant & Explosive Handlers
- c. Hazardous chemical/toxic material handling.
- d. Confined space entry.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping.
 - 2. Cabling, Harnessing, and Wiring.
 - 3. Soldering including Surface Mount Technology (SMT).
 - 4. Staking and Conformal Coating
 - 5. ESD Control
- f. Welding inspection and nondestructive evaluation (NDE).
 - 1. Penetrant Testing
 - 2. Magnetic Particle Testing
 - 3. Eddy Current Testing
 - 4. Radiographic Testing
 - 5. Thermal/Infrared Testing
 - 6. Visual Testing

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Basic
2. **DRD NO.:** 1163SA-003
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics submitted by the 10th of each month after contract award using one of the following methods: MSFC Form 4371, or electronic notification system equivalent, or direct to NASA Incident Reporting Information System (IRIS) database. Statistics required to be submitted include: contract number, subcontractors, NAISC codes, number of employees, and number of supervisors, hours worked. Access to IRIS database can be obtained from the Industrial Safety Department after contract award. (Applicable to all onsite contracts)
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses as defined in Section 15.6 and in NPR 8621.1:
 1. Type A, B, mishaps, high visibility mishaps or close calls: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 24 hours through IRIS entry, or electronic submittal (per NPR 8621.1, paragraph 1.5.5).
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and Industrial Safety within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. Type C mishaps: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, type of lost-time injury or damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 6 days through IRIS entry, or electronic submittal.
 4. Type D, and Close Call mishaps (Onsite): Notification by telephone (256-544-HELP, Safety Option) or electronic submittal within 4 hours of occurrence or awareness, and within 24 hours with IRIS Quick Incident. Update within 6 days may be through IRIS entry, or electronic submittal.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 6. All Mishaps: Follow-up Corrective Action Plan/Status 30 days after first mishap.
 - c. Safety Concerns, Hazards, and non-reportable mishaps should be reported per MPR 8715.1 (**Onsite**) or the appropriate contractor method (**Offsite**).
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or equivalent) - By the 10th of each month. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1163SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1163SA-003

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.2 **APPLICABLE DOCUMENTS:**

- | | |
|------------|---|
| NPR 8621.1 | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1 | <i>MSFC Safety, Health, and Environmental (SHE) Program</i> |
| MWI 8621.1 | <i>Close Call and Mishap Reporting and Investigation Program</i> |

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. Additional Information Submittal per NPR 8621.1.
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:**

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

ATTACHMENT J-6**SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE)
LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS**

In accordance with Clause H.5, Supplemental Task Order Procedures, the Contractor shall not exceed the hourly labor rates specified in the table below when developing price estimates for all task orders contemplated or issued under this contract. These labor rates shall be inclusive of indirects and exclusive of fee. The estimated cost for resulting task orders will be negotiated individually, based upon the below schedule of fully burdened rates, as work is authorized (reference Clause H.5, paragraph c). Award fee for the individual task orders will not exceed the rates specified below. The G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders. Detailed Labor Category Position Descriptions are defined in Attachment J-5.

Fully Burdened NTE Hourly Labor Rates for Prime Contractor

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
Exempt					
Engineer	(b)(4)				
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Test Coordinator					
SCA					
Producibility	(b)(4)				
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Control Clerk					
Material Expediter					

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	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
Metal Cleaner, Immersion	(b)(4)				
Painter					
Aerospace Structural Welder					
Welder, Combination					
Maintenance Trades Helper					
Machinery Maintenance Mechanic					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool & Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
 CY2 = 3/1/09 – 2/28/10 (Option 1)
 CY3 = 3/1/10 – 2/28/11 (Option 2)
 CY4 = 3/1/11 – 2/29/12 (Option 3)
 CY5 = 3/1/12 – 2/28/13 (Option 4)

Contract NNM08AA20C

Material Handling and Prime Award Fee Rates
(For All Task Orders)

The Contractor shall not exceed the material handling rate specified below nor the G&A ceiling rate specified in Clause B.7 for pricing all other direct costs (supplies, materials, equipment, travel, training) in all task orders contemplated or issued under this contract. In addition, the contractor shall not exceed the award fee rate specified below in calculating the maximum available award fee for all task orders issued under this contract. General operating supplies, materials, tools, equipment, travel, and training shall be non-fee bearing in pricing all task orders contemplated or issued under this contract.

Rates*	CY1**	CY2**	CY3**	CY4**	CY5**
Material Handling	(b)(4)				
Award Fee					

Contract NNM08AA20C

In accordance with Clause H.5, Supplemental Task Order Procedures, the contractor shall not exceed the hourly labor rates specified in table(s) below for pricing all task orders contemplated or issued under this contract that include Teammates and/or Major Subcontractor labor. These rates should be inclusive of fee (if applicable) for each Teammate and/or Major Subcontractor as proposed by the Offeror and any applicable prime contractor burdens (exclusive of fee). In adding the applicable prime contractor burden, the G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders.

Fully Burdened NTE Labor Rates (\$/Hr) for Teammate/Major Subcontractor

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
-					
<u>Exempt</u>					
Engineer	(b)(4)				
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Test Coordinator					
<u>SCA</u>					
Producibility	(b)(4)				
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Clerk Coordinator					
Material Expediter					
Metal Cleaner, Immersion					
Painter					

Contract NNM08AA20C

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
Aerospace Structural Welder	(b)(4)				
Welder, Combination					
Maintenance Trades Helper					
Machinery Maintenance Mechanic					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool and Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
 CY2 = 3/1/09 – 2/28/10 (Option 1)
 CY3 = 3/1/10 – 2/28/11 (Option 2)
 CY4 = 3/1/11 – 2/29/12 (Option 3)
 CY5 = 3/1/12 – 2/28/13 (Option 4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 2		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (if applicable)	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300				(X)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				X			10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C
							10B. DATED (SEE ITEM 11) 02/12/2008
CODE 0AFL2		FACILITY CODE					

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule
Net Increase: \$1,902,210.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

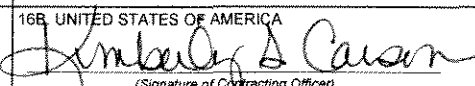
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

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.)

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 04/29/2008

A. The purpose of Modification No. 2 is to:

1. Revise NFS 1852.216-76 (f)(4), "Award Fee for Service Contracts" (Jun 2000) to correctly state that "Provisional award fee payments will be made prior to the first award fee determination by the Government"

❖ Clause B.4, AWARD FEE FOR SERVICE CONTRACTS, shown in the Basic contract is hereby deleted in its entirety and the revised Clause B.4 (Mod 2), shown on the enclosed replacement page B.5 (Mod 2), is substituted in lieu thereof.

2. Incrementally fund the contract in the amount of \$1,902,210 through July 20, 2008

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,902,210 from \$2,802,133 to \$4,704,343. Clause B.5 shown in Mod 1 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 2), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$7,550,033	\$2,802,133
This Modification	-0-	1,902,210
New Total	\$7,550,033	\$4,704,343

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200245644	644423.06.34.01.08	62ES01	ESAX22008D	\$100,000
	463169.01.12.12	62EM30	ESAX22008D	\$2,870
	136905.08.04.01.08.0	62ER42	ESAX22008D	\$1,375
	136905.08.04.02.08.0	62ER42	ESAX22008D	\$880
	136905.02.04.08.13	62EV33	ESAX22008D	\$10,719
	136905.08.01.02.01	62EM30	ESAX22008D	\$4,090
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$33,610
	136905.08.04.02.08.0	62ER34	ESAX22008D	\$400
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$840
	526282.01.08.07	62EV02	ESAX22008D	\$275
	136905.08.04.02.08.0	62ER32	ESAX22008D	\$1,065
	136905.08.05.04.04.0	62ER33	ESAX22008D	\$480
	136905.08.05.05.01.0	62ER33	ESAX22008D	\$1,560
	136905.08.05.10.01.0	62ET10	ESAX22008D	\$1,360
	136905.08.05.12.01.0	62EM10	ESAX22008D	\$113,426
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$101,408
	136905.08.05.12.02.0	62EM10	ESAX22008D	\$38,070
	136905.08.05.12.02.0	62EV35	ESAX22008D	\$36,391
	136905.08.05.12.07.0	62EM40	ESAX22008D	\$13,588
	136905.08.05.13.02.0	62JP30	ESAX22008D	\$20,586
	136905.10.30.20.10	62EV35	ESAX22008D	\$3,531
	136905.10.30.20.10	62ET40	ESAX22008D	\$1,205
	253225.04.03.01.02.0	62ER32	ESAX22008D	\$234,000
	795369.01.08	62ES31	ESAX22008D	\$7,506

	401769.06.08.02.04.0	62ES23	EXCX22008D	\$274,553
	439906.04.01.06.06.0	62ES61	ESAX22008D	\$560
	510505.04.08.01.02	62EM10	ESAX22008D	\$16,874
	524238.08.01.01.03	62EM10	EXCX22008D	\$14,251
	524238.08.01.01.03	62AS42	EXCX22008D	\$17,934
	526282.01.08.16	62EM50	ESAX22008D	\$640
	526282.01.08.19	62ES23	ESAX22008D	\$55,355
	401769.06.08.02.04.0	62ES43	EXCX22008D	\$14,851
	401769.06.06.01.06.0	62ES43	EXCX22008D	\$10,780
	411011.01.01.01.02	62ES43	EXCX22008D	\$1,000
	401769.06.08.02.04.0	62ES43	EXCX22008D	\$1,210
	769347.05.08.05.01.0	62ES43	EXCX22008D	\$6,930
	136905.08.01.09	62ES43	ESAX22008D	\$880
	136905.08.01.03	62ES43	ESAX22008D	\$2,200
	838533.04.04	62ES43	ESAX22008D	\$825
	401769.06.08.02.04.0	62ES43	EXCX22008D	\$1,100
4200248395	522632.08.01.01	62EV35	EXCX22008D	\$40,000
4200246308	522632.08.01.01	62EM01	EXCX22008D	\$32,950
	522094.08.01.01.03.01	62EM01	EXCX22008D	\$42,245
	522632.08.01.01	62EM40	EXCX22008D	\$35,000
	522094.08.01.01.03.01	62EM40	EXCX22008D	\$27,000
	524239.08.01.01.03	62EM40	EXCX22008D	\$70,000
	892182.01.08.07.072K.01	62EM50	EXCX22007R	\$1,272
	892182.01.08.07.072J.01	62EM50	EXCX22007R	\$27,696
	892182.01.08.07.071B.01	62EM50	EXCX22007R	\$98
	892182.01.08.07.071A.01	62EM50	EXCX22007R	\$7,071
	524238.08.01.01.03	62EM50	EXCX22008D	\$30,400
	522632.08.01.01	62EM50	EXCX22008D	\$28,000
	520871.08.01.01.02	62EM50	EXCX22008D	\$40,200
	197009.10.02.01.02	62EM50	EXCX22008D	\$60,200
	197009.10.01.01.17	62EM10	EXCX22008D	\$45,000
	136905.08.05.12.07.08	62EM10	ESAX22008D	\$15,000
	401769.06.08.02.04.02	62EM10	EXCX22008D	\$13,000
	524238.08.01.01.03	62EM10	EXCX22008D	\$128,400
	522632.08.01.01	62EM10	EXCX22008D	\$73,000
	522094.08.01.01.03.01	62EM10	EXCX22008D	\$36,500
			TOTAL	\$1,902,210

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-5 (Mod 1)	B-5 (Mod 2)
Attachment J-7	J-7-1(Basic)	J-7-1 (Mod 2)

E. All other terms and conditions remain unchanged and in full force and effect.

Contract NNM08AA20C

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 4,567,669. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: July 20, 2008.

(b) An additional amount of \$ 136,674 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200249252	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 11) 02/12/2008			
CODE OAFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$168,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ORIGINAL SIGNED BY (Signature of Contracting Officer)	16C. DATE SIGNED 04/30/2008

A. The purpose of Modification No. 3 is to:

1. Incrementally fund the contract in the amount of \$168,000 through July 25, 2008

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$168,000 from \$4,704,343 to \$4,872,343. Clause B.5 shown in Mod 2 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 3), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$7,550,033	\$4,704,343
This Modification	-0-	168,000
New Total	\$7,550,033	\$4,872,343

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200245644	411672.06.04.01	62VP52	ESAX22007D	\$168,000
			TOTAL	\$168,000

Contract NNM08AA20C

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 4,731,873. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: July 25, 2008.

(b) An additional amount of \$ 140,470 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (if applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 0AFL2 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C		10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$1,250,591.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification/FAR 52.232-22, Limitation of Funds and FAR 52.222-4

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ 0 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) Kim S. Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 05/22/2008

A. The purpose of Modification No. 4 is to:

1. Incrementally fund the contract in the amount of \$1,250,591 through August 22, 2008

- ❖ Clause B.5, **CONTRACT FUNDING**, funding is hereby increased in the amount of \$1,250,591 from \$4,872,343 to \$6,122,934. Clause B.5 shown in Mod 3 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 4), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$7,550,033	\$4,872,343
This Modification	-0-	1,250,591
New Total	\$7,550,033	\$6,122,934

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200249128	411672.06.05.01	62EM50	ESAX22007D	\$5,755
	522094.08.01.01.03.0	62EM10	EXCX22008D	\$18,000
	524238.08.01.01.03	62EM10	EXCX22008D	\$102,037
	522094.08.01.01.03.0	62EM10	EXCX22008D	\$85,020
	892182.01.08.0852.01	62EM10	EXCX22008R	\$15,000
	825080.04.06.13	62EM10	ESAX22008D	\$8,000
4200251825	136905.08.05.04.03.0	62ET20	ESAX22008D	\$78,717
4200252443	136905.02.06.08.06	62VP35	ESAX22008D	\$2,820
	526282.01.08.19	62ES23	ESAX22008D	\$45,401
	136905.08.04.02.08.0	62ER32	ESAX22008D	\$880
	305311.01.08.04.01	62EM50	EXCX22008D	\$13,000
	522094.08.01.01.03.0	62ES23	EXCX22008D	\$10,000
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$95,603
	401769.06.01.01.08	62ES23	EXCX22008D	\$3,365
	136905.08.05.04.01.0	62ER33	ESAX22008D	\$480
	136905.08.05.12.02.0	62EV35	ESAX22008D	\$23,290
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$5,003
	136905.08.05.12.02.0	62EM10	ESAX22008D	\$6,185
	136905.08.05.12.01.0	62EM10	ESAX22008D	\$108,001
	136905.08.05.12.06.0	62EM30	ESAX22008D	\$3,040
	136905.08.05.13.02.0	62JP30	ESAX22008D	\$15,548
	136905.08.05.12.07.0	62EM40	ESAX22008D	\$5,440
	520871.08.01.01.02	62ES23	EXCX22008D	\$20,000
	901335.01.08.07.071R	62ES31	ESAX22007R	\$2,080
	136905.08.05.08.04.0	62ES33	ESAX22008D	\$40,000
	644423.06.34.01.08	62ES01	ESAX22008D	\$100,000
	401769.06.01.01.05	62ET20	EXCX22008D	\$13,896
	698671.01.08.06.47	62ES61	ESAX22008D	\$21,803

136905.08.04.02.08.1	62ET20	ESAX22008D	\$5,141
136905.08.04.02.08.0	62ET21	ESAX22008D	\$2,519
136905.08.04.02.08.0	62ET10	ESAX22008D	\$5,000
136905.08.05.10.03.0	62ET10	ESAX22008D	\$10,000
136905.08.05.10.03.0	62ET10	ESAX22008D	\$10,000
136905.08.05.13.02.0	62ET10	ESAX22008D	\$5,000
520871.08.01.01.02	62ET10	EXCX22008D	\$10,000
253225.04.01.03.04.0	62ET10	ESAX22008D	\$10,500
685676.01.08.05	62ET10	ESAX22008D	\$100,000
136905.08.05.12.02.0	62EV35	ESAX22008D	\$31,108
136905.08.05.04.01.0	62ER33	ESAX22008D	\$1,960
136905.08.05.04.04.0	62ER33	ESAX22008D	\$920
136905.08.05.06.01.0	62ER33	ESAX22008D	\$595
136905.08.05.12.01.0	62EM10	ESAX22008D	\$32,195
136905.08.05.12.06.0	62EM30	ESAX22008D	\$11,435
136905.08.05.12.07.0	62EM40	ESAX22008D	\$15,837
136905.08.05.12.03.0	62EM30	ESAX22008D	\$19,314
136905.08.05.13.02.0	62ER50	ESAX22008D	\$26,184
136905.08.05.12.02.0	62EM10	ESAX22008D	\$24,519
526282.01.08.19	62ES43	ESAX22008D	\$21,085
526282.01.08.19	62ES43	ESAX22008D	\$50,000
795369.04.02.08	62ES43	ESAX22008D	\$4,740
136905.08.01.03	62ES31	ESAX22008D	\$4,175
		TOTAL	\$1,250,591

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 3)	B-5 (Mod 4)

E. All other terms and conditions remain unchanged and in full force and effect.

Contract NNM08AA20C

- (d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.
- (e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
- (f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.
- (2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.
- (3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.
- (4) Provisional award fee payments will be made prior to the first award fee determination by the Government.
- (g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)



- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 5,959,685. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: August 22, 2008.
- (b) An additional amount of \$ 163,279 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(X) 9A. AMENDMENT OF SOLICITATION NO.		5. PROJECT NO. (If applicable)	
		9B. DATED (SEE ITEM 11)			
		(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 13) 02/12/2008			
CODE 0AFL2		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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) N/A					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.				
	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).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X	D. OTHER (Specify type of modification and authority) Bilateral modification and FAR 43.103 (a) (3), Mutual Agreement				
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return 3 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					

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) William B. Longshore, Sr VP/COO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 27 May 08	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 6/5/08

A. The purpose of Modification No. 5 is to:

1. Update Table B-1, "Estimated Cost and Award Fee", to incorporate newly approved Task Order Plans issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in the Basic contract is hereby deleted in its entirety and the revised Table B-1 (Mod 5), shown on the enclosed replacement page B.2 (Mod 5), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of \$153,276 from \$200,000 to \$353,276. Clause B.6 shown in the Basic contract is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 5), is substituted in lieu thereof.
3. Update Section J, Attachment J-6, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 5), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Basic)	B-2 (Mod 5)
	B-5 (Basic)	B-5 (Mod 5)
Attachment J-7	J-7-1(Basic)	J-7-1(Mod 5)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	<u>BASE YEAR</u>								
	Fee Period 1*	(b)(4)							
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	<u>OPTION YEAR 1</u>								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	<u>OPTION YEAR 2</u>								
	Fee Period 5*								
	Fee Period 6*								
4	<u>OPTION YEAR 3</u>								
	Fee Period 7*								
	Fee Period 8*								
5	<u>OPTION YEAR 4</u>								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	0	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	0	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	0	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	0	ES23	MPTA Support	3/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 2

2. AMENDMENT/MODIFICATION NO.

000006

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)

INFOPRO CORP
202 EXCHANGE PL NW
HUNTSVILLE AL 35806-2300

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

CODE QAFL2

FACILITY CODE

02/12/2008

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

N/A

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X Bilateral modification and FAR 43.103 (a) (3), Mutual Agreement

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 3 copies to the issuing office.

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

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)

William B. Longshore, Sr VP/COO

Kim S Carson

15B. CONTRACTOR OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

16 Jun 08

(Signature of Contracting Officer)

JUN 10 2008

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 6 is to:

1. Update Section J, Attachment J-6, "Task Order by Reference," to include all approved Task Order Plans

❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 5 of the contract is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 6), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Attachment J-7	J-7-1 (Mod 5)	J-7-1 (Mod 6)

E. All other terms and conditions remain unchanged and in full force and effect.

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	0	ES23	MPTA Support	3/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (X)		9B. DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) N/A					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Bilateral modification and FAR 43.103 (a) (3), Mutual Agreement					
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return _____ 3 _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) Delivery Location Code: MSFC NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812					

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) William B. Longshore, Sr VP/COO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFICER (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED 20 JUN 08		16C. DATE SIGNED June 23, 2008	

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 7 is to:

1. Update Table B-1, "Estimated Cost and Award Fee", to incorporate newly approved Task Order Plans issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in the Mod 5 is hereby deleted in its entirety and the revised Table B-1 (Mod 7), shown on the enclosed replacement page B.2 (Mod 7), is substituted in lieu thereof.
2. Update Section J, Attachment J-6, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 6 of the contract is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 7), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 5)	B-2 (Mod 7)
Attachment J-7	J-7-1 (Mod 6)	J-7-1 (Mod 7)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	<u>BASE YEAR</u>								
	Fee Period 1*	(b)(4)							
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	<u>OPTION YEAR 1</u>								
	Fee Period 3*	\$3,671,639.50	(b)(4)						
	Fee Period 4*	\$3,671,639.50							
3	<u>OPTION YEAR 2</u>								
	Fee Period 5*	\$3,768,239.00							
	Fee Period 6*	\$3,768,239.00							
4	<u>OPTION YEAR 3</u>								
	Fee Period 7*	\$3,883,729.00							
	Fee Period 8*	\$3,883,729.00							
5	<u>OPTION YEAR 4</u>								
	Fee Period 9*	\$3,948,751.50							
	Fee Period 10*	\$3,948,751.50							

* 6-month evaluation periods

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	0	ES23	MPTA Support	3/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 3											
2. AMENDMENT/MODIFICATION NO. 000008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)											
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC											
8. NAME AND ADDRESS OF CONTRACTOR (Name, street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.													
				9B. DATED (SEE ITEM 11)													
				<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C													
				10B. DATED (SEE ITEM 13) 02/12/2008													
CODE 0AFL2		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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) See Schedule				Net Increase: \$1,887,995.00													
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Bilateral mod., FAR 43.103 (a) (3), Mutual Agreement and Limitation of Funds</td> </tr> </table>								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 NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)	X	Bilateral mod., FAR 43.103 (a) (3), Mutual Agreement and Limitation of Funds
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 NO. IN ITEM 10A.																
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).																
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:																
	D. OTHER (Specify type of modification and authority)																
X	Bilateral mod., FAR 43.103 (a) (3), Mutual Agreement and Limitation of Funds																
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return _____ 3 _____ copies to the issuing office.																	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Delivery Location Code: MSFC NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812																	

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) <i>William B. Longshore, Sr VP/CCO</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/ORDER NO. <i>William B. Longshore</i> (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA <i>Kimberly S Carson</i> (Signature of Contracting Officer)	
15C. DATE SIGNED 24 JUN 08		16C. DATE SIGNED June 24, 2008	

A. The purpose of Modification No. 8 is to:

1. Incrementally fund the contract in the amount of \$1,887,995 through October 12, 2008

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,887,995 from \$6,122,934 to \$8,010,929. Clause B.5 shown in Mod 4 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 8), is substituted in lieu thereof.

2. Revise Section J, Attachment J-16, "Performance Work Statement"

- ❖ Attachment J-1, PERFORMANCE WORK STATEMENT, pages J-1-18 through J-1-19, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-1, is shown on the enclosed replacement pages J-1-18 through J-1-19 (Mod 8) is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,693,615	\$6,122,934
This Modification	-0-	1,887,995
New Total	\$11,693,615	\$8,010,929

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200251341	463169.04.12.03	62EV35	ESAX22008D	\$50,000
4200253315	136905.10.30.20.24	62ET40	ESAX22008D	\$10,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$60,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$60,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$96,354
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,561
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$66,057
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$32,028
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$15,000
4200253679	136905.10.30.20.24	62ET40	ESAX22008D	\$100,000
4200253690	526282.01.08.19	62ES23	ESAX22008D	\$9,679
	526282.01.08.19	62ES43	ESAX22008D	\$80,384
4200253909	140765.04.01.02.08	62EM10	ESAX22007D	\$10,000
	524238.08.01.01.03	62EM10	EXCX22008D	\$44,580
	092837.04.01.01.01.0	62EM50	ESAX22008D	\$50,000
	401769.06.08.02.04.0	62EM10	EXCX22008D	\$6,500

	520871.08.01.01.02	62EM50	EXCX22008D	\$4,000
	522094.08.01.01.03.0	62EM50	EXCX22008D	\$9,000
	522632.08.01.01	62EM50	EXCX22008D	\$8,000
	524238.08.01.01.03	62EM50	EXCX22008D	\$13,000
	401769.06.03.03.02.0	62EM10	EXCX22008D	\$4,260
	136905.08.05.12.07.0	62EM10	ESAX22008D	\$27,000
	197009.10.01.01.17	62EM10	EXCX22008D	\$7,000
4200253937	522632.08.01.01	62ET30	EXCX22008D	\$2,894
	411011.01.01.01.01	62ET30	EXCX22008D	\$18,987
	136905.10.30.20.24	62ET40	ESAX22008D	\$10,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$40,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$25,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$15,000
4200254191	939904.11.08	62ES43	EXCX22008D	\$20,310
4200256975	136905.10.30.20.24	62ET40	ESAX22008D	\$10,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$60,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$60,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$96,354
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$50,561
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$66,057
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$32,028
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$15,000
4200257403	892182.01.08.0851.01	62ET20	EXCX22008D	\$112,401
			TOTAL	\$1,887,995

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 4)	B-5 (Mod 8)
Attachment J-1	J-1-18 thru J-1-19 (Basic)	J-1-18 thru J-1-19 (Mod 8)

E. All other terms and conditions remain unchanged and in full force and effect.

Contract NNM08AA20C

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 7,709,298. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: October 12, 2008.

(b) An additional amount of \$ 301,631 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

- c) The Contractor's quality department shall be the primary interface with the Government quality assurance organization. The Government quality engineering organization shall provide project level quality inspection and test requirements prior to fabrication and assembly of quality sensitive hardware. The Government quality assurance organization will perform mandatory inspection points (MIPs) as specified by the Government quality engineering organization on quality sensitive Products.
- d) For all shop operations of quality sensitive products, certification/qualification shall be required for all personnel controlling special processes and performing fabrication and inspection operations of a specialized nature. The Government will provide the requirements for applicable certifications.
- e) The Contractor shall request, through the Technical Monitor, Government support for x-ray nondestructive evaluation (NDE) inspections when specialized inspection equipment already exists within other Government organizations.

All NDE inspections performed by NASA shall be verified by the NASA MSFC quality assurance organization or other work request designated personnel prior to return of the articles and materials for further processing by the Contractor.

The Contractor, when requested by the COTR, shall provide ultrasonic, magnaflux and dye penetrant for non-destructive evaluation (NDE) inspections.

- f) The Contractor shall support a Functional Configuration/Physical Configuration Audit Documentation process. This process is known as FCA & PCA respectively and shall be governed by DRD 1163CM-002, Functional Configuration/Physical Configuration Audit Documentation.

The Contractor shall classify nonconformities for quality sensitive products as either "Minor" or "Major." Minor nonconformities shall be defined as a nonconformance that involves a single occurrence in failing to meet a requirement that does not affect a safety related characteristic or for equipment/tooling failure. Major nonconformities will consist of all other nonconformities, including nonconformities as a result of a trend analysis. A correction action process shall be required for all major nonconformities that shall be verified as effective in preventing the nonconformity from reoccurring. The Contractor shall document all product and Quality Management System (QMS) nonconformities in Contractor's QMS.

Discrepancies for quality sensitive products that are for "Rework" shall be documented as a SQUAWK in the Visual Quality (VQ) database. All other quality sensitive product nonconformities shall be documented in the nonconformance module of the VQ database.

For non-quality sensitive products, non-conformances shall be documented within VISUAL Manufacturing™.

All dispositions except "rework" shall be approved by NASA by submittal of a Deviation Approval Request (DAR), MSFC-FORM-847 and instructions; or through a Material Review Board (MRB) process on the Contractors discrepancy record, as specified by MPR 8730.3 and by the designated project level representative.

Contract NNM08AA20C

The Contractor shall be responsible, when applicable, for material certification of all materials used to fabricate quality sensitive hardware and other hardware when specified on the Customer Order. This shall include, but not be limited to, requests for Government certification, certification from commercial sources, or spectrographic analysis using Government-furnished equipment (GFE). The Contractor shall verify raw material test reports for both chemical composition and tensile strength in conjunction with SAE AS9100, paragraph section 7.4.3 and/or as requested by the NASA quality assurance organization through the COTR. The current raw material testing verification process shall be approved by NASA. When requested, material certification records shall be part of the acceptance data package maintained in the Contractor's record center. The Contractor shall investigate MSFC or vendor Alerts on materials and hardware when requested by the COTR.

The Contractor shall maintain an optical alignment, weight, and center of gravity capability.

The Contractor's subcontracts shall comply with the applicable portions of the Contractor's approved internal ANSI/ISO/ASQC Q9001:1994 or Q9001:2000 requirements. The Contractor shall utilize the MSFC Audited Vendor List (AVL).

- 1) All subcontracts let for quality sensitive products shall utilize the MSFC supplier listings as identified for use in MWI 5330.1, section 6.2 and the links herein:

AVL: Audited Vendor List

LVL: Limited Vendor List

PSAL: Project Specific Approved Supplier List

AVL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_avl.asp

LVL: <https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default.asp>

PSASL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_psasl.asp


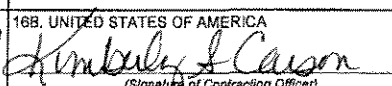
- 2) All non-quality sensitive products subcontracted proposed suppliers that are not on the above referenced supplier lists (AVL, LVL, PSAL) shall be evaluated for their ability to meet purchase requirements by the Contractor. If NASA product requester specifies a vendor, the Contractor shall evaluate specified vendor based on information provided by the requestor. If Contractor feels that the submitted supplier cannot meet the requirements of the purchase order, coordination for resolution shall be requested through the designated project level representative.

2.4.11 Planning and Control - The Contractor shall plan, schedule, track, and status manufacturing tasks through the fabrication shops.

The Contractor shall perform manufacturing planning to accomplish the requirements of the Customer Orders. The Contractor's planning department shall coordinate problems through the Technical Monitor and ensure "as-built" configuration agrees with the "as-designed" configuration. In addition, the Contractor's planning department shall be the primary interface between the Technical Monitor and the Contractor's other organizational departments for information, status, schedules, and estimates relative to the Customer Orders.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO. 000009		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 4200256105	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		5. PROJECT NO. (if applicable) CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) See Schedule					
Net Increase: \$254,520.00					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Bilateral mod., FAR 43.103 (a)(3), Mutual Agreement and Limitation of Funds					
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return 3 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Delivery Location Code: MSFC NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812					

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) William B. Longshore, Sr VP/COC		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR 		16B. UNITED STATES OF AMERICA 	
15C. DATE SIGNED 30 Jan 09		16C. DATE SIGNED June 30, 2008	

A. The purpose of Modification No. 9 is to:

1. De-obligate funding that was captured on two PR's and obligated twice and obligate additional funding.

❖ Clause B.5 CONTRACT FUNDING, funding is hereby increased in the amount of \$254,520 from \$8,010,929 to \$8,265,449. Clause B.5 shown in Mod 8 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 9), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,693,615	\$8,010,929
This Modification	-0-	254,520
New Total	\$11,693,615	\$8,265,449

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200253315	136905.10.30.20.24	62ET40	ESAX22008D	(\$10,000)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$60,000)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$60,000)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$50,000)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$50,000)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$96,354)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$50,561)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$66,057)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$32,028)
	136905.08.05.10.03.0	62ET30	ESAX22008D	(\$15,000)
4200256105	439906.04.01.06.01.0	62ES61	ESAX22008D	\$2,776
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$24,350
	136905.08.05.12.02.0	62EM10	ESAX22008D	\$8,252
	136905.08.05.12.02.0	62EM40	ESAX22008D	\$2,750
	136905.08.05.12.03.0	62EM30	ESAX22008D	\$905
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$18,272
	136905.08.05.04.01.0	62ER33	ESAX22008D	\$240
	136905.08.05.12.01.0	62EM10	ESAX22008D	\$56,462
	136905.08.05.12.07.0	62EM10	ESAX22008D	\$11,952
	136905.08.05.13.02.0	62ER50	ESAX22008D	\$200,474
	136905.08.05.13.02.0	62EV35	ESAX22008D	\$3,210
	136905.08.05.12.04.0	62ES23	ESAX22008D	\$9,620
	892182.01.08.0886.01	62ES23	EXCX22008R	\$3,290
	750271.09.01.08	62ET10	EXCX22008D	\$20,681
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$16,880
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$18,250
	305311.01.08.04.03	62ER32	ESAX22008D	\$19,964

	253225.04.03.01.02.0	62ER32	ESAX22008D	\$9,692
	136905.08.04.01.08.1	62EM50	ESAX22008D	\$2,448
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$29,658
	401769.06.03.07.02.0	62ES23	EXCX22008D	\$7,600
	401769.06.03.07.02.0	62ES23	EXCX22008D	\$2,893
	305311.01.08.04.01	62EM50	EXCX22008D	\$3,402
	769347.05.08.17.01.0	62ES61	EXCX22008D	\$1,360
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$99,029
	136905.08.05.12.02.0	62EV35	ESAX22008D	\$111,176
	791926.02.03.02.29	62VP62	ESAX22008D	\$2,134
	526282.01.08.19	62ES43	ESAX22008D	\$56,800
			TOTAL	\$254,520

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-5 (Mod 8)	B-5 (Mod 9)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 7,963,818. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: October 19, 2008.

(b) An additional amount of \$ 301,631 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000010		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (if applicable)	
		7. ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE OAF12		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 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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) See Schedule					

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral mod. and FAR 43.103 (a) (3), Mutual Agreement

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 3 copies to the issuing office

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) John Longshore, CEO/President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED 7-23-08		16C. DATE SIGNED JUL 24 2008	

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 10 is to:

1. Update Table B-1, "Estimated Cost and Award Fee", to incorporate newly approved Task Order Plans issued for IDIQ services

❖ Table B-1, Estimated Cost and Award Fee, shown in the Mod 7 is hereby deleted in its entirety and the revised Table B-1 (Mod 10), shown on the enclosed replacement page B.2 (Mod 10), is substituted in lieu thereof.

2. Update Section J, Attachment J-6, "Task Order by Reference," to include all approved Task Order Plans

❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 7 of the contract is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 10), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 7)	B-2 (Mod 10)
Attachment J-7	J-7-1 (Mod 7)	J-7-1 (Mod 10)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR								
	Fee Period 1*	(b)(4)							
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

Contract NNM08AA20C

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	0	ES23	MPTA Support	3/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/07/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000011		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule
Net Increase: \$2,117,332.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and 52.232-22 - Limitation of Funds

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.)

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ORIGINAL SIGNED BY (Signature of Contracting Officer)	16C. DATE SIGNED 07/28/2008

A. The purpose of Modification No. 11 is to:

1. Incrementally fund the contract in the amount of \$2,117,332 through December 15, 2008

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$2,117,332 from \$8,265,449 to \$10,382,781. Clause B.5 shown in Mod 9 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 11), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,431,268	\$ 8,265,449
This Modification	-0-	2,117,332
New Total	\$11,431,268	\$10,382,781

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200258427	750271.09.04.08.01	62ET10	EXCX22008D	\$318,000
4200259227	838533.04.04	62EM10	ESAX22008D	\$6,500
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$5,400
	524238.08.01.01.03	62EM50	EXCX22008D	\$8,000
	520871.08.01.01.02	62EM50	EXCX22008D	\$6,000
	522632.08.01.01	62EM50	EXCX22008D	\$4,000
	981155.01.08.01	62EM10	EXCX22008D	\$17,000
	411011.01.01.01.02	62EM10	EXCX22008D	\$6,500
4200260657	401769.06.08.02.04.0	62ES23	EXCX22008D	\$35,808
	520871.08.01.01.02	62EM30	EXCX22008D	\$13,363
	520871.08.01.01.02	62ET10	EXCX22008D	\$45,000
	136905.02.06.08.06	62ES53	ESAX22006D	\$2,760
	698671.01.08.06.47	62ES61	ESAX22006D	\$40,374
	401769.06.03.07.02.0	62ES23	EXCX22008D	\$6,250
	524238.08.01.01.03	62ET10	EXCX22008D	\$50,000
	136905.08.01.03	62ES43	ESAX22006D	\$660
	510505.04.08.01.13	62EM30	EXCX22008D	\$880
	520871.08.01.01.02	62ES23	EXCX22008D	\$25,000
	136905.08.01.11	62EM30	ESAX22006D	\$5,288
	524238.08.01.01.03	62EM10	EXCX22008D	\$25,129
	136905.08.05.12.02.0	62EV35	ESAX22006D	\$110,276
	136905.08.05.12.02.0	62ES23	ESAX22006D	\$369,327
	136905.08.05.12.01.0	62EM30	ESAX22006D	\$6,440
	136905.08.05.11.01.0	62ES21	ESAX22006D	\$18,826
	526282.01.08.15	62ES43	ESAX22006D	\$37,000
	136905.08.04.02.08.0	62ES43	ESAX22006D	\$4,400

	401769.06.08.02.04.0	62ES23	EXCX22008D	\$41,853
	526282.01.08.19	62ES23	EXCX22008D	\$124,000
	136905.08.05.12.03.0	62EM30	ESAX22006D	\$3,248
	136905.08.05.04.04.0	62ER33	ESAX22006D	\$520
	136905.08.05.12.02.0	62EM30	ESAX22006D	\$4,040
	136905.08.05.13.02.0	62JP30	ESAX22006D	\$580
	136905.08.05.12.02.0	62EM30	ESAX22006D	\$13,395
	136905.08.05.10.03.0	62ES23	ESAX22006D	\$15,336
	136905.08.05.12.01.0	62EM10	ESAX22006D	\$28,232
	136905.08.05.12.04.0	62ES23	ESAX22006D	\$9,942
4200261612	604746.01.01.01.22.0	62ET30	ESAX22008D	\$532,982
	136905.10.30.20.24	62ET40	ESAX22008D	\$45,000
	136905.10.30.20.24	62ET40	ESAX22008D	\$32,000
	136905.10.30.20.24	62ET40	ESAX22008D	\$20,000
	522094.08.01.01.03.0	62ET30	EXCX22008D	\$5,023
	524238.08.01.01.03	62ET30	EXCX22008D	\$73,000
			TOTAL	\$2,117,332

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 9)	B-5 (Mod 11)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 9,966,267. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: December 15, 2008.

(b) An additional amount of \$ 416,514 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 2

2. AMENDMENT/MODIFICATION NO.

000012

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ NO.

See Schedule

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORP
202 EXCHANGE PL NW
HUNTSVILLE AL 35806-2300

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

02/12/2008

CODE 0AFL2

FACILITY CODE

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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:

\$540,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return 0 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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)

Kim S Carson

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

07/31/2008

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 12 is to:

1. Incrementally fund the contract in the amount of \$540,000 through January 6, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$540,000 from \$10,382,781 to \$10,922,781. Clause B.5 shown in Mod 11 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 12), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,431,268	\$10,382,781
This Modification	-0-	540,000
New Total	\$11,431,268	\$10,922,781

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200263945	520871.08.01.01.02	62ET10	EXCX22008D	\$280,000
4200263399	411672.06.04.01	62VP63	ESAX22008D	\$260,000
			TOTAL	\$540,000

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 11)	B-5 (Mod 12)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 10,506,267. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 6, 2009.

(b) An additional amount of \$ 416,514 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 000013		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE OAFPL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification and FAR 43.103 (a) (3) , Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) William B. Longshore, Sr VP/COO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 20 Aug 08	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 8/21/08

A. The purpose of Modification No. 13 is to:

1. Update Table B-1, "Estimated Cost and Award Fee", to incorporate newly approved Task Order Plans issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in the Basic contract is hereby deleted in its entirety and the revised Table B-1 (Mod 10), shown on the enclosed replacement page B.2 (Mod 13), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of (b)(4) Clause B.6 shown in Mod 5 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 13), is substituted in lieu thereof.
3. Update Section J, Attachment J-6, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 10 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 13), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 10)	B-2 (Mod 13)
	B-5 (Mod 5)	B-5 (Mod 13)
Attachment J-7	J-7-1 (Mod 10)	J-7-1 (Mod 13)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	<u>BASE YEAR</u>	(b)(4)							
	Fee Period 1*								
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	<u>OPTION YEAR 1</u>	(b)(4)							
	Fee Period 3*								
	Fee Period 4*								
3	<u>OPTION YEAR 2</u>								
	Fee Period 5*								
	Fee Period 6*								
4	<u>OPTION YEAR 3</u>								
	Fee Period 7*								
	Fee Period 8*								
5	<u>OPTION YEAR 4</u>								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	0	ES23	MPTA Support	3/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/07/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

000014

3. EFFECTIVE DATE

08/25/2008

4. REQUISITION/PURCHASE REQ. NO.

See Schedule

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORP
202 EXCHANGE PL NW
HUNTSVILLE AL 35806-2300

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

CODE 0AFL2

FACILITY CODE

02/12/2008

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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:

\$2,337,231.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X Unilateral Modification and 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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)

Kim S Carson

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

08/25/2008

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

A. The purpose of Modification No. 14 is to:

1. Incrementally fund the contract in the amount of \$2,337,231 through February 28, 2009.

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$2,337,231 from \$10,922,781 to \$13,260,012. Clause B.5 shown in Mod 12 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 14), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,636,682	\$10,922,781
This Modification	-0-	2,337,231
New Total	\$11,636,682	\$13,260,012

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200263778	522094.08.01.01.03.0	62ES23	EXCX22008D	\$53,700
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$760,131
	136905.08.04.02.08.0	62ET10	ESAX22008D	\$20,000
	698671.01.08.06.47	62ES23	ESAX22008D	\$225,437
	526282.01.08.19	62ES23	ESAX22008D	\$93,513
	439906.04.01.06.06.0	62ES23	ESAX22008D	\$18,000
	136905.08.01.03	62ES43	ESAX22008D	\$11,968
	522632.08.01.01	62ES23	EXCX22008D	\$11,160
4200263935	524238.08.01.01.03	62EM03	EXCX22008D	\$20,000
	522632.08.01.01	62EM03	EXCX22008D	\$4,750
	520871.08.01.01.02	62EM50	EXCX22008D	\$3,376
	522094.08.01.01.03.0	62EM50	EXCX22008D	\$290
	524238.08.01.01.03	62EM40	EXCX22008D	\$62,467
	522632.08.01.01	62EM40	EXCX22008D	\$14,307
	892182.01.08.07.072L	62EM50	EXCX22007R	\$4,250
	892182.01.08.07.071P	62EM50	EXCX22007R	\$11,026
	092837.04.01.01.01.0	62EM50	ESAX22008D	\$51,405
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$18,900
4200265803	136905.08.04.02.08.1	62ET20	ESAX22008D	\$80,000
	401769.06.08.02.04.0	62ET20	EXCX22008D	\$13,426
	685676.01.08.05	62ET20	ESAX22008D	\$50,000
4200266181	136905.10.30.20.24	62ET40	ESAX22008D	\$500,000
	136905.10.30.20.10	62ET40	ESAX22008D	\$100,000
4200266423	136905.08.05.10.03.0	62ET30	ESAX22008D	\$33,000
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$10,000

	136905.08.05.10.03.0	62ET30	ESAX22008D	\$71,125
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$75,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$10,000
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$10,000
			TOTAL	\$2,337,231

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 12)	B-5 (Mod 14)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 12,836,328. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 423,684 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 4

2. AMENDMENT/MODIFICATION NO.

000015

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

See Schedule

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORP
202 EXCHANGE PL NW
HUNTSVILLE AL 35806-2300

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

02/12/2008

CODE 0AFL2

FACILITY CODE

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

Net Increase:

\$3,985,537.21

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

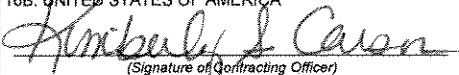
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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) Kim S Carson		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 09/22/2008

A. The purpose of Modification No. 15 is to:

1. De-obligate funding and incrementally fund the contract in the amount of \$3,985,537 through February 28, 2009.

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$3,985,537 from \$13,260,012 to \$17,245,549. Clause B.5 shown in Mod 14 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 15), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,636,682	\$13,260,012
This Modification	-0-	3,985,537
New Total	\$11,636,682	\$17,245,549

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200265803	685676.01.08.05	62ET20	ESAX22008D	(\$50,000)
4200265768	526282.01.08.15	62ET02	ESAX22008D	\$1,084
	136905.08.04.02.08.0	62ET20	ESAX22008D	\$4,451
	136905.08.04.02.08.0	62ET20	ESAX22008D	\$44,912
	359257.01.02.01	62ET20	ESAX22007D	\$211
4200265921	522094.08.01.01.03.0	62ER43	EXCX22008D	\$6,000
	136905.02.04.08.15	62EM40	ESAX22008D	\$3,320
	136905.08.01.02.01	62EM30	ESAX22008D	\$4,601
	136905.08.04.01.08.1	62EM50	ESAX22008D	\$2,200
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$220,368
	526282.01.08.15	62EM50	ESAX22008D	\$840
	524238.08.01.01.03	62ES23	EXCX22008D	\$53,094
	769347.05.08.17.01.0	62ES23	EXCX22008D	\$1,250
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$150,000
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$794,039
	522632.08.01.01	62ES23	EXCX22008D	\$9,331
	604746.01.01.01.22.0	62ET30	ESAX22008D	\$25,000
	253225.04.03.01.02.0	62ET10	ESAX22008D	\$25,000
	136905.08.05.12.02.0	62EV35	ESAX22008D	\$126,852
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$53,443
	136905.08.05.12.02.0	62EM40	ESAX22008D	\$40,051
	136905.08.05.12.03.0	62EM30	ESAX22008D	\$352
	136905.08.05.08.04.0	62EV35	ESAX22008D	\$34,946
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$960
	136905.08.05.12.02.0	62EM30	ESAX22008D	\$2,202
	136905.08.05.12.02.0	62EM40	ESAX22008D	\$4,940

	136905.08.05.12.07.0	62EM30	ESAX22008D	\$1,580
	401769.06.03.03.02.0	62ES43	EXCX22008D	\$2,948
	401769.06.08.02.04.0	62ES43	EXCX22008D	\$230,501
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$213,901
	401769.06.08.02.04.0	62ES23	EXCX22008D	\$300,000
	197009.10.02.01.07	62ES31	EXCX22008D	\$1,700
	510505.04.08.01.17	62ES61	ESAX22008D	\$920
	136905.02.04.08.06	62EV33	ESAX22008D	\$27,326
	136905.08.04.01.08.0	62ER32	ESAX22008D	\$4,000
	253225.04.03.01.02.0	62ER32	ESAX22008D	\$26,578
	522094.08.01.01.03.0	62ER33	EXCX22008D	\$6,960
	253225.04.03.01.02.0	62ER32	ESAX22008D	\$11,288
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$7,080
	136905.08.05.12.01.0	62EM10	ESAX22008D	\$29,510
	136905.08.05.12.04.0	62EM30	ESAX22008D	\$9,503
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$16,039
4200268113	892182.01.08.0863.01	62ES23	EXCX22008R	\$82,217
	892182.01.08.0846.01	62ES23	EXCX22008R	\$4,625
	892182.01.08.0862.01	62ES23	EXCX22008R	\$22,578
	892182.01.08.0858.01	62ES23	EXCX22008R	\$43,253
	892182.01.08.0859.01	62ES23	EXCX22008R	\$43,253
	892182.01.08.0860.01	62ES23	EXCX22008R	\$43,253
	604746.01.01.01.22.08	62ET30	ESAX22008D	\$148,000
	524238.08.01.01.03	62ET10	EXCX22008D	\$66,219
	136905.08.05.12.01.08	62JP30	ESAX22008D	\$400,000
	892182.01.08.0894.01	62ES23	EXCX22008R	\$92,507
	769347.05.08.17.01.01	62ES23	EXCX22008D	\$21,000
	182306.06.03.08	62ES23	ESAX22008D	\$124,640
	892182.01.08.0895.01	62ES23	EXCX22008R	\$185,014
	136905.08.05.12.01.08	62JP30	ESAX22008D	\$100,000
	892182.01.08.0832.01	62ES23	EXCX22008R	\$23,127
	698671.04.08.08.29	62VP01	ESAX22008D	\$1,760
4200268537	136905.10.30.20.24	62ET40	ESAX22008D	\$96,000
4200268898	892182.01.08.07.071P	62EM50	EXCX22007R	\$6,876
	378289.02.05	62EM50	ESAX22008D	\$17,084
	892182.01.08.06.0754	62EM50	EXCX22007R	\$998
	892182.01.08.06.0702	62EM50	EXCX22007R	\$7,878
	136905.08.04.02.08.0	62EM10	ESAX22008D	\$1,570
	750271.09.01.08	62EM10	EXCX22008D	\$1,000
	892182.01.08.0870.01	62EM50	EXCX22008R	\$1,569
	892182.01.08.06.0733	62EM50	EXCX22007R	\$550
	892182.01.08.07.072L	62EM50	EXCX22007R	\$915
	892182.01.08.06.0792	62EM50	EXCX22007R	\$370
			TOTAL	\$3,985,537

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-5 (Mod 14)	B-5 (Mod 15)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 16,821,865. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 423,684 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
000016		See Block 16C		4200270491	
5. PROJECT NO. (If applicable)		6. ISSUED BY		7. ADMINISTERED BY (If other than Item 6)	
		CODE MSFC		CODE MSFC	
NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.			
INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(X)			
		9B. DATED (SEE ITEM 11)			
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 13) 02/12/2008			
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$70,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

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

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

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)	
		Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)			09/29/2008
		(Signature of Contracting Officer)	

A. The purpose of Modification No. 16 is to:

1. Incrementally fund the contract in the amount of \$70,000 through February 28, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$70,000 from \$17,245,549 to \$17,315,549. Clause B.5 shown in Mod 15 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 16), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	<u>Total Contract Value</u>	<u>Allotted</u>
Previous	\$11,636,682	\$17,245,549
This Modification	<u>-0-</u>	<u>70,000</u>
New Total	\$11,636,682	\$17,315,549

C. Purchase Request No./Accounting & Appropriation Data

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200270491	604746.01.01.01.22.0	62ET30	ESAX22008D	\$70,000
			TOTAL	\$70,000

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 15)	B-4 (Mod 16)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 16,891,865. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 423,684 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000017		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification and FAR 42.103(a) (3) Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The previous Negotiated Estimated Cost was increased by (b)(4) from (b)(4) to (b)(4). The Award Fee Earned remains unchanged at \$0. The previous Potential Award Fee was increased by (b)(4). The Total Fee was increased by (b)(4). The Contract Value was increased by \$1,434,482 from \$11,636,682 to \$13,071,164.

See Page 2 and 3 for further description of modification.

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) William A. Longhore, Sr VP/COO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 28 Oct 08	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/30/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 17 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate newly approved Task Order Plans 3.6-2008-013 and 3.16-2008-014 and revised Task Order Plan 3.4-2008-005 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 13 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B.2 (Mod 17), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of \$(b)(4) Clause B.6 shown in Mod 05 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 17), is substituted in lieu thereof.
3. Revise Section J, Attachment J-1, "Performance Work Statement"
 - ❖ Attachment J-1, PERFORMANCE WORK STATEMENT, pages J-1-26 through J-1-28, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-1, shown on the enclosed replacement pages J-1-26 through J-1-28 (Mod 17), is substituted in lieu thereof.
4. Revise Section J, Attachment J-2, "Data Procurement Document"
 - ❖ Attachment J-1, DATA PROCUREMENT DOCUMENT, shown in Mod 01 is hereby deleted in its entirety and the revised Attachment J-1 Revision A, is shown on the enclosed replacement pages J-2-1 through J-2-49 (Mod 17) is substituted in lieu thereof.
5. Update Section J, Attachment J-6, "Schedule of IDIQ Fully Burdened (Except-Fee)Not-to-Exceed (NTE) Labor Rates for Prime & Major Subcontractors," to include IDIQ labor rates for newly proposed Labor Categories
 - ❖ Attachment J-6, SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE) LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS, shown in Mod 1 is hereby revised by deleting pages J-6-1, J-6-2, J-6-4, and J-6-5 and the revised pages J-6-1, J-6-2, J-6-4, and J-6-5, shown on the enclosed replacement pages J-6-1, J-6-2, J-6-4, and J-6-5 (Mod 17), is substituted in lieu thereof..
6. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 13 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 17), is substituted in lieu thereof.
7. Update Section J, Attachment J-15, "Wage Determination," to include the Collective Bargaining Agreement for Calibration Support Services
 - ❖ Attachment J-15, WAGE DETERMINATION, shown in the Basic contract is hereby revised by adding page J-15-10, Collective Bargaining Agreement for Calibration Support Services. This revision is reflected by adding the enclosed replacement page J-15-10 (MOD 17).

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 13)	B-2 (Mod 17)
	B-5 (Mod 13)	B-5 (Mod 17)
Attachment J-1	J-1-26 through J-1-28 (Basic)	J-1-26 through J-1-28 (Mod 17)
Attachment J-2	J-2-1 through J-2-45 (Mod 01)	J-2-1 through J-2-49 (Mod 17)
Attachment J-6	J-6-1, J-6-2, J-6-4, and J-6-5 (Mod 1)	J-6-1, J-6-2, J-6-4, and J-6-5 (Mod 17)
Attachment J-7	J-7-1 (Mod 13)	J-7-1 (Mod 17)
Attachment J-15	N/A	J-15-10 (Mod 17)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	<u>BASE YEAR</u>								
	Fee Period 1*	(b)(1)1.5e, (b)(4)							
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	<u>OPTION YEAR 1</u>								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	<u>OPTION YEAR 2</u>								
	Fee Period 5*								
	Fee Period 6*								
4	<u>OPTION YEAR 3</u>								
	Fee Period 7*								
	Fee Period 8*								
5	<u>OPTION YEAR 4</u>								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

2.13 Tool Crib Operations. The Contractor shall operate the two MSFC Tool Cribs (unassociated with the tool crib supporting shop operations). The Contractor shall be responsible for the order preparation, receipt, storage, and restocking of all tools and materials, and the proper distribution of stock items to employees. The Contractor shall keep the tool cribs fully stocked by purchasing all items necessary to do so without depleting existing stock. Tool Crib items include hand tools, calibrated tools, reusable or returnable items, hazardous chemicals, controlled items and expendable items, both for flight and non-flight use. The Contractor shall also request supplies, enter into the existing inventory system any purchase order data on items received, utilize the existing bar coding system, and generate special reports on equipment usage.

3.0 IDIQ Support

Any of the following sections that do not have specific requirements will include the requirements for the respective function specified in 2.0.

3.1 Materials Testing.

3.2 ETF/EFDTF Test Support.

3.3 Structural Test Support.

3.4 Fabrication and Assembly of R&D Space Flight and Associated Hardware.

3.5 Electrical Fabrication, Test, and Assembly.

3.6 Calibration. The Contractor shall perform timely and accurate (1) servicing, repair, and calibration of inspection, measuring, and test equipment (IM&TE) assigned for calibration by authorized users of the MSFC Calibration Facility; (2) standards maintenance and certifications; (3) calibration procedure maintenance and preparation; (4) maintain calibration data in the Marshall Calibration Management Systems (MCMS) ensuring that the data stays current; (5) instrument pick-up and delivery; (6) resolution of measurement problems associated with the effort; and (7) maintenance of a dedicated metrology workforce. The Contractor shall prepare and submit a Monthly Calibration Services Reports in accordance with DRD 1163MA-010.

The Contractor shall prepare and submit a Reliability Centered Maintenance (RCM) Plan in accordance with DRD 1163RM-001.

The Contractor shall prepare and submit a Deficiency Corrective and Preventive Action Report in accordance with DRD 1163QE-002.

3.7 Space Environmental Effects Testing.

3.8 Reserved.

3.9 Environmental Gas Laboratory Support.

3.10 Computer-Aided Design (CAD) Drawing.

3.11 Data Analysis and Database Entry for Material and Processes Technical Information System (MAPTIS).

3.12 Optics Support.

3.13 Tool Crib Operations.

3.14 Engineering Technician Support. The Contractor shall provide engineering technician services. This includes technician support needed to design, develop, analyze, and

sustain space transportation systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.15 Trade Service Support. The Contractor shall provide trade services. This includes technical support needed to design, develop, analyze, and sustain space transportation systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.16 Valve and Component Servicing. The Contractor shall provide support for operating the center's Valve and Component Shop (V&CS). The work shall involve servicing components from fluid systems throughout the center. This includes components used for hazardous fluids such as oxygen and hydrogen. Typically, components are removed from systems by others and delivered to the V&CS for servicing. Servicing involves disassembling the component, having the component parts properly cleaned by the Government, replacing the damaged parts and soft goods, reassembling the component, pressure testing for structural integrity and leaks, and packaging for pickup by the customer. Components range from small instrumentation hand valves to very large high pressure components weighing as much as several tons. In many cases, soft goods must be fabricated from properly tested raw material to ensure compatibility with hazardous fluids. Along with the work of disassembling, cleaning, repairing, assembling, and testing components, the Contractor will be required to manage a parts room to ensure parts necessary to routinely service all anticipated components are readily available. The Contractor shall prepare and submit a Monthly Valve and Component Shop (V&CS) Services Report.

3.17 Space Systems Integrated Test Facility Support. The Contractor shall provide support for operating the center's Space Systems Integrated Test Facility. System tests encompass those activities required for the development, qualification, and acceptance testing of components, subsystems, and integrated space systems. Such activities include: prototype hardware/software development and test; ground support equipment development, checkout, and operation; test fixture design, fabrication, and assembly; flight hardware assembly and integration; preparation and development of test plans and procedures; functional, performance, and environmental test and checkout operations; test data analysis; test reporting; test discrepancy resolution; post shipment test and integration support; and flight operations and post mission support.

3.18 Propulsion Test Support. The Contractor shall provide support for Propulsion Testing. Marshall has numerous facilities capable of all types of rocket space transportation testing. Propulsion Test encompasses those activities required for the development, qualification, and acceptance testing of components to full-up engine systems. Test data is developed to evaluate aerospace technologies and hardware. This involves, but not limited to, facility buildup and modification, facility drawing maintenance and updates, test preparation, test operation, facility and equipment maintenance, instrumentation installation and checkout, test support fabrication and set-up, data acquisition, equipment calibration, video monitoring, test article handling, and the installation and use of high-pressure and cryogenic systems.

3.19 Support Functions. The Contractor shall provide support services to execute the PWS. This includes technical support needed to design, develop, analyze, and sustain space transportation systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.19.1 Chemical Analysis - The Contractor shall perform sample collection, analysis, and reporting. The Contractor shall monitor, by chemical analyses, all chemical tanks and rinse tanks in buildings 4760 and 4705 used in various plating, degreasing, etching, cleaning, and dye

processes. These tanks shall be strictly monitored to ensure that chemical parameters adhere to the requirements.

3.19.2 Quality Systems Management - The Contractor shall perform quality functions to accomplish customer requirements.

3.19.3 Planning and Control - The Contractor shall perform manufacturing and test planning, including scheduling, to accomplish customer requirements.

3.19.5 Contamination Control - The Contractor shall provide support which includes, but is not limited to, requirements definition, requirements implementation, process controls, facilities controls, and testing techniques related to materials, processes and facilities. The Contractors shall provide support for a wide range of disciplines, from the ground processing of propulsion elements to the simulated on-orbit spacecraft exposure environments. Specific applications also include monitoring techniques, cleaning processes, cleanliness verification and foreign object debris program assessment.

3.19.8 Engineering - The Contractor shall provide engineering expertise necessary to support PWS area when requested.

3.19.9 Other Support Functions - There may be future requirements for support services that are not identified or implied in the PWS. If future additional support services are required, these requirements will be identified via Task Order. The Contractor shall perform and complete all technical requirements that meet the intent of the PWS and shall be provided adequate resources requested through this WBS.

DATA PROCUREMENT DOC. NO. 1163	ISSUE Revision A
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NNM08AA20C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

**Marshall Engineering Technician and Trade
Services (METTS)**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

InfoPro Corporation

CONTRACTOR

November 1, 2008

DATE

National Aeronautics and
Space Administration

11/01/08

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG					NO. ISSUE	
					1163 Revision A	
INCORPORATED REVISIONS OUTSTANDING REVISIONS					AS OF: 11-01-08	
					SUPERSEDING: 02-12-08	
					PAGE:	
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod. 0017				X	Added the following DRDs: 1163MA-010, Monthly Calibration Services Reports 1163MA-011, Monthly Valve and Component Shop (V&CS) Services Report 1163QE-002, Deficiency Corrective and Preventive Action Report 1163RM-001, Reliability Centered Maintenance (RCM) Plan	
				1163LS-001	Item 15.3: Added the following paragraph "In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6".	
				1163QE-001	Item 15.3: Added the following paragraph "2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSL Z540 as defined in NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.	

MSFC - Form 3461-1 (Rev August 1970)

11/01/08

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO. ISSUE 1163 Revision A		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 11-01-08	SUPERSEDING: 02-12-08	PAGE:	
INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.					
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
DPD	ALL	Revision A			

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
QE	Quality
RM	Reliability Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all revision actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government.
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DRD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Performance Work Statement (PWS), and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

- 2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.
- 2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

- 2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.
- 2.3.2 Format
 - 2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.
 - 2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.
- 2.3.3 Data Restriction Marking
 - 2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.
 - 2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).

4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules).
- b. Printable electronic files or hardcopy data.
- 2.3.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at http://cio.msfc.nasa.gov/repository/repository_submittal.html. Document submitters must register for a Documentum user account through the NASA Account Management System (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
 - 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.
 - 3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status" column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.

- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.
- 3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.
- 3.4 DPD Reissues
 - 3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
 - 3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Marshall Engineering Technician and Trades Services (METTS)

Data Requirements Lists

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1163CD-001	2	Contractor Information Technology Security Program Plan	IS10
1163CD-002	3	Technology Reports	ED03
CM - Configuration Management			
1163CM-001	1	Acceptance Data Package	ED03
1163CM-002	2/3	Functional Configuration/Physical Configuration Audit Documentation	ED03
LS -Logistics			
1163LS-001	2	Government Property Management Plan	AS41
MA - Management			
1163MA-001	1	Management Plan	ED03
1163MA-002	1	Task Order Plan (TOP)	ED03
1163MA-003	3	Financial Management Report (533M)	CS40
1163MA-004	3	Monthly Status Report	ED03
1163MA-005	3	Badged Employee and Remote IT User Listing	AS50
1163MA-006	3	Contractor Employee Clearance Document	AS50
1163MA-007	3	Position Risk Designation for Non-NASA Employee	AS50
1163MA-008	3	Monthly and Semi-Annually Performance Reports	ED03
1163MA-009	2	Organizational Conflict of Interest (OCI) Avoidance Plan	PS21
1163MA-010	3	Monthly Calibration Services Reports	ET02
1163MA-011	3	Monthly Valve and Component Shop (V&CS) Services Report	ET02
RM – Reliability and Maintainability			
1163RM-001	1	Reliability Centered Maintenance (RCM) Plan	ET02
QE - Quality			
1163QE-001	1	Quality Management System Plan	QD40
1163QE-002	3	Deficiency Corrective and Preventive Action Report	ET02
SA - Safety			
1163SA-001	2	Safety, Health and Environmental (SHE) Plan	QD12/AS10
1163SA-002	1	Personnel Certification Plan	QD40
1163SA-003	3	Mishap and Safety Statistics Report	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163CD-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Contractor Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands their responsibility for information and information technology (IT) security as required in NFS 1852.204-76. This plan will describe the contractor's information technology security program that addresses the management, operational, and technical aspects of protecting the confidentiality, integrity and availability of information and information technology systems.
8. **OPR:** IS10 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Contract Award
12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.
13. **REMARKS:** The Federal Information Processing Standards (FIPS) Publication Series of the National Institute of Standards and Technology (NIST) is the official series of publications relating to standards and guidelines adopted and promulgated under the provisions of the Federal Information Security Management Act (FISMA) of 2002. FIPS Pub 200, Minimum Security Requirements for Federal Information and Information Systems, specifies minimum security requirements for information and information systems supporting the executive agencies of the federal government and a risk-based process for selecting the security controls necessary to satisfy the minimum security requirements.

The seventeen security-related areas to be addressed in the content of the Contractor IT Security Program Plan represent a broad-based, balanced information technology security program that addresses the management, operational, and technical aspects of protecting information and information technology systems. Additional information for these security-related areas can be found in FIPS Pub 200.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contractor IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, processed or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/ subcontractor's information system.
- 15.2 **APPLICABLE DOCUMENTS:**
NFS 1852.204-76 *Security Requirements for Unclassified Information Technology Resources (May 2007)*
- 15.3 **CONTENTS:** The Contractor IT Security Program Plan shall contain:
 - a. A brief description of the types of information that will be stored, generated, processed, or exchanged with NASA or on behalf of NASA during the performance of the contract. Provide the security categorization of the information (LOW, MODERATE, or HIGH). A description of the policy or procedure to ensure the return of all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

DRD Continuation Sheet

TITLE: Contractor Information Technology (IT) Security Program
Plan

DRD NO.: 1163CD-001

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION:

- b. A brief description regarding personnel (location, local or remote connections or access, privileged users, etc.) and the IT resources (NASA provided or contractor-owned) and environments utilized in the support of the work to be performed and their access to information identified.
- c. A brief description of policy or procedure that ensures the contractor inserts NFS 1852.204-76 in all subcontracts as required.
- d. Provide a description of each of the security-related areas (see Remarks) with regard to policies and procedures of the contractor's enterprise-wide information technology security program protecting the confidentiality, integrity, and availability of information and information technology systems.
 - 1. Management.
 - (a) Certification, Accreditation, and Security Assessments.
 - (b) Planning.
 - (c) Risk Assessment.
 - (d) Systems and Services Acquisition.
 - 2. Operational.
 - (a) Awareness and Training.
 - (b) Configuration Management.
 - (c) Contingency Planning.
 - (d) Incident Response.
 - (e) Maintenance.
 - (f) Media Protection.
 - (g) Physical and Environmental Protection.
 - (h) Personnel Security.
 - (i) System and Information Integrity.
 - 3. Technical.
 - (a) Access Control.
 - (b) Audit and Accountability.
 - (c) Identification and Authentication.
 - (d) System and Communications Protection.

NOTE: Any security-related area not currently implemented in the Contractor's IT security program shall be identified and the contractor's plan of action for implementation shall be explained.

15.4 **FORMAT:** Contractor format is acceptable and shall be consistent with contents of paragraph 15.3d of this DRD.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: 1163CD-002

DATA TYPE: 3

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

3. Employer when innovation made (name and division).
4. Address (place of performance).
5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
7. NASA Contracting Officer's Technical Representative (COTR).
8. Contractor/grantee New Technology Representative.
9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
10. Additional documentation.
11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
13. Patent status.
14. Dates or approximate time period during which this innovation was developed.
15. Previous or contemplated publication or public disclosure including dates.
16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom)?
 - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
17. Name(s) and signature(s) of innovator(s).
- b. Interim NASA New Technology Summary Report: This report shall consist of a complete listing of subject inventions for the previous 12-month period or certification that there are none. Completion of Interim NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- c. Final NASA New Technology Summary Report: This report shall consist of a comprehensive list of all subject inventions for the duration of the contract or certification that there are none. Completion of Final NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- d. Report on utilization of subject inventions: This report provides information on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the contractor or its licensees or assignees. Per FAR 52.227-11, this report shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the contractor, and other data requested by the Contracting Officer.

DRD Continuation Sheet**TITLE:** Technology Reports**DRD NO.:** 1163CD-002**DATA TYPE:** 3**PAGE:** 3/3**15. DATA PREPARATION INFORMATION (CONTINUED):**

- 15.4 **FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest revision) or the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Reports may use NASA NTSR Form, Interim or Final (whichever is applicable) utilizing the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163CM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Acceptance Data Package
7. **DESCRIPTION/USE:** To provide the documentation needed by MSFC to establish the acceptability of equipment/software for deliverable products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary two weeks prior to each Acceptance Review (AR)
12. **SUBMISSION FREQUENCY:** Final with delivery of each Configuration Item (CI)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Acceptance Data Package (ADP) contains the elements of documentation required to establish the acceptability of DEI products as requested in each customer order.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Acceptance Data Package shall include:
 1. Copy of Visual Manufacturing™ customer order and final work order.
 2. Copy of DD Form 250.
 3. Original work orders that specify Government mandatory inspection points (GMIPs).
 4. Final Deliverable End Item (DEI) configuration report/certification.
 5. DARs (waivers/deviations) and contractor MRB action discrepancy records.
 6. MSFC internal customer supplied product (ICPS) documentation submitted with articles and materials supplied by the customer, i.e. NASA MSFC parts tags (MSFC Form 312), log books (MSFC Form 3473), Temporary Installation Record (MSFC Form 4340), temporary red streamers (MSFC Tag 16) or other NASA Center or customer documentation.
 7. Generated log books when specified as an engineering requirement.
 8. Temporary Installation Record (MSFC Form 4340) as applicable for deliverable hardware products with attached Red Streamers (MSFC Tag 16).
 - b. Additional ADP to support specific customer requirements shall be specified on the customer order, which may include but are not limited to:
 1. Drawings, engineering orders, and engineering parts list.
 2. Results and draft of oven/furnace temperature survey.
 3. Results of processed representative sample specimens (hardness values and sketch) as required.
 4. Hardness values of each heat treated part, indicating the part number, serial number, and hardness.
 5. Material certification – chemical and/or physical test results.
 6. Nondestructive Evaluation (NDE) results and personnel certification.
 7. Welder's certification/weld procedures.
 8. Contractor miscellaneous inspection records.
 9. Copy of work orders.

DRD Continuation Sheet

TITLE: Acceptance Data Package

DRD NO.: **1163CM-001**

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- 10. Alignment and Center of Gravity (CG) data.
- 11. Limited life data.
- 12. Cleanliness data.
- 13. Assembly integration data.

15.4 **FORMAT**: Contractor format is acceptable.15.5 **MAINTENANCE**: The ADP shall be maintained current for five (5) years.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163CM-002**
3. **DATA TYPE:** 2/3 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/4
6. **TITLE:** Functional Configuration/Physical Configuration Audit Documentation
7. **DESCRIPTION/USE:** To support the Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA). The FCA is an audit to verify performance of the CI against approved configuration documentation. The PCA is an audit of the configuration documentation and quality control records to ensure the as-built or as-coded configuration is defined in the documentation.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** See Attachment 2
11. **INITIAL SUBMISSION:** See Attachment 2
12. **SUBMISSION FREQUENCY:** Per configuration audit
13. **REMARKS:** MSFC will document audit planning and provide it to the contractor prior to the audit.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Functional Configuration/Physical Configuration Audit Documentation contains the required documentation necessary to support the configuration audit for a configuration item (CI).
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management MSFC Programs/Projects*
- 15.3 **CONTENTS:** Detailed content requirements shall be specified by MSFC to include Test and other required data for the FCA shall be that collected from the test of the configuration of the item that is to be formally accepted. The Physical Configuration Audit (PCA) is an audit to verify that the as-built configuration reflects the required physical characteristics documented in the as-designed configuration. Configuration and quality control records and other documents defining the as-built or as-coded configuration is defined in the documentation shall be provided.

MSFC-STD-3394 provides guidelines on documentation required for the FCA and PCA. See Attachment 1 for documentation required for the audits.

Additional documentation requirements to be provided are:

- a. Agenda - The agenda shall specify the date, time and place for the scheduled audit, specific review items, supporting documentation, and key participants. Submit approved copies at the review. See Attachment 2.
- b. Presentation Charts - Presentation charts shall be submitted at the start of the audit. They shall summarize the details contained in the data package and identify compliance with the contract requirements. See Attachment 2 for distribution and availability of data.
- c. Plan - A plan shall be submitted prior to initiating the audit, stating configuration items to be reviewed; data required to perform the review; how open actions are tracked; defining success criteria; and providing for formal certification of the audit. The plan shall also define extent of contractor and government participation in the review.

DRD Continuation Sheet

TITLE: Functional Configuration/Physical Configuration Audit
Documentation

DRD NO.: 1163CM-002

DATA TYPE: 3

PAGE: 2/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- d. Minutes - The minutes shall contain a description of the audit with sufficient detail to enable the audit to be made a matter of record. The minutes shall include the presentation charts, a listing of Findings, action items with actionee and suspense (closure) data, and identification of the documents which describe the approved baseline established at the conclusion of the PCA. See Attachment 2 for distribution and availability of data.
- e. Findings - showing action items, actionees, suspense dates and closure status shall be submitted. See Attachment 2 for distribution and availability of data.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** As required to correct errors and to maintain findings closure status.

ATTACHMENT 1

Page: 3/4

Configuration Audit Required DataDocumentation required for FCA

(As applicable)

- Specifications.
- Drawings and parts list.
- ECPs and DARs incorporated and pending.
- Specification and drawing tree.
- Fracture control plan.
- Structural dynamics, analyses, loads, and models documentation (updated).
- Materials Usage Agreement (MUAs).
- Material Identification Usage List (MIUL).
- Certification of Qualification(s) (COQ's).
- Verification procedures and requirements.
- Complete list of successfully accomplished tests and test results.
- Complete list of successful tests if detailed test data are not recorded.
- Complete list of tests required but not performed.
- Software verification data.
- Software development documents.
- Software version description.
- Critical Design Review (CDR) RIDs and dispositions.
- Mission constraints.
- Nonconformance reports.
- Interface control drawings/documents.
- Hazard analysis/risk assessment.
- Test plans and procedures.
- Test reports.
- Verification closures.
- Verification tracking log.
- Analysis reports.
- ALERTS tracking log.

Documentation required for the PCA

(As applicable)

- Final version of all specifications.
- Product drawings and parts list.
- Configuration accounting and status reports.
- Final version of all software documents.
- Final version of software version description document.
- Copy of all FCA findings for each CI.
- List of approved and outstanding ECPs and DARs.
- Copies of ECPs and DARs as requested at the audit.
- Drawing and specification tree.
- Indentured parts list/as-designed configuration definition.
- As run test procedures (when applicable, include any test discrepancy records).
- Copy of parts tags or verification closure for verification items verified by inspection method.
- Manufacturing and inspection (build) records.
- Inspection records or inspection verification closures.
- As-built electronic data.
- Discrepancy Reports (DR's).
- Log Books.

ATTACHMENT 2

FCA/PCA Documentation
Distribution and Availability of Data

Document	Data Type	FCA Copies/Availability	PCA Copies/Availability
Agenda	2	One/15 days prior to audit, Approved copies at audit	One/15 days prior to audit, Approved copies at audit
Data Package	3	One/Two weeks prior to audit	One /Two weeks prior to audit
Presentation Charts	3	One for each attendee at audit	One for each attendee at audit
Minutes	2	One at audit/ copy to each attendee within two weeks	One at audit/one to each attendee within two weeks
Findings (generated at Reviews)	2	Provided as hard copy or electronically per the project specific Audit Plan.	Close out to be as specified in the project specific Audit Plan.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163LS-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property and materials.
8. **OPR:** AS41 9. **DM:** ED03
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property and materials.
- 15.2 **APPLICABLE DOCUMENTS:**

FAR NPR 5100.4B	<i>Federal Acquisition Regulation, Part 45</i> <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45</i> and latest revisions thereto
--------------------	--
- 15.3 **CONTENTS:** The Government Property Management Plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	

In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall include:
 - a. Description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the level III WBS task level.
 - b. Description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. Receiving, estimating and processing customer orders through the fabrication and assembly of Research and Development (R&D) Space Flight and Associated Hardware.
 - d. Issuing, receiving, and controlling work done by subcontractor(s) to augment the fabrication and assembly capability.
 - e. Fabrication process planning and production control (which includes scheduling and monitoring shop work loads, expediting hardware and status of work orders).
 - f. Description of how outside/commercial work will be solicited, procured, managed, and scheduled. Description of how cost to customer is determined.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163MA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Task Order Plan (TOP)
7. **DESCRIPTION/USE:** To provide a plan that satisfies the requirements set forth in a Task Order Request.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft submitted within Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
12. **SUBMISSION FREQUENCY:** Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Task Order Plan contains the elements of documentation necessary to determine the contractor's understanding of the requirements set forth in the Task Order Request.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Task Order Plan shall include:
 - a. Contract Number.
 - b. Task Order Title.
 - c. Task Order Plan Number.
 - d. Period of Performance.
 - e. PR Number.
 - f. Task Manager.
 - g. Task Order Lead (contractor).
 - h. Task Order Description.
 - i. Technical Approach (including required input, guidelines and assumptions).
 - j. Discussion of skills required.
 - k. Special tools required.
 - l. Milestones and Deliverables.
 - m. Schedule.
 - n. Special considerations (recruiting, consulting, etc.).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1163 | ISSUE: Revision A | 2. DRD NO.: 1163MA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 11-01-08 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|---|
| NFS 1852.242-73 | NASA Contractor Financial Management Reporting, (November 2004) |
| NPR 9501.2D | NASA Contractor Financial Management Reporting |
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533 shall list all costs by Employee & PWS/WBS.
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DRD Continuation Sheet

TITLE: Monthly Status Reports

DRD NO.: 1163MA-004

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-------------------------|--------------------------------------|
| 1. DPD NO.: 1163 | 2. DRD NO.: 1163MA-006 |
| 3. DATA TYPE: 3 | 4. DATE REVISED: 11-01-08 |
| | 5. PAGE: 1/1 |
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163MA-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee", or as may otherwise be directed by the Contracting Officer.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163MA-008**
3. **DATA TYPE:** 3 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Monthly and Semi-Annually Performance Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC technical monitor of actual and potential problems toward meeting established performance measurements in estimating, product delivery dates and quality of products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly and Semi-Annually Performance Reports provides data for the assessment of monthly customer orders and summarizes the performance results of PWS 2.4.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly and Semi-Annually Performance Reports shall include:
 - a. The first monthly report shall contain:
 1. Customer Order Number.
 2. Metric (Fixed Cost, Delivery w/ Fixed Cost, Actuals).
 3. Order Date.
 4. Original Promised Date.
 5. Actual Completion Date.
 6. Duration.
 7. Days Early – Days Late.
 8. Hours Estimated.
 9. Actual Hours.
 10. Hours Deviation.
 11. % Deviation.
 12. Description of Customer Order.
 - b. The second monthly report shall contain:
 1. Identified jobs (by Customer Order) receiving a Non-Conformance.
 2. Number of total jobs completed during the month.
 3. Percentage of Non-conformance versus total jobs for the month (per job and hours).
 4. Identify jobs that receive "Rework".
 5. Identify jobs that receive "Use As Is".
 6. Identify jobs that receive "Scrap".
 7. Identified Non-Conformance job's original hours to complete.
 8. Number of hours to correct Non-Conformance (even if "Scrapped").
 9. Percentage of correction versus original total hours.
 - c. The Semi-Annually Report shall contain a summary of first and second monthly reports.

DRD Continuation Sheet**TITLE:** Monthly and Semi-Annually Performance Reports**DRD NO.:** 1163MA-008**DATA TYPE:** 3**PAGE:** 2/215.3 **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:** Microsoft Excel shall be utilized.15.5 **MAINTENANCE:** None required

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRD NO.: 1163MA-009

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
 - 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 - 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 - 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 - 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 - 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
 - 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 - 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 - 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 - 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 - 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 - 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163MA-010**
3. **DATA TYPE:** 3 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1

6. **TITLE:** Monthly Calibration Services Reports

7. **DESCRIPTION/USE:** To provide the Government insight into contractor performance in all areas of the contract and identify existing or potential problems.

8. **OPR:** ET02 9. **DM:** ED03

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.

12. **SUBMISSION FREQUENCY:** 10 days following the end of each month

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 3.6

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Calibration Services Reports provides data for the assessment of Calibration Services.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Calibration Services Reports shall contain the following as a minimum:
 - a. Quality Deficiencies and status for the reporting period.
 - d. Government Authorized Priority: number of items performed over User Requested Due Date.
 - c. Outsourced Calibration Services: number of items performed over "total" of 10 business days Total = Cal lab receipt to vendor + receipt from vendor to customer.
 - d. Number of Outsourced Calibration Services items over 30, 60, and 90 calendar days.
 - e. Total number of items in the lab over 30 calendar days.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163MA-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Monthly Valve and Component Shop (V&CS) Services Report
7. **DESCRIPTION/USE:** To provide Government insight into contractor performance in all areas of the TOR and existing or potential problems at the V&CS.
8. **OPR:** ET02 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.16
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Valve and Component Shop (V&CS) Services Report provides data for the assessment of V&CS for quality and timeliness.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Valve and Component Shop (V&CS) Services Report shall contain:
 - a. Listing of any quality discrepancies and status.
 - b. Timeliness of components that was refurbished and/or repaired.
 - c. Man-hours expended for month and cumulative months, showing overtime hours separately.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** 1163QE-001
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Quality Management System Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality requirements of NPD 8730.5 for the specific products and engineering technical support being procured.
8. **OPR:** QD40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Four (4) months after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required to address new or changed Task Orders with submission as agreed upon through the COTR.
13. **REMARKS:** A copy of the current Quality System Manual will be provided to the Contractor upon contract award
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Management System Plan shall identify, as applicable, the specific quality management system activities related to the procurement of materials/subcomponents, fabrication, assembly, and engineering technical support and services to assure the quality of the products delivered. The plan(s) will reference the contractor's quality manual and procedures as necessary to fully describe the contractor's quality system. Quality planning can be prepared as a single plan or a top level plan with separate task level planning, or any combination thereof. Updates to planning shall be addressed for any additional tasks added to the contract or for any changes if required.
- 15.2 **APPLICABLE DOCUMENTS:**

ANSI/NCSL Z540 NPD 8730.1 NPD 8730.5 NPR 8735.2 MPR 8730.5 SAE AS9100	<i>Government Approved Release</i> <i>Metrology and Calibration</i> <i>NASA Quality Assurance Program Policy</i> <i>Management of Government Safety and Mission Assurance Surveillance Functions for NASA Contract</i> <i>Control of Inspection, Measuring, and Test Equipment</i> <i>Quality Management Systems - Aerospace – Requirements</i>
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- 15.3 **CONTENTS:** The Quality Management System Plan shall include the following:
 1. Each quality element of SAE AS9100 (excluding Section 7.3 "Design and Development") shall be addressed to describe the philosophy and approach for implementation of the quality management system. This can be satisfied by contractor's existing quality manual and procedures. The only exceptions allowed will be processes noted in Section 7 of SAE AS9100 and as specified in the contract Performance Work Statement (PWS) and/or in each task agreement. A copy of the Quality System Manual and 1st tier procedures shall be submitted with any required quality plan. As a minimum, the subparagraphs below shall be addressed by the quality plan to include details of responsibilities and controls to adequately describe the specific quality assurance and personnel resource activities related to hardware and technical support being procured by MSFC:
 - a. NASA MSFC Performance Work Statement (PWS) Activities – describe how hardware specific quality requirements imposed by contract or component/equipment specification will be assured (i.e., traceability requirements, specific inspection points, specific quality activities).

DRD Continuation Sheet

TITLE: Quality Management System Plan

DRD NO.: 1163QE-001

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- b. Responsibilities – describe which contractor organizations will be responsible to perform the applicable quality management system activities which need to include how the Contractor will support the MSFC requirements specified in the Contract Surveillance Plan (Reference NPR 8735.2).
 - c. Article, Material, and Service Controls - describe the level of article, material, and service control including traceability requirements invoked by the contractor for the articles, materials, and/or services used in or performed as part of the hardware design and maintenance criteria, including how quality is assured for each material, part, assembly, and/or service performed.
 - d. Procurement – include the procurement quality requirements for all materials/parts/ components the contractor purchases. Define the level of control exercised over the suppliers including how suppliers are monitored, and maintained with controls for supplier nonconformances processing in reference to the requirements in section 4.2 of the PWS.
 - e. Milestone Reviews – describe how the contractor's quality system will support milestone reviews as requested by MSFC.
 - f. Configuration Assurance – describe how the configuration of the hardware build is compared and verified to the approved design baseline drawings and specifications as requested by NASA. Describe how the configuration of Government Furnished Property/Equipment is maintained.
 - g. Special Process Controls – describe special process controls implemented for in-house processes and, if applicable, for sub-tier supplier processes. Controls will include required training, certification, and maintenance of competency for technical personnel.
 - h. Inspection and Test (describe who will be responsible to perform inspections to include any limitations) – include: how the quality of purchased items is validated at receiving inspection or at sub-tier suppliers facilities, specific in-process (manufacturing) inspections performed, details of final inspection and pre-ship inspections.
 - i. Nonconformance Processing - describe how nonconformance will be documented and dispositioned as specified in the PWS, section 4.2.
 - j. Record retention – for those records not delivered to MSFC, specify which records are required to be kept, who keeps them, for how long, and how they are to be dispositioned at the end of the retention period, and/or as specified in the contract.
 - k. Personnel training and competency processes will need to be specified for all personnel who affect products and technical support delivered on this contract. Resources for training to the requirements of this contract, specified by special processes, will be provided by MSFC. Contractor training management communication with MSFC will need to be specified to assure adequate resources to maintain special process personnel competency.
2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSL Z540 as defined by NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.

15.4 **FORMAT**: Contractor format is acceptable.15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163QE-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Deficiency Corrective and Preventive Action Report
7. **DESCRIPTION/USE:** To provide the Government with the corrective and preventive actions taken by the contractor to track the identification and resolution of an identified deficiency in the Calibration Facility or Valve & Component Shop. A deficiency is defined as any rework (to include data), customer complaints, or any issue that impacts quality, schedule, or cost.
8. **OPR:** ET02 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Deficiency Corrective and Preventive Action Report applies to all identified deficient processes, products, and services provided by the Calibration Facility or Valve & Component Shop.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Deficiency Corrective and Preventative Action Report shall include as a minimum:
 - a. The deficiency.
 - b. Assignment of responsibility for correcting the problem.
 - c. Corrective Action.
 - d. Preventative Action.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/1
6. **TITLE:** Reliability Centered Maintenance (RCM) Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's Reliability Centered Maintenance (RCM) plan and implementation schedule for accomplishing these requirements for the Calibration Facility and Valve & Component Shop.
8. **OPR:** ET02 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Ninety (90) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reliability Centered Maintenance (RCM) Plan (which incorporates approaches such as routine maintenance, preventive maintenance, predictive maintenance, run to fail, etc.) shall describe the contractor's plan and approach for accomplishing overall maintenance requirements for the Calibration Facility and the Valve and Component Shop. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Reliability Centered Maintenance (RCM) Plan shall include:
 - a. Description of each type of maintenance plan (routine, preventive, etc.) and a method of tracking each.
 - b. Description of a schedule for each type of maintenance plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A 2. **DRD NO.:** **1163SA-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document to (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program by compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Detailed Draft with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP), (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1163SA-003, *Mishap and Safety Statistics Report*. PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.
 - 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code applicable to the scope of this contract
 - NFPA Standards *National Fire Codes*
 - NASA-STD-8719.11 *Safety Standard for Fire Protection*
 - NPR 8715.3 *NASA General Safety Program Requirements*
 - MPR 1040.3 *MSFC Emergency Plan*
 - MPD 1800.1 *MSFC Smoking Policy*
 - MPR 1800.1 *Bloodborne Pathogens*
 - MPR 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.1 *MSFC Environmental Health Program*

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: **1163SA-001**

DATA TYPE: 2

PAGE: 2/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**

MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

- 15.3 **CONTENTS:** The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor shall comply with the MSFC SHE core program requirements listed below to accomplish the following: (1) the methods to ensure compliance with the MSFC SHE core program requirements listed below, (2) the methods to ensure potentially hazardous conditions are identified and corrected, (3) the methods to ensure employees are trained to perform their tasks in a safe and healthful manner, and (4) the methods to ensure compliance with the applicable documents that pertain to the specific work tasks.

a. Management leadership and employee involvement:

1. A statement of the management policy and their commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA and NASA requirements applicable to the contracted effort.
2. A description of how management and employees are held accountable for implementing their tasks in a safe and healthful manner while protecting the environment through the use of motivational or innovative techniques and when necessary through the use of a disciplinary program.
3. A description of safety, health, environmental awareness and motivation programs that, include documented safety meetings and safety awareness training for employees. (Onsite contractors shall document their safety meeting statistics in the MSFC Supervisors Safety Web page (SSWP).

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan
DATA TYPE: 2

DRD NO.: 1163SA-001
PAGE: 3/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**

4. A method of performing and documenting self evaluations of the contractor's safety, health and environmental program including the frequency of these evaluations.
5. A method of ensuring the flowdown of MSFC safety, health, and environmental responsibilities and requirements applicable to the contracted effort are passed between all company levels and to all subcontractors, when applicable.
6. The identification by title the individual who is assigned the responsibility for implementing the contractor's SHE program elements and serve as the SHE Point of Contact (POC) for the contracted effort.
7. A method to ensure compliance with MPR 8715.1 and all other SHE documents that are applicable to the contracted effort.
8. A method to ensure that each employee has read the SHE plan and fully understands their roles and responsibilities in supporting the MSFC SHE program.
9. A method to ensure the SHE plan is reviewed annually and updated as necessary.
- b. System and worksite analysis:
 1. The methods of identifying potentially hazardous conditions in the work area and operations, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 2. A description of the OSHA programs that require documented programs that are applicable to the contracted effort (e.g., Respiratory Protection, Hazard Communication, Confined Space, and Lockout/Tagout, etc. Address their interrelationships with the applicable MSFC SHE programs.)
 3. The methods of conducting and documenting supervisors' monthly safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.
- c. Hazard prevention and control:
 1. The methods of controlling potentially hazardous conditions in the work area or in operations. This includes the generation of plans, procedures, and other working documents which clearly identify the hazardous situations in the work area or operation and the necessary cautions taken to mitigate the hazards. NOTE: MSFC requires an annual review of these plans and procedures. MSFC Safety Department concurrence is required for onsite hazardous procedures.
 2. The methods of ensuring controls over the procurement, storage, issuance, and use of hazardous chemical and materials are in accordance with MPR 8500.1 and the recycling and disposal of any hazardous waste is in accordance with MWI 8550.1.
 3. The methods of ensuring a documented emergency management program. Include a list of contractor emergency points that are located onsite. (Note: Onsite contractors may use MPR 1040.3.)
 4. The methods of ensuring the investigation of all mishaps and close calls to determine root cause and the reporting requirements are in accordance with MWI 8621.1. (Reference DRD 1163SA-003, *Mishap and Safety Statistics Report*).
 5. The method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication. (Note in the SHE plan which, if any of these services are to be provided by MSFC for onsite work.)
 6. The methods employees have to suspend work where safety, health or environmental conditions warrant such action.
- d. Safety, health and environmental training:
 1. The methods for ensuring each employee is trained to recognize hazards, avoid accidents, know the hazards specific to their job, and fully understands the contractor's disciplinary program.
 2. The methods for assessing employee training needs specific to their job. (Onsite employee assessments shall be performed using the SHE Training Assessment located on the MSFC Supervisor Safety Web Page.)
 3. The methods for training and documenting this training when designating employees to be competent, qualified, authorized or certified to perform operations that require specific training in accordance with 29 CFR 1910 or 29 CFR 1926.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: **1163SA-001**

DATA TYPE: 2

PAGE: 4/4

15. DATA PREPARATION INFORMATION (CONTINUED):

4. A list of identified job categories under the contracted effort that require MSFC safety certification in accordance with MWI 3410.1, "Personnel Certification Program". Example job categories that require MSFC safety certification include, but not limited to, operating MSFC lifting equipment (forklifts, cranes, etc.), working with chemicals, hazardous waste, pressure systems, etc. Personnel Certification for onsite job categories identified in MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK). (NOTE: offsite contracts shall list the job categories under the contracted effort that require OSHA documented training and certification.)
- e. Environmental compliance – The methods to ensure compliance with environmental laws and regulations 40 CFR, Alabama Department of Environmental Management (ADEM), and MPR 8500.1 by:
 1. Reporting hazardous and toxic substance use.
 2. Implementing and reporting green procurements in accordance with MWI 8540.2.
 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with MWI 8550.1.
 4. Minimizing stormwater pollution in accordance with MWI 8550.2.
 5. Ensuring equipment and processes permitted by applicable laws.
 6. Disposing of solid and liquid materials as permitted by applicable laws.

15.4 FORMAT: Contractor format is acceptable.**15.5 MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163SA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Personnel Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the contractor to ensure a certification program is implemented.
8. **OPR:** QD12/QD40/ED01 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** Where the contractor is operating under its own quality management system and processes, manufacturing special/critical process personnel qualification/certification controls are not included in this plan, they will be documented as specified in PWS paragraph 1.1.7, DRD 1163QE-001, and contract attachment J-20, NASA MSFC Safety & Mission Assurance Surveillance Plan.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.1.2 and 1.1.3
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** It is mandatory that test facility operations activities be performed by certified personnel. The Personnel Certification Plan provides for training, certification, and re-certification of personnel engaged in the performance of MSFC critical processes. The purpose of a certification program is to assure that all personnel are capable of performing these MSFC critical processes and work assignments without endangering themselves, fellow employees, equipment and/or facilities. It is mandatory that these MSFC critical processes are performed by experienced and certified personnel.
 - 15.2 **APPLICABLE DOCUMENTS:**

MWI 3410.1	<i>Personnel Certification Program</i>
NPR 8715.3	<i>NASA Safety Manual</i>
 - 15.3 **CONTENTS:** The Personnel Certification Plan shall provide insight to the contractor's certification program. The plan shall include criteria which the contractor can relate directly to work classifications and the required skills, education, experience, training, and other qualifications necessary to perform work in these classifications. The contractor shall assure work performed by these classifications is performed with high quality workmanship to produce a high quality produce in a safe and efficient manner. The plan shall include the contractor methods to track these certifications. The contractor can elect to track their certifications for critical MSFC owned process in MSFC CERTRAK database in accordance with MWI 3410.1. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - (a) Program description.
 - (b) Program administration.
 - (c) Certification duration.
 - (d) Definitions.
 - (e) Job description summaries.
 - (f) Task assignments per job description.
 - (g) Skills required per job description.

DRD Continuation Sheet

TITLE: Personnel Certification Plan

DRD NO.: 1163SA-002

DATA TYPE: 1

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- 2. Certification requirements/skills
 - (a) Education.
 - (b) Experience/work history.
 - (c) Specialized training.
 - (d) Physical condition/attitude.
- 3. Certification process:
 - (a) Supervision responsibilities.
 - (b) Certifying authority.
 - (c) Formal/informal examination.
 - (d) Proficiency demonstration.
- b. Certification documentation.

Specific critical MSFC owned process skills requiring certification and proficiency include the following:

- a. High pressure tubing fabrication and assembly.
- b. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- c. Control system operations.
- d. Schematic drawing comprehension
- e. Other processes identified by the Statement of Work (SOW)

The following certifications, if required, are obtained in accordance with MWI 3410.1

- a. Forklift, crane and hoist operators.
- b. Cryogenic and other hazardous pressure system operators.
- c. Propellant & Explosive Handlers
- c. Hazardous chemical/toxic material handling.
- d. Confined space entry.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping.
 - 2. Cabling, Harnessing, and Wiring.
 - 3. Soldering including Surface Mount Technology (SMT).
 - 4. Staking and Conformal Coating
 - 5. ESD Control
- f. Welding inspection and nondestructive evaluation (NDE).
 - 1. Penetrant Testing
 - 2. Magnetic Particle Testing
 - 3. Eddy Current Testing
 - 4. Radiographic Testing
 - 5. Thermal/Infrared Testing
 - 6. Visual Testing

15.4 **FORMAT:** Contractor format is acceptable.15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision A
2. **DRD NO.:** **1163SA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-01-08
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics submitted by the 10th of each month after contract award using one of the following methods: MSFC Form 4371, or electronic notification system equivalent, or direct to NASA Incident Reporting Information System (IRIS) database. Statistics required to be submitted include: contract number, subcontractors, NAISC codes, number of employees, and number of supervisors, hours worked. Access to IRIS database can be obtained from the Industrial Safety Department after contract award. (Applicable to all onsite contracts)
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses as defined in Section 15.6 and in NPR 8621.1:
 1. Type A, B, mishaps, high visibility mishaps or close calls: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 24 hours through IRIS entry, or electronic submittal (per NPR 8621.1, paragraph 1.5.5).
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and Industrial Safety within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. Type C mishaps: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, type of lost-time injury or damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 6 days through IRIS entry, or electronic submittal.
 4. Type D, and Close Call mishaps (Onsite): Notification by telephone (256-544-HELP, Safety Option) or electronic submittal within 4 hours of occurrence or awareness, and within 24 hours with IRIS Quick Incident. Update within 6 days may be through IRIS entry, or electronic submittal.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 6. All Mishaps: Follow-up Corrective Action Plan/Status 30 days after first mishap.
 - c. Safety Concerns, Hazards, and non-reportable mishaps should be reported per MPR 8715.1 (**Onsite**) or the appropriate contractor method (**Offsite**).
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or equivalent) - By the 10th of each month. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1163SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 1.3

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1163SA-003

DATA TYPE: 3

PAGE: 2/2

15. DATA PREPARATION INFORMATION:

15.1 SCOPE: The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 APPLICABLE DOCUMENTS:

NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
MPR 8715.1	<i>MSFC Safety, Health, and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>

15.3 CONTENTS: The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

15.4 FORMAT: The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. Additional Information Submittal per NPR 8621.1.
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 MAINTENANCE: None required

15.6 DEFINITIONS:

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2010			

ATTACHMENT J-6

SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE) LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS

In accordance with Clause H.5, Supplemental Task Order Procedures, the Contractor shall not exceed the hourly labor rates specified in the table below when developing price estimates for all task orders contemplated or issued under this contract. These labor rates shall be inclusive of indirects and exclusive of fee. The estimated cost for resulting task orders will be negotiated individually, based upon the below schedule of fully burdened rates, as work is authorized (reference Clause H.5, paragraph c). Award fee for the individual task orders will not exceed the rates specified below. The G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders. Detailed Labor Category Position Descriptions are defined in Attachment J-5.

Fully Burdened NTE Hourly Labor Rates for Prime Contractor

	CY1	CY2	CY3	CY4	CY5
Escalation Rate	(b)(4)				
Labor Category					
Exempt					
Engineer	(b)(4)				
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Chemist I					
Test Coordinator					
Group Lead					
SCA					
Producibility					
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Control Clerk					
Material Expediter					
Metal Cleaner, Immersion					
Painter					
Aerospace Structural Welder					

	CY1	CY2	CY3	CY4	CY5
Escalation Rate	(b)(4)				
Labor Category					
Welder, Combination	(b)(4)				
Maintenance Trades Helper					
Machinery Maintenance Mechanic					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool & Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					
Computer Programmer					
General Clerk II					
Material Coordinator					
Quality and Safety Assurance Tech I					
V&CS Machinist					
V&CS Maintenance Mechanic 1					
V&CS Maintenance Mechanic 2					
V&CS Maintenance Worker					
V&CS Maintenance Worker – Apprentice 8					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
- CY2 = 3/1/09 – 2/28/10 (Option 1)
- CY3 = 3/1/10 – 2/28/11 (Option 2)
- CY4 = 3/1/11 – 2/29/12 (Option 3)
- CY5 = 3/1/12 – 2/28/13 (Option 4)

In accordance with Clause H.5, Supplemental Task Order Procedures, the contractor shall not exceed the hourly labor rates specified in table(s) below for pricing all task orders contemplated or issued under this contract that include Teammates and/or Major Subcontractor labor. These rates should be inclusive of fee (if applicable) for each Teammate and/or Major Subcontractor as proposed by the Offeror and any applicable prime contractor burdens (exclusive of fee). In adding the applicable prime contractor burden, the G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders.

Fully Burdened NTE Labor Rates (\$/Hr) for Teammate/Major Subcontractor

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
-					
<u>Exempt</u>					
Engineer	(b)(4)				
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Test Coordinator					
Laboratory Manager					
Technical Manager					
<u>SCA</u>					
Producibility					
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Clerk Coordinator					
Material Expediter					
Metal Cleaner, Immersion					
Painter					

	CY1	CY2	CY3	CY4	CY5
Escalation Rate	(b)(4)				
Labor Category					
Aerospace Structural Welder	(b)(4)				
Welder, Combination					
Maintenance Trades Helper					
Machinery Maintenance Mechanic					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool and Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					
Computer Programmer					
Production Control 1					
Truck Driver					
Lead Quality Evaluator					
Quality Evaluator					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
CY2 = 3/1/09 – 2/28/10 (Option 1)
CY3 = 3/1/10 – 2/28/11 (Option 2)
CY4 = 3/1/11 – 2/29/12 (Option 3)
CY5 = 3/1/12 – 2/28/13 (Option 4)

Contract NNM08AA20C

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

ORIGINAL SIGNED BY
William W. Gross Division of
Director Wage Determinations

Wage Determination No.: **2007-0535**
Revision No.: **1**
Date Of Last Revision: **10/26/2007**

State: **Alabama**

Area: Alabama County of **Madison**

Employed on the NASA contract for operation and maintenance of Propellants and Pressurants facility and Calibration Support Services:

Collective Bargaining Agreement between Teledyne Brown Engineering, Inc., subcontractor (ERC Incorporated) and International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge 75 and its Local Lodge 2766, effective October 1, 2007 through August 31, 2010.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO 000018		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO (if applicable)	
		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification and FAR 42.103(a) (3) Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost was increased by (b)(4)
The Award Fee Earned remains unchanged at \$0. The Potential Award Fee was increased by (b)(4). The Total Fee was increased by (b)(4) to (b)(4). The Contract Value was increased by \$139,291 from \$13,071,164 to \$13,210,455.

See Page 2 for further description of modification.

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) William R. Longshore, Jr. - COO		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 12/2/2008	15B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	15C. DATE SIGNED 12/3/08

NSN 7540-01-152-0070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 18 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate newly approved Task Order Plans 3.4-2008-016 and 3.4-2008-017 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 17 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B.2 (Mod 18), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of (b)(4) Clause B.6 shown in Mod 17 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 18), is substituted in lieu thereof.
3. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 17 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 18), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)
Previous	(b)(4)				
This Mod					
Revised Total					

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 17)	B-2 (Mod 18)
	B-5 (Mod 17)	B-5 (Mod 18)
Attachment J-7	J-7-1 (Mod 17)	J-7-1 (Mod 18)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	<u>BASE YEAR</u>								
	Fee Period 1*	(b)(4)							
	Fee Period 2*								

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	<u>OPTION YEAR 1</u>	(b)(4)							
	Fee Period 3*								
	Fee Period 4*								
3	<u>OPTION YEAR 2</u>								
	Fee Period 5*								
	Fee Period 6*								
4	<u>OPTION YEAR 3</u>								
	Fee Period 7*								
	Fee Period 8*								
5	<u>OPTION YEAR 4</u>								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiation Ord.	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2009			
3.4-2008-016	0	ES23	ECLSS Precision Clean, Inspection, & MTO Support	11/24/2008 - 2/28/2009			
3.4-2008-017	0	ES23	ECLSS Production Control & Material Expediting	12/1/2008 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000019		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
CODE 0AFL2		FACILITY CODE		10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Increase: \$1,561,749.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification and FAR 42.103(a) (3) Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost was provisionally increased by (b)(4). The Award Fee Earned remains unchanged at \$0. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at \$(b)(4). The Contract Value was increased by \$6,328,515 from \$13,210,455 to \$19,538,970. Total Funding Allotted was increased by \$1,561,749 from \$17,315,549 to \$18,877,298.

See Page 2 for further description of modification.

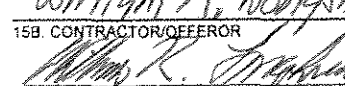

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) William R. Longshore, COO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim E Whitson	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15C. DATE SIGNED 12-03-2008		16C. DATE SIGNED 12/5/08	

A. The purpose of Modification No. 19 is to:

1. Update Clause B.1, Estimated Cost and Award Fee, to provisionally increase the estimated cost of the contract pending definitization of an overrun/cost growth.

❖ Table B-1, ESTIMATED COST AND AWARD FEE, shown in Mod 18 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B.2 (Mod 19), is substituted in lieu thereof.

2. Incrementally fund the contract in the amount of \$1,611,749 through February 28, 2009.

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,611,749 from \$17,315,549 to \$18,927,298. Clause B.5 shown in Mod 16 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 19), is substituted in lieu thereof.

3. Update Clause H.10, "Key Personnel and Facilities," to reflect the approved changes in Key Personnel

❖ Clause H.10, KEY PERSONNEL AND FACILITIES, shown in the Basic contract is hereby revised to include the names of approved Key Personnel changes, shown on the enclosed replacement page H-9 (Mod 19), is substituted in lieu thereof.

B. A recapitulation of the contract value and funding is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200271293	359257.01.05.01	62ET20	CASX22009D	\$82,222
	359257.01.02.01	62ET20	CASX22009D	\$33,000
4200272160	736466.11.01.08.40	62EM10	CASX22009D	\$150,000
	892182.01.08.0883.01	62EM50	EXCX22008R	\$7,843
4200272931	522632.08.01.01	62ET10	EXCX22009D	\$125,000
	814060.08.13	62ET01	EXCX22009D	\$125,000
	401769.06.01.01.05	62ET10	EXCX22009D	\$100,000
4200273404	522632.08.01.01	62ET40	EXCX22009D	\$20,000
	520871.08.01.01.02	62ET40	EXCX22008D	\$32,000
	136905.10.10.50	62ET40	EXPX22009D	\$50,000

4200273589	795369.04.02.08	62ES43	ESAX22008D	\$2,859
	136905.08.04.02.08.0	62ES43	ESAX22008D	\$6,600
	892182.01.08.0865.01	62ES23	EXCX22008R	\$43,253
	136905.08.05.04.03.0	62ES23	EXPX22009D	\$1,452
	136905.08.05.10.03.0	62ES23	EXPX22009D	\$21,663
	136905.08.05.10.03.0	62ES23	EXPX22009D	\$16,572
	136905.08.05.10.03.0	62ET10	EXPX22009D	\$1,520
	136905.08.05.12.02.0	62EV35	EXPX22009D	\$241,811
	136905.08.05.12.02.0	62EM30	EXPX22009D	\$15,679
	136905.08.05.12.02.0	62EM20	EXPX22009D	\$1,360
	136905.08.05.12.02.0	62EM30	EXPX22009D	\$8,452
	136905.08.05.12.02.0	62ES23	EXPX22009D	\$56,062
	136905.08.05.12.03.0	62ES23	EXPX22009D	\$1,272
	136905.08.05.12.04.0	62ES23	EXPX22009D	\$17,953
	136905.08.05.12.06.0	62EM10	EXPX22009D	\$2,320
	136905.08.05.12.07.0	62EM40	EXPX22009D	\$13,180
	136905.08.05.13.02.0	62JP30	EXPX22009D	\$115,075
	136905.08.04.02.08.0	62ER42	EXPX22009D	\$19,784
	253225.04.03.02.02	62ER32	EXPX22009D	\$10,563
	136905.02.06.08.05	62ES42	EXPX22009D	\$6,750
	401769.06.03.03.02.0	62ES22	EXCX22008D	\$1,189
	825855.01.01.08	62VP33	ESAX22008D	\$2,145
	825855.01.01.08	62VP33	EXPX22009D	\$440
	136905.08.01.03	62ES43	EXPX22009D	\$1,020
	136905.10.10.50	62JP60	EXPX22009D	\$2,710
4200274069	814060.08.13	62ET01	EXCX22009D	\$125,000
	401769.06.01.01.05	62ET10	EXCX22009D	\$100,000
			TOTAL	\$1,561,749

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 17)	B-2 (Mod 19)
	B-4 (Mod 16)	B-4 (Mod 19)
Section H	H-9 (Basic)	H-9 (Mod 19)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											

* 6-month evaluation periods

- (a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1	(b)(4)							
	Fee Period 3*								
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.
(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 18,414,372. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 462,926 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

(End of Clause)

H.11 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992) -- ALTERNATE II (OCT 2000)

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

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

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

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

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

(f) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

(End of clause)

H.12 MSFC 52.223-90 ASBESTOS MATERIAL (JUN 2002)

During performance of this contract, Contractor personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, 4202, 4612, 4619, 4620, 4623, 4663 and 4666 are of special concern since they are known to contain a sprayed on fire insulation on or above the ceiling, usually located on the metal or concrete structure of the buildings. These buildings and all other MSFC buildings may contain asbestos in floor tile, pipe and lagging insulation, exterior siding, roofing felt, and many other building materials. Prior to disturbing suspected asbestos material in any manner, the Contractor shall notify MSFC's Occupational Medicine and Environmental Health Services, for guidance.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000020		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC	7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300			(x) 9A. AMENDMENT OF SOLICITATION NO.			
			9B. DATED (SEE ITEM 11)			
			x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
			10B. DATED (SEE ITEM 13) 02/12/2008			
CODE OAF12		FACILITY CODE				

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and NFS 1852.216-76 Award Fee for Service Contracts

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 was increased by (b)(4). The Potential Award Fee was decreased by (b)(4) from (b)(4). The Total Fee was decreased by (b)(4). The Contract Value was decreased by \$54,471 from \$19,538,970 to \$19,484,499. Total Funding Allotted remain unchanged at \$18,877,298.

See Page 2 for further description of modification.


Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/19/2008

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A The purpose of this Modification No. 20 is to:

1. Update Clause B.2, Estimated Cost and Award Fee to reflect the Award Fee Findings and Determination dated October 23, 2008. The award fee was processed in this modification for the contractor's evaluation period 1 dated March 1, 2008 – August 31, 2008. Of the total award fee available, (b)(4) was applicable to this evaluation period, which equated to an award fee of (b)(4) that left \$(b)(4) in unearned award fee. The total contract value decreased in the amount of \$54,471 from \$19,538,970 to \$19,484,499.
 - ❖ Clause B.2, page B-1, 1852.216-85 ESTIMATED COST AND AWARD FEE, shown in the basic contract is hereby deleted in its entirety and the revised Clause B.2, shown on the enclosed replacement page B-1 (Mod 20), is substituted in lieu thereof.
 - ❖ Table B-1, ESTIMATED COST AND AWARD FEE, shown in Mod 19 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 20), is substituted in lieu thereof.
2. Update Clause B.5, Contract funding, to adjust funding allotted for the incorporation of the Earned Award Fee, in accordance with the Award Fee Determination and Findings approved on October 23, 2008.
 - ❖ Clause B.5, CONTRACT FUNDING, shown in Mod 19 is hereby deleted in its entirety and the revised Clause B-5, shown on the enclosed replacement page B-4 (Mod 20), is substituted in lieu thereof.

B. A recapitulation of the contract value and funding is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data: N/A

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-1 (Basic)	B-1 (Mod 20)
	B-2 (Mod 19)	B-2 (Mod 20)
	B-4 (Mod 19)	B-4 (Mod 20)

E. All other terms and conditions remain unchanged and in full force and effect.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SERVICES TO BE FURNISHED AND TYPE OF CONTRACT

(a) The Contractor shall provide all resources (except as expressly stated in the contract as furnished by the Government) necessary to furnish the services delineated in the Performance Work Statement (PWS) in Attachment J-1, entitled: "Marshall Engineering Technicians and Trades Support (METTS) Services."

(b) The services will be procured under two separate portions, Mission Services (MS) and Indefinite Delivery/Indefinite Quantity (IDIQ). The requirement is being procured on a cost-plus-award-fee basis. The contract and supporting data are organized as shown below:

(1) The Mission Services portion covers work identified in 1.0 – 2.0 of the PWS. Project management and administrative resources necessary to manage both the Mission and the IDIQ contract portions are covered in the Mission Services.

(2) IDIQ task orders will be used to procure those services identified in WBS 3.0 of the PWS that cannot be predetermined or quantified in advance.

(End of Clause)

B.2 1852.216-85 ESTIMATED COST AND AWARD FEE (SEP 1993)

(a) The total estimated cost of this contract is \$ [See Table B-1 below]. The total award fee for this contract is \$ [See Table B-1 below].

(b) The amount of award fee earned as identified in this clause, paragraph (c), is common fee to be shared between the Contractor and its teammate/major subcontractor ERC. The amounts shown by evaluation period in this clause, paragraph (c) are the maximum award fees allowed the Contractor and identified subcontractors. As award fee is earned for each evaluation period, the contract values delineated in paragraph (c) will be adjusted to reflect the difference between maximum potential award fee and award fee earned. The following is a record of the maximum potential award fee that was available for each period and the award fee earned:

EVALUATION PERIOD	MAXIMUM POTENTIAL AWARD FEE	AWARD FEE EARNED
03/01/2008 – 08/31/2008	(b)(4)	

(c) Table B-1 reflects the contract values of individual contract line items (CLINs) and is set forth below:

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											

* 6-month evaluation periods

(d) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 18,380,512. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 496,786 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000021		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORP 202 EXCHANGE PL NW HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (X)		9B. DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Increase: \$544,688.42

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification; FAR 42.103(a) Mutual Agreement and FAR 52.232-22 Limitation of Funds
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increased by (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned for Fee Period 1 remains unchanged. The Potential Award Fee increased by (b)(4) (b)(4). The Total Fee increased by (b)(4). The Contract Value increased by \$32,202 from \$19,484,499 to \$19,516,701. Total Funding Allotted increased by \$544,688 from \$18,877,298 to \$19,421,986.

See Page 2 for further description of modification.

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) William R. Longshore, COO		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED 30 Dec 2008	
		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
		16C. DATE SIGNED DEC 31 2008	

A. The purpose of Modification No. 21 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate newly approved Task Order Plan 3.17-2008-015 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 20 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 21), is substituted in lieu thereof.
2. Incrementally fund the contract in the amount of \$544,688 through February 28, 2009.
 - ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$544,688 from \$18,877,298 to \$19,421,986. Clause B.5 shown in Mod 20 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 21), is substituted in lieu thereof.
3. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of (b)(4). Clause B.6 shown in Mod 18 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 21), is substituted in lieu thereof.
4. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 18 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 21), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200277458	604746.01.01.01.22.0	62ET30	ESAX22008D	\$171,284
4200277466	136905.10.10.50	62ET40	EXPX22009D	\$78,557
	136905.01.07.01	62ET40	ESAX22008D	\$13,863
	136905.10.30.20.10	62ET40	EXPX22009D	\$201,000
4200277297	092837.04.01.01.01.0	62EM50	ESAX22008D	\$8,338

	411672.06.05.01	62EM50	ESAX22008D	\$22,824
	520871.08.01.01.02	62EM03	EXCX22009D	\$11,000
	522094.08.01.01.03.0	62EM03	EXCX22009D	\$11,000
	411672.06.04.01	62EM10	ESAX22008D	\$2,054
4200278735	136905.01.07.01	62ET40	ESAX22008D	\$9,867
	604746.01.01.01.22.0	62ET30	ESAX22008D	\$7,980
	136905.02.04.08.13	62ET10	ESAX22008D	\$3,696
	136905.08.04.02.08.0	62ET10	ESAX22008D	\$11
	136905.08.04.02.08.0	62ET10	ESAX22008D	\$105
	136905.08.04.02.08.0	62ET20	ESAX22008D	\$310
	136905.02.04.08.13	62ET20	ESAX22008D	\$152
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$259
	526282.01.08.16	62ET10	ESAX22008D	\$28
	136905.08.05.10.03.0	62ET10	ESAX22008D	\$43
	197009.10.02.01.02	62ET50	EXCX22008D	\$1,389
	136905.08.05.10.03.0	62ET30	ESAX22008D	\$928
			TOTAL	\$544,688

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 20)	B-2 (Mod 21)
	B-4 (Mod 20)	B-4 (Mod 21)
	B-5 (Mod 18)	B-5 (Mod 21)
Attachment J-7	J-7-1 (Mod 18)	J-7-1 (Mod 21)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 18,917,228. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 504,758 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 - 2/28/2009			
3.14-2008-009	0	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2009			
3.4-2008-016	0	ES23	ECLSS Precision Clean, Inspection, & MTO Support	11/24/2008 - 2/28/2009			
3.4-2008-017	0	ES23	ECLSS Production Control & Material Expediting	12/1/2008 - 2/28/2009			
3.17-2008-015	0	ES61	Mechanical Leak Test Technician	1/5/2009 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO (if applicable)

000022

01/07/2009

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (if other than item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORPORATION
6705 ODYSSEY DR
HUNTSVILLE AL 35806-2300

9A. AMENDMENT OF SOLICITATION NO.

(x)

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO
NNM08AA20C

x

10B. DATED (SEE ITEM 13)

CODE

0AFL2

FACILITY CODE

02/12/2008

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification; FAR 42.103(a) Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office

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

The Negotiated Estimated Cost increased by (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 remains unchanged. The Potential Award Fee increased by (b)(4) to (b)(4). The Total Fee increased by (b)(4). The Contract Value increased by \$31,132 from \$19,516,701 to \$19,574,833. Total Funding Allotted remains unchanged at \$19,421,986.

See Page 2 for further description of modification.

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

A. The purpose of Modification No. 22 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate newly approved Task Order Plans 3.3-208-018 and revised Task Order Plan 3.14-2008-009 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 21 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 22), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime is hereby increased in the amount of (b)(4) Clause B.6 shown in Mod 21 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 22), is substituted in lieu thereof.
3. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 21 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 22), is substituted in lieu thereof.
4. Update the contractor's, InfoPro Corporation, physical address:

From:	To:
202 Exchange Place NW	6705 Odyssey Drive
Huntsville, AL 35806	Huntsville, AL 35806

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 21)	B-2 (Mod 22)
	B-5 (Mod 21)	B-5 (Mod 22)
Attachment J-7	J-7-1 (Mod 21)	J-7-1 (Mod 22)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	0	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 - 2/28/2009			
3.14-2008-009	1	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2009			
3.4-2008-016	0	ES23	ECLSS Precision Clean, Inspection, & MTO Support	11/24/2008 - 2/28/2009			
3.4-2008-017	0	ES23	ECLSS Production Control & Material Expediating	12/1/2008 - 2/28/2009			
3.17-2008-015	0	ES61	Mechanical Leak Test Technician	1/5/2009 - 2/28/2009			
3.2-2008-018	0	ET40	Structural Dynamics Test Support	1/5/2009 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000023		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 13) 02/12/2008			
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Decrease: -\$18,770.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification; FAR 42.103(a) Mutual Agreement; FAR 52.232-22 Limitation of Funds
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.


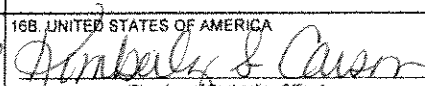
14. DESCRIPTION OF AMENOMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The Negotiated Estimated Cost remains unchanged at (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4) The Potential Award Fee remains unchanged at (b)(4) The Total Fee remains unchanged at \$(b)(4). The Contract Value remains unchanged at \$19,547,833. Total Funding Allotted decreased by \$18,770 from \$19,421,986 to \$19,403,216.

See Page 2 for further description of modification.

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

Continued ...

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) William R. Longshore, Jr. CDO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 1-30-2009	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED JAN 30 2009

A. The purpose of Modification No. 23 is to:

De-obligate contract funding in the amount of \$18,770.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby decreased in the amount of \$18,770 from \$19,421,986 to \$19,403,216. Clause B.5 shown in Mod 21 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 23), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200277458	604746.01.01.01.22.0	62ET30	ESAX22008D	(\$18,770)
			TOTAL	-\$18,770

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-4 (Mod 21)	B-4 (Mod 23)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 18,898,458. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: February 28, 2009.

(b) An additional amount of \$ 504,758 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000024		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY CODE MSFC		7. ADMINISTERED BY (if other than Item 5) CODE MSFC	
NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 13) 02/12/2008			
CODE OAFL2		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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) See Schedule					

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Modification; FAR 42.103(a) Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increases by (b)(4). The Provisional Estimated Cost remains unchanged at \$(b)(4). The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee increases by (b)(4) from (b)(4). The Total Fee increases by (b)(4). The Contract Value increases by \$218,990 from \$19,547,833 to \$19,766,823. Total Funding Allotted remains unchanged at \$19,403,216.

See Page 2 for further description of modification.

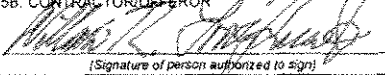

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) William R. Lippert, CDB		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 02-16-2009	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 2/17/09

A. The purpose of Modification No. 24 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate revised Task Order Plans 3.3-2008-006 and 3.17-2008-015 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 22 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 24), is substituted in lieu thereof.
2. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 22 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-1 (Mod 24), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-2 (Mod 22)	B-2 (Mod 24)
Attachment J-7	J-7-1 (Mod 22)	J-7-1 (Mod 24)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
2	OPTION YEAR 1								
	Fee Period 3*	(b)(4)							
	Fee Period 4*								
3	OPTION YEAR 2								
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

ATTACHMENT J-7

TASK ORDERS BY REFERENCE

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	1	ET30	Structural Test Support	3/1/2008 - 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 - 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 - 2/28/2009			
3.14-2008-009	1	VP63	XRCF Support	4/1/2008 - 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2009			
3.4-2008-016	0	ES23	ECLSS Precision Clean, Inspection, & MTO Support	11/24/2008 - 2/28/2009			
3.4-2008-017	0	ES23	ECLSS Production Control & Material Expediting	12/1/2008 - 2/28/2009			
3.17-2008-015	1	ES61	Mechanical Leak Test Technician	1/5/2009 - 2/28/2009			
3.2-2008-018	0	ET40	Structural Dynamics Test Support	1/5/2009 - 2/28/2009			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000025		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. Various	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (if applicable)	
		7. ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Mod; FAR 52.217-9 Opt to Extend the Term of the Contract, & FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

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

The Negotiated Estimated Cost increases by (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee increases by (b)(4) from (b)(4). The Total Fee increases by (b)(4). The Contract Value increases by \$7,761,490 from \$19,766,823 to \$27,528,313. Total Funding Allotted increases by \$1,756,555 from \$19,403,216 to \$21,159,771.

See Page 2 for further description of modification.


Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) David A Iosco	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED FEB 27 2009
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

A. Description of Modification:

1. The purpose of this modification is to exercise Option 1. The period of performance for Option 1 is March 1, 2009 through February 28, 2010. The Contractor shall perform the work called for under Attachment J-1, Performance Work Statement, during the period of performance of this option. Accordingly, the period of performance for this contract is hereby extended from February 28, 2009 through March 1, 2010.
2. In accordance with CLIN 2 in Table B-2 "Mission Services – Option Values," the estimated cost for Mission Services is (b)(4) and the maximum potential award fee is \$(b)(4) for Option Year 1. Also, in accordance with IDIQ CLIN 2 in Clause B.3 "Indefinite Delivery/Indefinite Quantity," the maximum quantity value for Option Year 1 is \$22,400,000. Table B-1 and B-2 shown in Mod 24 is hereby deleted in its entirety and the revised Table B-1 and B-2, shown on the enclosed replacement page B-2 (Mod 25), is substituted in lieu thereof. Accordingly, the estimated cost and maximum potential award fee for mission services and IDIQ minimum and maximum quantities for estimated cost, potential performance fee, and potential award fees for the overall contract are hereby increased as set forth below:

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR	(b)(4)										
	Fee Period 1*											
	Fee Period 2*											
	Total Base											
2	OPTION YEAR 1											
	Fee Period 3*											
	Fee Period 4*											
	Total Option 1											
Overall Contract												

The contract value will be adjusted in subsequent modifications as Task Order Plans are executed.

3. In addition, this modification revises Clause B.4, Contract Funding, funding is hereby increased in the amount of \$1,756,555 from \$19,403,216 to \$21,159,771. Clause B.5 shown in Mod 23 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 25), is substituted in lieu thereof.
4. Update Clause F.2, Period of Performance, to reflect the Period of Performance of March 1, 2009 through February 28, 2010 for Option 1. Therefore, Clause F.2 shown in the Basic contract is hereby deleted in its entirety and the revised Clause F.2, shown on the enclosed replacement page F-1 (Mod 25), is substituted in lieu thereof.
5. Update Attachment J-15, Wage Determination, pursuant to FAR Clause 52.222-41, Service Contract Act, incorporating Wage Determination 2005-2008 (Revision 9) into the contract along with the exercise of Option 1. Therefore, Attachment 15, WAGE DETERMINATION, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment 15, shown on the enclosed replacement pages J-15-1 through J-15-10 (Mod 25), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200276315	736466.06.08.08	62AS20	CASX22009D	\$2,424
	522632.08.01.01	62ES23	EXCX22009D	\$66,500
	136905.10.10.50	62JP60	EXPX22009D	\$6,696
	136905.08.05.12.02.0	62EM40	EXPX22009D	\$1,022
	136905.08.05.10.03.0	62ET10	EXPX22009D	\$2,480
	136905.08.05.12.02.0	62EM30	EXPX22009D	\$58,858
	136905.08.05.12.02.0	62EM30	EXPX22009D	\$15,079
	136905.08.05.12.02.0	62EM30	EXPX22009D	\$1,780
	136905.08.05.12.02.0	62EM10	EXPX22009D	\$3,460
	136905.08.05.12.02.0	62EV32	EXPX22009D	\$1,850
	136905.08.05.12.07.0	62EM40	EXPX22009D	\$19,280
	736466.11.01.08.42	62ES23	CASX22009D	\$60,000
	736466.01.10.08.02.1	62AS40	CASX22009D	\$814
	136905.10.10.80.50.2	62JP60	EXPX22009D	\$627
	136905.10.10.80.50.2	62JP60	EXPX22009D	\$2,244
	401769.06.03.03.02.0	62ES43	EXCX22009D	\$550
	524238.08.01.01.03	62EM10	EXCX22009D	\$102,572
	136905.08.05.12.02.0	62EV35	EXPX22009D	\$186,916
	136905.08.05.12.02.0	62EM40	EXPX22009D	\$22,193
	136905.08.05.12.01.0	62EM10	EXPX22009D	\$93,509
	136905.08.05.12.04.0	62ES23	EXPX22009D	\$9,357
	136905.08.05.10.03.0	62ES23	EXPX22009D	\$16,910
	401769.06.08.02.04.0	62ES23	EXCX22009D	\$32,239
4200277439	136905.02.04.08.13	62ET40	EXPX22009D	\$50,000
4200277456	463169.04.12.01.01	62ET50	EXPX22009D	\$60,000
4200277510	627989.06.02.01.04.1	62ET20	EXCX22009D	\$50,934
	136905.02.04.08.13	62ET20	EXPX22009D	\$100,500
4200277656	524238.08.01.01.03	62ET02	EXCX22009D	\$75,000
4200277657	524238.08.01.01.03	62ET02	EXCX22009D	\$150,000
4200279805	814060.08.11	62ET10	EXPX22009D	\$90,750
4200279806	814060.08.11	62ET10	EXPX22009D	\$48,429
4200280029	401769.06.08.02.04.0	62ES23	EXCX22009D	\$100,199
	399131.02.01.02.15	62VP62	SCEX22009D	\$18,209
	439906.04.01.06.04.0	62ES61	EXPX22009D	\$2,472
	524238.08.01.01.03	62EM10	EXCX22009D	\$9,797
	401769.06.08.02.04.0	62ES23	EXCX22009D	\$186,229
	401769.06.03.07.02.0	62ES23	EXCX22009D	\$3,620
	401769.06.03.03.02.0	62ES23	EXCX22009D	\$11,920
	136905.08.04.02.08.0	62ER32	EXPX22009D	\$16,541
	401769.06.03.03.02.0	62ES23	EXCX22009D	\$11,551
	522094.08.01.01.03.0	62ES23	EXCX22009D	\$40,000

	401769.06.08.02.04.0	62ES23	EXCX22009D	\$3,704
	401769.06.08.02.04.0	62ES43	EXCX22009D	\$9,000
	136905.10.10.80.50.2	62ES43	EXPX22009D	\$10,340
			TOTAL	\$1,756,555

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 24)	B-2 (Mod 25)
	B-4 (Mod 23)	B-4 (Mod 25)
Section F	F-1 (Basic)	F-1 (Mod 25)
Attachment J-15	J-15-1 through J-15-10 (Basic)	J-15-1 through J-15-10 (Mod 25)

E. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

TABLE 2-1, ESTIMATED COST AND AWARD FEE (AF)												
		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											
2	OPTION YEAR 1											
	Fee Period 3*											
	Fee Period 4*											
	Total Option 1											
Overall Contract												

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2								
	Fee Period 5*	(b)(4)							
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 20,630,617. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: March 31, 2009.

(b) An additional amount of \$ 529,154 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.242-15	Stop-Work Order (Alternate I)	APR 1984
52.247-34	FOB Destination	NOV 1991

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
None included by reference.		

(End of Clause)

F.2 PERIOD OF PERFORMANCE

(a) The period of performance of this contract shall be March 1, 2008 through February 28, 2010. If applicable, the contract phase-in period shall be from February 11, 2008 through no later than February 29, 2008.

(b) In the event the Government elects to exercise its option(s) pursuant to the terms of this contract, the period of performance for each option shall be as set forth below:

<u>Contract Periods</u>	<u>Period of Performance</u>
Option 2	March 1, 2010 – February 28, 2011
Option 3	March 1, 2011 – February 29, 2012
Option 4	March 1, 2012 – February 28, 2013

F.3 MSFC 52.237-91 PLACE OF PERFORMANCE (FEB 2001)

The Contractor shall perform the work under this contract at George C. Marshall Space Flight Center, and at such other locations as may be approved in writing by the Contracting Officer.

(End of Clause)

F.4 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 prior to the expiration of the current period of performance provided that the Government shall give 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 to the Government to an extension.

WD 05-2008 (Rev.-9) was first posted on www.wdol.gov on 06/03/2008

REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Shirley F. Ebbesen	Division of	Wage Determination No.: 2005-2008
Director	Wage Determinations	Revision No.: 9
		Date Of Revision: 05/29/2008

States: **Alabama**, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence, Limestone, **Madison**, Marion, Marshall, Morgan, Winston
Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I	13.47
01012 - Accounting Clerk II	14.65
01013 - Accounting Clerk III	16.77
01020 - Administrative Assistant	21.27
01040 - Court Reporter	17.16
01051 - Data Entry Operator I	11.95
01052 - Data Entry Operator II	13.89
01060 - Dispatcher, Motor Vehicle	16.31
01070 - Document Preparation Clerk	12.47
01090 - Duplicating Machine Operator	12.47
01111 - General Clerk I	10.80
01112 - General Clerk II	11.78
01113 - General Clerk III	13.86
01120 - Housing Referral Assistant	19.14
01141 - Messenger Courier	9.49
01191 - Order Clerk I	11.51
01192 - Order Clerk II	15.27
01261 - Personnel Assistant (Employment) I	13.69
01262 - Personnel Assistant (Employment) II	15.31
01263 - Personnel Assistant (Employment) III	17.06
01270 - Production Control Clerk	19.18
01280 - Receptionist	11.02
01290 - Rental Clerk	11.79
01300 - Scheduler, Maintenance	15.32
01311 - Secretary I	15.32
01312 - Secretary II	17.16
01313 - Secretary III	19.14
01320 - Service Order Dispatcher	13.83
01410 - Supply Technician	21.27
01420 - Survey Worker	16.81
01531 - Travel Clerk I	10.26
01532 - Travel Clerk II	10.86
01533 - Travel Clerk III	11.58
01611 - Word Processor I	13.12
01612 - Word Processor II	14.73
01613 - Word Processor III	16.48

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	17.50
05010 - Automotive Electrician	16.73

05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	14.45
05130 - Motor Equipment Metal Mechanic	17.50
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	15.98
05220 - Motor Vehicle Mechanic Helper	12.52
05250 - Motor Vehicle Upholstery Worker	15.22
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	15.28
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	12.75
05400 - Transmission Repair Specialist	17.50
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.84
07041 - Cook I	9.14
07042 - Cook II	10.27
07070 - Dishwasher	7.57
07130 - Food Service Worker	8.09
07210 - Meat Cutter	14.21
07260 - Waiter/Waitress	6.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.56
09040 - Furniture Handler	13.94
09080 - Furniture Refinisher	17.56
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.98
09130 - Upholsterer	17.56
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.28
11060 - Elevator Operator	8.58
11090 - Gardener	12.11
11122 - Housekeeping Aide	8.62
11150 - Janitor	8.58
11210 - Laborer, Grounds Maintenance	10.00
11240 - Maid or Houseman	7.70
11260 - Pruner	9.28
11270 - Tractor Operator	12.08
11330 - Trail Maintenance Worker	10.00
11360 - Window Cleaner	9.06
12000 - Health Occupations	
12010 - Ambulance Driver	14.41
12011 - Breath Alcohol Technician	14.71
12012 - Certified Occupational Therapist Assistant	20.35
12015 - Certified Physical Therapist Assistant	20.35
12020 - Dental Assistant	13.91
12025 - Dental Hygienist	20.44
12030 - EKG Technician	23.24
12035 - Electroneurodiagnostic Technologist	23.24
12040 - Emergency Medical Technician	14.41
12071 - Licensed Practical Nurse I	14.07
12072 - Licensed Practical Nurse II	15.81
12073 - Licensed Practical Nurse III	17.71
12100 - Medical Assistant	10.79
12130 - Medical Laboratory Technician	14.02
12160 - Medical Record Clerk	11.28
12190 - Medical Record Technician	13.60
12195 - Medical Transcriptionist	12.65
12210 - Nuclear Medicine Technologist	30.65
12221 - Nursing Assistant I	9.43
12222 - Nursing Assistant II	10.61
12223 - Nursing Assistant III	11.57
12224 - Nursing Assistant IV	12.99

12235 - Optical Dispenser	13.68
12236 - Optical Technician	10.38
12250 - Pharmacy Technician	12.62
12280 - Phlebotomist	12.99
12305 - Radiologic Technologist	23.95
12311 - Registered Nurse I	22.94
12312 - Registered Nurse II	28.08
12313 - Registered Nurse II, Specialist	28.08
12314 - Registered Nurse III	33.97
12315 - Registered Nurse III, Anesthetist	33.97
12316 - Registered Nurse IV	40.70
12317 - Scheduler (Drug and Alcohol Testing)	19.01
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.07
13012 - Exhibits Specialist II	23.35
13013 - Exhibits Specialist III	28.38
13041 - Illustrator I	19.07
13042 - Illustrator II	23.35
13043 - Illustrator III	28.38
13047 - Librarian	24.50
13050 - Library Aide/Clerk	13.17
13054 - Library Information Technology Systems Administrator	22.12
13058 - Library Technician	14.67
13061 - Media Specialist I	15.97
13062 - Media Specialist II	17.87
13063 - Media Specialist III	19.92
13071 - Photographer I	14.72
13072 - Photographer II	17.00
13073 - Photographer III	20.36
13074 - Photographer IV	24.89
13075 - Photographer V	30.21
13110 - Video Teleconference Technician	15.97
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.73
14042 - Computer Operator II	19.13
14043 - Computer Operator III	20.49
14044 - Computer Operator IV	26.16
14045 - Computer Operator V	27.62
14071 - Computer Programmer I (1)	25.00
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	14.73
14160 - Personal Computer Support Technician	26.16
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.35
15020 - Aircrew Training Devices Instructor (Rated)	35.52
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	27.38
15070 - Flight Instructor (Pilot)	36.76
15080 - Graphic Artist	21.00
15090 - Technical Instructor	18.91
15095 - Technical Instructor/Course Developer	23.11
15110 - Test Proctor	17.16
15120 - Tutor	17.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.74
16030 - Counter Attendant	7.74
16040 - Dry Cleaner	9.73

16070 - Finisher, Flatwork, Machine	7.74
16090 - Presser, Hand	7.74
16110 - Presser, Machine, Drycleaning	7.74
16130 - Presser, Machine, Shirts	7.74
16160 - Presser, Machine, Wearing Apparel, Laundry	7.74
16190 - Sewing Machine Operator	10.27
16220 - Tailor	10.78
16250 - Washer, Machine	8.39
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.04
19040 - Tool And Die Maker	25.67
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.82
21030 - Material Coordinator	19.18
21040 - Material Expediter	19.18
21050 - Material Handling Laborer	10.29
21071 - Order Filler	10.87
21080 - Production Line Worker (Food Processing)	14.82
21110 - Shipping Packer	12.98
21130 - Shipping/Receiving Clerk	12.98
21140 - Store Worker I	11.02
21150 - Stock Clerk	14.95
21210 - Tools And Parts Attendant	14.82
21410 - Warehouse Specialist	14.82
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	18.74
23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	23.35
23023 - Aircraft Mechanic III	24.52
23040 - Aircraft Mechanic Helper	17.44
23050 - Aircraft, Painter	19.32
23060 - Aircraft Servicer	19.34
23080 - Aircraft Worker	20.27
23110 - Appliance Mechanic	18.04
23120 - Bicycle Repairer	14.66
23125 - Cable Splicer	19.76
23130 - Carpenter, Maintenance	17.56
23140 - Carpet Layer	17.29
23160 - Electrician, Maintenance	23.21
23181 - Electronics Technician Maintenance I	17.93
23182 - Electronics Technician Maintenance II	25.55
23183 - Electronics Technician Maintenance III	26.62
23260 - Fabric Worker	16.54
23290 - Fire Alarm System Mechanic	18.79
23310 - Fire Extinguisher Repairer	15.72
23311 - Fuel Distribution System Mechanic	18.79
23312 - Fuel Distribution System Operator	16.80
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	19.34
23382 - Ground Support Equipment Worker	20.27
23391 - Gunsmith I	14.48
23392 - Gunsmith II	15.97
23393 - Gunsmith III	17.51
23410 - Heating, Ventilation & Air-Conditioning Mechanic	18.38
23411 - Heating, Ventilation & Air Conditioning Mechanic (R&D Facility)	19.30
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	17.87
23460 - Instrument Mechanic	22.82
23465 - Laboratory/Shelter Mechanic	15.88
23470 - Laborer	11.36
23510 - Locksmith	18.04
23530 - Machinery Maintenance Mechanic	23.32

23550 - Machinist, Maintenance	18.05
23580 - Maintenance Trades Helper	14.41
23591 - Metrology Technician I	22.82
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.74
23640 - Millwright	18.79
23710 - Office Appliance Repairer	19.90
23760 - Painter, Maintenance	17.56
23790 - Pipefitter, Maintenance	18.90
23810 - Plumber, Maintenance	18.06
23820 - Pneudraulic Systems Mechanic	18.79
23850 - Rigger	18.79
23870 - Scale Mechanic	17.29
23890 - Sheet-Metal Worker, Maintenance	18.38
23910 - Small Engine Mechanic	16.75
23931 - Telecommunications Mechanic I	18.38
23932 - Telecommunications Mechanic II	20.21
23950 - Telephone Lineman	18.38
23960 - Welder, Combination, Maintenance	18.38
23965 - Well Driller	18.79
23970 - Woodcraft Worker	18.79
23980 - Woodworker	16.43
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.78
24580 - Child Care Center Clerk	9.71
24610 - Chore Aide	8.42
24620 - Family Readiness And Support Services Coordinator	12.43
24630 - Homemaker	12.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.86
25040 - Sewage Plant Operator	17.87
25070 - Stationary Engineer	18.86
25190 - Ventilation Equipment Tender	14.85
25210 - Water Treatment Plant Operator	17.56
27000 - Protective Service Occupations	
27004 - Alarm Monitor	11.98
27007 - Baggage Inspector	10.74
27008 - Corrections Officer	15.28
27010 - Court Security Officer	16.82
27030 - Detection Dog Handler	13.55
27040 - Detention Officer	15.28
27070 - Firefighter	16.82
27101 - Guard I	10.74
27102 - Guard II	13.55
27131 - Police Officer I	18.35
27132 - Police Officer II	20.41
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.22
28042 - Carnival Equipment Repairer	9.68
28043 - Carnival Equipment Worker	7.64
28210 - Gate Attendant/Gate Tender	12.85
28310 - Lifeguard	11.10
28350 - Park Attendant (Aide)	14.38
28510 - Recreation Aide/Health Facility Attendant	10.49
28515 - Recreation Specialist	14.83
28630 - Sports Official	11.45
28690 - Swimming Pool Operator	15.65
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.70
29020 - Hatch Tender	17.70
29030 - Line Handler	17.70
29041 - Stevedore I	16.90
29042 - Stevedore II	18.56

30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	34.27
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.64
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	26.03
30021 - Archeological Technician I	17.26
30022 - Archeological Technician II	19.32
30023 - Archeological Technician III	23.94
30030 - Cartographic Technician	24.23
30040 - Civil Engineering Technician	20.75
30061 - Drafter/CAD Operator I	17.26
30062 - Drafter/CAD Operator II	19.55
30063 - Drafter/CAD Operator III	20.50
30064 - Drafter/CAD Operator IV	25.23
30081 - Engineering Technician I	14.53
30082 - Engineering Technician II	17.48
30083 - Engineering Technician III	21.00
30084 - Engineering Technician IV	28.62
30085 - Engineering Technician V	33.81
30086 - Engineering Technician VI	40.89
30090 - Environmental Technician	22.19
30210 - Laboratory Technician	18.92
30240 - Mathematical Technician	24.23
30361 - Paralegal/Legal Assistant I	16.85
30362 - Paralegal/Legal Assistant II	20.89
30363 - Paralegal/Legal Assistant III	25.55
30364 - Paralegal/Legal Assistant IV	30.92
30390 - Photo-Optics Technician	24.23
30461 - Technical Writer I	20.96
30462 - Technical Writer II	25.62
30463 - Technical Writer III	30.71
30491 - Unexploded Ordnance (UXO) Technician I	21.78
30492 - Unexploded Ordnance (UXO) Technician II	26.35
30493 - Unexploded Ordnance (UXO) Technician III	31.59
30494 - Unexploded (UXO) Safety Escort	21.78
30495 - Unexploded (UXO) Sweep Personnel	21.78
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	20.50
30621 - Weather Observer, Senior (3)	22.74
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.74
31030 - Bus Driver	12.67
31043 - Driver Courier	13.89
31260 - Parking and Lot Attendant	9.19
31290 - Shuttle Bus Driver	14.77
31310 - Taxi Driver	9.91
31361 - Truckdriver, Light	14.77
31362 - Truckdriver, Medium	16.55
31363 - Truckdriver, Heavy	16.83
31364 - Truckdriver, Tractor-Trailer	16.83
99000 - Miscellaneous Occupations	
99030 - Cashier	9.27
99050 - Desk Clerk	7.22
99095 - Embalmer	21.13
99251 - Laboratory Animal Caretaker I	8.61
99252 - Laboratory Animal Caretaker II	13.46
99310 - Mortician	21.13
99410 - Pest Controller	12.10
99510 - Photofinishing Worker	11.06
99710 - Recycling Laborer	14.15
99711 - Recycling Specialist	16.26
99730 - Refuse Collector	12.79
99810 - Sales Clerk	10.45
99820 - School Crossing Guard	12.33
99830 - Survey Party Chief	15.89

99831 - Surveying Aide	9.79
99832 - Surveying Technician	13.40
99840 - Vending Machine Attendant	12.64
99841 - Vending Machine Repairer	14.48
99842 - Vending Machine Repairer Helper	12.64

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.24 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

NOTE: These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)). When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000026		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (if applicable)	
				7. ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
				CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		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 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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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) See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Bilateral Mod: FAR 42.103(a) Mutual Agreement; & FAR 52.245-2 Changes - Cost Reimbursement (Alt. II)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 3 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The Negotiated Estimated Cost increases by (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee increases by (b)(4) from (b)(4). The Total Fee increases by (b)(4). The Contract Value increases by \$2,045,241 from \$27,528,313 to \$29,573,554. Total Funding Allotted remains unchanged at \$21,159,771. See Page 2 for further description of modification. Delivery Location Code: MSFC NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812 Continued ...					
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) Carl V. Ehler Sr. of Contract		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roxanne C Melton			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED 3-6-09		16C. DATE SIGNED 3/6/09	
				16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	

A. The purpose of Modification No. 26 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate Option 1 Task Orders Plans 3.4-2009-002, 3.3-2009-004, 3.1-209-005, 3.3-2009-006, 3.12-2009-007, 3.17-2009-010, and 3.5-2009-011 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 25 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 26), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime for Option 1 is hereby increased in the amount of (b)(4). Clause B.6 shown in Mod 21 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 26), is substituted in lieu thereof.
3. Revise Section J, Attachment J-1, "Performance Work Statement," for clarity
 - ❖ Attachment J-1, PERFORMANCE WORK STATEMENT, pages J-1-24, shown in the Basic contract is hereby deleted in its entirety and the revised Attachment J-1, shown on the enclosed replacement pages J-1-24 (Mod 26), is substituted in lieu thereof.
4. Revise Section J, Attachment J-2, "Data Procurement Document," remove conflicting contract language in DRD 1163LS-001 and revise the required report contents for DRD 1163MA-010
 - ❖ Attachment J-1, DATA PROCUREMENT DOCUMENT, shown in Mod 17 is hereby deleted in its entirety and the revised Attachment J-1 Revision B, shown on the enclosed replacement pages J-2-1 through J-2-49 (Mod 26) is substituted in lieu thereof.
5. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 24 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement pages J-7-1 through J-7-2 (Mod 26), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 22)	B-2 (Mod 24)
	B-5 (Mod 21)	B-5 (Mod 26)
Attachment J-1	J-1-24 (Basic)	J-1-24 (Mod 26)
Attachment J-2	J-2-1 through J-2-49 (Mod 17)	J-2-1 through J-2-49 (Mod 26)
Attachment J-7	J-7-1 (Mod 22)	J-7-1 (Mod 24)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. Contractor's Statement of Release

In consideration of the modification agreed to herein as complete equitable adjustment for the contractor's proposal for adjustment listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustment attributable to such facts or circumstances giving rise to said contract changes and/or contractor proposals, and for such additional obligations as may be required by this modification.

Contract
Change Identification

Contractor
Proposal Number

Modification 26

Not Applicable

G. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											
OPTION YEAR 1												
Fee Period 3*												
Fee Period 4*												
2	Total Option 1											
Overall Contract												

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*								
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

the results of testing, and provide written reports at the completion of each test. The Contractor shall attend meetings, present results and interact at the Program/Project level.

2.7.4 Development of Internal, Scientific and Data Documentation and Publications -

The Contractor shall create scientific, technical and data documents, and internal documentation and publications as needed and as directed by the COTR. The documents required include research papers to be published by scientific organizations, periodical sections, newspaper articles, failure analyses, problem assessments, problem resolutions, anomaly investigations, preferred materials applications documents, data explanation documents, technical evaluation documentation, and other similar scientific and engineering documentation. The Contractor shall also create needed internal documentation, which include Organizational Instructions, safety documents and communications documentation. The Contractor shall work with the MSFC printing office to ensure that all documents are in the proper format, printed properly and delivered when required. The Contractor shall also be responsible for supporting the distribution effort of all documents created under this task.

2.8 Reserved.

2.9 Environmental Gas Laboratory Support. MSFC has the requirement to verify the cleanliness of a variety of hardware and facilities that prevents the contamination of space flight hardware. These facilities and equipment include clean rooms at all cleanliness levels, flow benches, small hardware and equipment, and large hardware and cross-country cryogenic liquid and gas lines.

The cleanliness verifications are requested in two ways; (1) MSFC customer organizations request regularly scheduled verification checks, or (2) MSFC customers who do not need regular verifications request special one-time verifications performed within a specified time period. All data analyses and findings for the week are compiled into one Excel spreadsheet and sent to all customers for whom evaluations were performed.

The Contractor shall evaluate, as directed by the COTR, MSFC clean rooms, MSFC propellant lines and their components, and propellant storage vessels and their components to determine contamination or cleanliness levels. The Contractor shall follow a scheduled sampling routine to check the clean rooms and propellant systems at MSFC to determine contamination levels. The Contractor shall also perform any analysis not included on the routine checklist, if requested by the COTR. The Contractor shall develop and implement an effective electronic Special Test Order (STO) system, formerly called an Avoid Verbal Orders (AVO) system. This system will serve to request special or one-time only evaluations of clean rooms or lines. The Contractor shall track all data and evaluations from a central location, and provide a written report of all findings weekly. The Contractor shall inform the COTR immediately if any test result is out of the tolerance levels established by MSFC or by the COTR.

2.10 Computer-Aided Design (CAD) Drawing. The Contractor shall provide drafting, design support, and library support services in order to prepare, maintain, reproduce and store detailed CAD drawings. The Contractor shall provide functional design drawings utilizing state of the art Computer-Aided Design (CAD) software as specified and provided by the Government (which includes, but not limited to, ProEngineering (Pro-E) as a primary package and MicroStation® as a secondary package) to numerous customers, both internal

ATTACHMENT J-7

TASK ORDERS BY REFERENCE – Base Year

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.1-2008-007	0	EM10	MCRF Support	3/1/2008 - 2/28/2009	(b)(4)		
3.3-2008-006	1	ET30	Structural Test Support	3/1/2008 – 2/28/2009			
3.3-2008-008	0	ET40	Structural Dynamics Test Facility	6/1/2008 - 2/28/2009			
3.4-2008-001	1	ES23	Mechanical Fabrication Support	3/1/2008 - 2/28/2009			
3.4-2008-002	0	ES23	CLV-US Support	3/1/2008 - 2/28/2009			
3.4-2008-003	1	ES23	Test Equipment & FSW Support	3/1/2008 – 2/28/2009			
3.4-2008-004	1	ES23	ECLSS Support	3/1/2008 - 2/28/2009			
3.4-2008-005	1	ES23	CBMDA Support	11/1/2008 – 2/28/2009			
3.14-2008-009	1	VP63	XRCF Support	4/1/2008 – 2/28/2009			
3.4-2008-010	0	ES23	Fabrication Machining Support	6/23/2008 - 2/28/2009			
3.4-2008-011	0	ES23	4705 Bldg Prep	7/7/2008 - 2/28/2009			
3.4-2008-012	0	ES23	Machine-Weld-Apprentice Support	8/25/2008 - 2/28/2009			
3.6-2008-013	0	ES01	Instrumentation Calibration	11/1/2008 - 2/28/2009			
3.16-2008-014	0	ET02	Valve & Component Refurbishment	11/1/2008 - 2/28/2009			
3.4-2008-016	0	ES23	ECLSS Precision Clean, Inspection, & MTO Support	11/24/2008 - 2/28/2009			
3.4-2008-017	0	ES23	ECLSS Production Control & Material Expediting	12/1/2008 - 2/28/2009			
3.17-2008-015	1	ES61	Mechanical Leak Test Technician	1/5/2009 - 2/28/2009			
3.2-2008-018	0	ET40	Structural Dynamics Test Support	1/5/2009 - 2/28/2009			
Total Base Year							

TASK ORDERS BY REFERENCE – Option Year 1

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.4-2009-002	0	ES23	CLV Planner/Scheduler/Coordinator & Trades Service Support	3/1/2009 - 2/28/2010	(b)(4)		
3.2-2009-004	0	ET30	Structural Strength Test Support	3/1/2009 - 2/28/2010			
3.1-2009-005	0	EM10	MCRF Engineering Technician Test Support	3/1/2009 - 2/28/2010			
3.3-2009-006	0	ET40	Structural Dynamics Test Facility Technician Support	3/1/2009 - 2/28/2010			
3.12-2009-007	0	VP63	XRCF Support	3/1/2009 - 2/28/2010			
3.17-2009-010	0	ES61	Mechanical Leak Test Technician	3/1/2009 - 2/28/2010			
3.5-2009-011	0	ES43	Electrical Test, Fabrication and Assembly Technician	3/1/2009 - 2/28/2010			

DATA PROCUREMENT DOC.
NO. ISSUE
1163 Revision B

NNM08AA20C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

**Marshall Engineering Technician and Trade
Services (METTS)**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

InfoPro Corporation

CONTRACTOR

February 25, 2009

DATE

National Aeronautics and
Space Administration

02/25/09

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG					NO. ISSUE	
					1163 Revision B	
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 02-25-09	SUPERSEDING: 11-01-08	PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod. 0017				X	<p>Added the following DRDs:</p> <p>1163MA-010, Monthly Calibration Services Reports</p> <p>1163MA-011, Monthly Valve and Component Shop (V&CS) Services Report</p> <p>1163QE-002, Deficiency Corrective and Preventive Action Report</p> <p>1163RM-001, Reliability Centered Maintenance (RCM) Plan</p>	
				1163LS-001	<p>Item 15.3: Added the following paragraph "In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6".</p>	
				1163QE-001	<p>Item 15.3: Added the following paragraph "2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSL Z540 as defined in NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.</p>	
Contract Mod. 0026				1163LS-001	<p>Item 15.3: Deleted the following last paragraph "In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6".</p>	
				1163MA-010	<p>Item 15.3a: Deleted the following sentence "Quality Deficiencies and status for the reporting period".</p> <p>Added the following 15.3e through 15.3k:</p> <p>e. Calibration Content.</p> <p>f. Work Order Number.</p> <p>g. Equipment Control Number (ECN).</p> <p>h. Date Arrived at Calibration Laboratory.</p> <p>i. Estimated Completion Date.</p> <p>j. Actual Completion Date.</p> <p>k. Days Early/Days Late.</p>	

MSFC - Form 3461-1 (Rev August 1970)

02/25/09

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO. ISSUE		
			1163 Revision B		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 02-25-09	SUPERSEDING: 11-01-08		PAGE:
INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.					
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
DPD	ALL	Revision B			

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
QE	Quality
RM	Reliability Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all Revision Actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

TYPEDESCRIPTION

- 1* All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
 - 2* NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
 - 3 These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
 - 4 These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
 - 5 These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government.
- * Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
- ** Note: This time limit may be tailored for individual DRD's to meet the requirements of the procuring activity.
- *** Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Performance Work Statement (PWS), and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

- 2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.
- 2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

- 2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

- 2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

- 2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

- 2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

- 2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).

4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules).
- b. Printable electronic files or hardcopy data.
- 2.3.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at http://cio.msfc.nasa.gov/repository/repository_submittal.html. Document submitters must register for a Documentum user account through the NASA Account Management System (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 **Printing:** All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 **Contractor's Internal Documents:** The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 **Document Identification:** Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 **Reference to Other Documents and Data Deliverables in Data Submittals:** All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
 - 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.
 - 3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status" column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.

- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.
- 3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.
- 3.4 DPD Reissues
 - 3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
 - 3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Marshall Engineering Technician and Trades Services (METTS)

Data Requirements Lists

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1163CD-001	2	Contractor Information Technology Security Program Plan	IS10
1163CD-002	3	Technology Reports	ED03
CM - Configuration Management			
1163CM-001	1	Acceptance Data Package	ED03
1163CM-002	2/3	Functional Configuration/Physical Configuration Audit Documentation	ED03
LS -Logistics			
1163LS-001	2	Government Property Management Plan	AS41
MA - Management			
1163MA-001	1	Management Plan	ED03
1163MA-002	1	Task Order Plan (TOP)	ED03
1163MA-003	3	Financial Management Report (533M)	CS40
1163MA-004	3	Monthly Status Report	ED03
1163MA-005	3	Badged Employee and Remote IT User Listing	AS50
1163MA-006	3	Contractor Employee Clearance Document	AS50
1163MA-007	3	Position Risk Designation for Non-NASA Employee	AS50
1163MA-008	3	Monthly and Semi-Annually Performance Reports	ED03
1163MA-009	2	Organizational Conflict of Interest (OCI) Avoidance Plan	PS21
1163MA-010	3	Monthly Calibration Services Reports	ET02
1163MA-011	3	Monthly Valve and Component Shop (V&CS) Services Report	ET02
RM – Reliability and Maintainability			
1163RM-001	1	Reliability Centered Maintenance (RCM) Plan	ET02
QE - Quality			
1163QE-001	1	Quality Management System Plan	QD40
1163QE-002	3	Deficiency Corrective and Preventive Action Report	ET02
SA - Safety			
1163SA-001	2	Safety, Health and Environmental (SHE) Plan	QD12/AS10
1163SA-002	1	Personnel Certification Plan	QD40
1163SA-003	3	Mishap and Safety Statistics Report	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Contractor Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands their responsibility for information and information technology (IT) security as required in NFS 1852.204-76. This plan will describe the contractor's information technology security program that addresses the management, operational, and technical aspects of protecting the confidentiality, integrity and availability of information and information technology systems.
8. **OPR:** IS10 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Contract Award
12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.
13. **REMARKS:** The Federal Information Processing Standards (FIPS) Publication Series of the National Institute of Standards and Technology (NIST) is the official series of publications relating to standards and guidelines adopted and promulgated under the provisions of the Federal Information Security Management Act (FISMA) of 2002. FIPS Pub 200, Minimum Security Requirements for Federal Information and Information Systems, specifies minimum security requirements for information and information systems supporting the executive agencies of the federal government and a risk-based process for selecting the security controls necessary to satisfy the minimum security requirements.

The seventeen security-related areas to be addressed in the content of the Contractor IT Security Program Plan represent a broad-based, balanced information technology security program that addresses the management, operational, and technical aspects of protecting information and information technology systems. Additional information for these security-related areas can be found in FIPS Pub 200.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.4
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The extent of the Contractor IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, processed or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/ subcontractor's information system.
 - 15.2 **APPLICABLE DOCUMENTS:**
NFS 1852.204-76 *Security Requirements for Unclassified Information Technology Resources (May 2007)*
 - 15.3 **CONTENTS:** The Contractor IT Security Program Plan shall contain:
 - a. A brief description of the types of information that will be stored, generated, processed, or exchanged with NASA or on behalf of NASA during the performance of the contract. Provide the security categorization of the information (LOW, MODERATE, or HIGH). A description of the policy or procedure to ensure the return of all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

DRD Continuation Sheet

TITLE: Contractor Information Technology (IT) Security Program
Plan

DRD NO.: 1163CD-001

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION:

- b. A brief description regarding personnel (location, local or remote connections or access, privileged users, etc.) and the IT resources (NASA provided or contractor-owned) and environments utilized in the support of the work to be performed and their access to information identified.
- c. A brief description of policy or procedure that ensures the contractor inserts NFS 1852.204-76 in all subcontracts as required.
- d. Provide a description of each of the security-related areas (see Remarks) with regard to policies and procedures of the contractor's enterprise-wide information technology security program protecting the confidentiality, integrity, and availability of information and information technology systems.
 - 1. Management.
 - (a) Certification, Accreditation, and Security Assessments.
 - (b) Planning.
 - (c) Risk Assessment.
 - (d) Systems and Services Acquisition.
 - 2. Operational.
 - (a) Awareness and Training.
 - (b) Configuration Management.
 - (c) Contingency Planning.
 - (d) Incident Response.
 - (e) Maintenance.
 - (f) Media Protection.
 - (g) Physical and Environmental Protection.
 - (h) Personnel Security.
 - (i) System and Information Integrity.
 - 3. Technical.
 - (a) Access Control.
 - (b) Audit and Accountability.
 - (c) Identification and Authentication.
 - (d) System and Communications Protection.

NOTE: Any security-related area not currently implemented in the Contractor's IT security program shall be identified and the contractor's plan of action for implementation shall be explained.

15.4 **FORMAT:** Contractor format is acceptable and shall be consistent with contents of paragraph 15.3d of this DRD.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** 1163CD-002
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/3
6. **TITLE:** Technology Reports
7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of subject invention. Interim NASA New Technology Summary Report (NTSR) Form: 12 months from the date of the contract. Utilization Report: Upon Contracting Officer's request.
12. **SUBMISSION FREQUENCY:** Disclosure of Invention and New Technology (NASA Form 1679): For each subject invention. Interim NASA New Technology Summary Report (NTSR): Every 12 months. Final NASA New Technology Summary Report (NTSR): Three months after completion of contracted work. Utilization Report: No more frequently than annually.
13. **REMARKS:** Copies of NASA Forms 1679, and the NASA New Technology Summary Report Form (Interim and Final) may be obtained and filled out electronically at: <http://www.webentre.nasa.gov/>. These forms may also be obtained from the New Technology Representative (<mailto:Carolyn.E.McMillan@nasa.gov>).
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Subject Invention". Per FAR 52.227-11, "Subject Invention" means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract.
- 15.2 **APPLICABLE DOCUMENTS:**
FAR 52.227-11 Patent Rights - Retention by Contractor (Short Form) (June 1997) - As modified by
NASA FAR Supplement 1852.227-11
- 15.3 **CONTENTS:** The Technology Reports consist of:
 - a. **Disclosure of Invention and New Technology (Including Software):** In accordance with FAR 52.227-11(c), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor shall promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Contractor. This reporting requirement may be met by completing NASA Form 1679 (latest revision) in hardcopy or online at: <http://www.webentre.nasa.gov/>. Use of this form or the online system is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:
 1. Descriptive title.
 2. Innovator(s) name(s), title(s), phone number(s), and home address(es).

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: 1163CD-002

DATA TYPE: 3

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

3. Employer when innovation made (name and division).
 4. Address (place of performance).
 5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
 6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
 7. NASA Contracting Officer's Technical Representative (COTR).
 8. Contractor/grantee New Technology Representative.
 9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
 10. Additional documentation.
 11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
 12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
 13. Patent status.
 14. Dates or approximate time period during which this innovation was developed.
 15. Previous or contemplated publication or public disclosure including dates.
 16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom)?
 - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
 17. Name(s) and signature(s) of innovator(s).
- b. Interim NASA New Technology Summary Report: This report shall consist of a complete listing of subject inventions for the previous 12-month period or certification that there are none. Completion of Interim NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
 - c. Final NASA New Technology Summary Report: This report shall consist of a comprehensive list of all subject inventions for the duration of the contract or certification that there are none. Completion of Final NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
 - d. Report on utilization of subject inventions: This report provides information on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the contractor or its licensees or assignees. Per FAR 52.227-11, this report shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the contractor, and other data requested by the Contracting Officer.

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: **1163CD-002**

DATA TYPE: 3

PAGE: 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

- 15.4 **FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest revision) or the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Reports may use NASA NTSR Form, Interim or Final (whichever is applicable) utilizing the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** 1163CM-001
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Acceptance Data Package
7. **DESCRIPTION/USE:** To provide the documentation needed by MSFC to establish the acceptability of equipment/software for deliverable products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary two weeks prior to each Acceptance Review (AR)
12. **SUBMISSION FREQUENCY:** Final with delivery of each Configuration Item (CI)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Acceptance Data Package (ADP) contains the elements of documentation required to establish the acceptability of DEI products as requested in each customer order.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Acceptance Data Package shall include:
 1. Copy of Visual ManufacturingTM customer order and final work order.
 2. Copy of DD Form 250.
 3. Original work orders that specify Government mandatory inspection points (GMIPs).
 4. Final Deliverable End Item (DEI) configuration report/certification.
 5. DARs (waivers/deviations) and contractor MRB action discrepancy records.
 6. MSFC internal customer supplied product (ICPS) documentation submitted with articles and materials supplied by the customer, i.e. NASA MSFC parts tags (MSFC Form 312), log books (MSFC Form 3473), Temporary Installation Record (MSFC Form 4340), temporary red streamers (MSFC Tag 16) or other NASA Center or customer documentation.
 7. Generated log books when specified as an engineering requirement.
 8. Temporary Installation Record (MSFC Form 4340) as applicable for deliverable hardware products with attached Red Streamers (MSFC Tag 16).
 - b. Additional ADP to support specific customer requirements shall be specified on the customer order, which may include but are not limited to:
 1. Drawings, engineering orders, and engineering parts list.
 2. Results and draft of oven/furnace temperature survey.
 3. Results of processed representative sample specimens (hardness values and sketch) as required.
 4. Hardness values of each heat treated part, indicating the part number, serial number, and hardness.
 5. Material certification – chemical and/or physical test results.
 6. Nondestructive Evaluation (NDE) results and personnel certification.
 7. Welder's certification/weld procedures.
 8. Contractor miscellaneous inspection records.
 9. Copy of work orders.

DRD Continuation Sheet

TITLE: Acceptance Data Package

DRD NO.: 1163CM-001

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- 10. Alignment and Center of Gravity (CG) data.
- 11. Limited life data.
- 12. Cleanliness data.
- 13. Assembly integration data.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** The ADP shall be maintained current for five (5) years.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B 2. **DRD NO.:** **1163CM-002**
3. **DATA TYPE:** 2/3 4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/4
6. **TITLE:** Functional Configuration/Physical Configuration Audit Documentation
7. **DESCRIPTION/USE:** To support the Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA). The FCA is an audit to verify performance of the CI against approved configuration documentation. The PCA is an audit of the configuration documentation and quality control records to ensure the as-built or as-coded configuration is defined in the documentation.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** See Attachment 2
11. **INITIAL SUBMISSION:** See Attachment 2
12. **SUBMISSION FREQUENCY:** Per configuration audit
13. **REMARKS:** MSFC will document audit planning and provide it to the contractor prior to the audit.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Functional Configuration/Physical Configuration Audit Documentation contains the required documentation necessary to support the configuration audit for a configuration item (CI).
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management MSFC Programs/Projects*
- 15.3 **CONTENTS:** Detailed content requirements shall be specified by MSFC to include Test and other required data for the FCA shall be that collected from the test of the configuration of the item that is to be formally accepted. The Physical Configuration Audit (PCA) is an audit to verify that the as-built configuration reflects the required physical characteristics documented in the as-designed configuration. Configuration and quality control records and other documents defining the as-built or as-coded configuration is defined in the documentation shall be provided.

MSFC-STD-3394 provides guidelines on documentation required for the FCA and PCA. See Attachment 1 for documentation required for the audits.

Additional documentation requirements to be provided are:

- a. **Agenda** - The agenda shall specify the date, time and place for the scheduled audit, specific review items, supporting documentation, and key participants. Submit approved copies at the review. See Attachment 2.
- b. **Presentation Charts** - Presentation charts shall be submitted at the start of the audit. They shall summarize the details contained in the data package and identify compliance with the contract requirements. See Attachment 2 for distribution and availability of data.
- c. **Plan** - A plan shall be submitted prior to initiating the audit, stating configuration items to be reviewed; data required to perform the review; how open actions are tracked; defining success criteria; and providing for formal certification of the audit. The plan shall also define extent of contractor and government participation in the review.

DRD Continuation Sheet**TITLE:** Functional Configuration/Physical Configuration Audit
Documentation**DRD NO.:** 1163CM-002**DATA TYPE:** 3**PAGE:** 2/4**15. DATA PREPARATION INFORMATION (CONTINUED):**

- d. Minutes - The minutes shall contain a description of the audit with sufficient detail to enable the audit to be made a matter of record. The minutes shall include the presentation charts, a listing of Findings, action items with actionee and suspense (closure) data, and identification of the documents which describe the approved baseline established at the conclusion of the PCA. See Attachment 2 for distribution and availability of data.
- e. Findings - showing action items, actionees, suspense dates and closure status shall be submitted. See Attachment 2 for distribution and availability of data.

15.4 FORMAT: Contractor format is acceptable.**15.5 MAINTENANCE:** As required to correct errors and to maintain findings closure status.

ATTACHMENT 1

Page: 3/4

Configuration Audit Required DataDocumentation required for FCA
(As applicable)

- Specifications.
- Drawings and parts list.
- ECPs and DARs incorporated and pending.
- Specification and drawing tree.
- Fracture control plan.
- Structural dynamics, analyses, loads, and models documentation (updated).
- Materials Usage Agreement (MUAs).
- Material Identification Usage List (MIUL).
- Certification of Qualification(s) (COQ's).
- Verification procedures and requirements.
- Complete list of successfully accomplished tests and test results.
- Complete list of successful tests if detailed test data are not recorded.
- Complete list of tests required but not performed.
- Software verification data.
- Software development documents.
- Software version description.
- Critical Design Review (CDR) RIDs and dispositions.
- Mission constraints.
- Nonconformance reports.
- Interface control drawings/documents.
- Hazard analysis/risk assessment.
- Test plans and procedures.
- Test reports.
- Verification closures.
- Verification tracking log.
- Analysis reports.
- ALERTS tracking log.

Documentation required for the PCA
(As applicable)

- Final version of all specifications.
- Product drawings and parts list.
- Configuration accounting and status reports.
- Final version of all software documents.
- Final version of software version description document.
- Copy of all FCA findings for each CI.
- List of approved and outstanding ECPs and DARs.
- Copies of ECPs and DARs as requested at the audit.
- Drawing and specification tree.
- Indentured parts list/as-designed configuration definition.
- As run test procedures (when applicable, include any test discrepancy records).
- Copy of parts tags or verification closure for verification items verified by inspection method.
- Manufacturing and inspection (build) records.
- Inspection records or inspection verification closures.
- As-built electronic data.
- Discrepancy Reports (DR's).
- Log Books.

ATTACHMENT 2

**FCA/PCA Documentation
Distribution and Availability of Data**

Document	Data Type	FCA Copies/Availability	PCA Copies/Availability
Agenda	2	One/15 days prior to audit, Approved copies at audit	One/15 days prior to audit, Approved copies at audit
Data Package	3	One/Two weeks prior to audit	One /Two weeks prior to audit
Presentation Charts	3	One for each attendee at audit	One for each attendee at audit
Minutes	2	One at audit/ copy to each attendee within two weeks	One at audit/one to each attendee within two weeks
Findings (generated at Reviews)	2	Provided as hard copy or electronically per the project specific Audit Plan.	Close out to be as specified in the project specific Audit Plan.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property and materials.
8. **OPR:** AS41 9. **DM:** ED03
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property and materials.
- 15.2 **APPLICABLE DOCUMENTS:**

FAR NPR 5100.4B	<i>Federal Acquisition Regulation, Part 45</i> <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45</i> and latest revisions thereto
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- 15.3 **CONTENTS:** The Government Property Management Plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall include:
 - a. Description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the level III WBS task level.
 - b. Description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. Receiving, estimating and processing customer orders through the fabrication and assembly of Research and Development (R&D) Space Flight and Associated Hardware.
 - d. Issuing, receiving, and controlling work done by subcontractor(s) to augment the fabrication and assembly capability.
 - e. Fabrication process planning and production control (which includes scheduling and monitoring shop work loads, expediting hardware and status of work orders).
 - f. Description of how outside/commercial work will be solicited, procured, managed, and scheduled. Description of how cost to customer is determined.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Task Order Plan (TOP)
7. **DESCRIPTION/USE:** To provide a plan that satisfies the requirements set forth in a Task Order Request.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft submitted within Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
12. **SUBMISSION FREQUENCY:** Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Task Order Plan contains the elements of documentation necessary to determine the contractor's understanding of the requirements set forth in the Task Order Request.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Task Order Plan shall include:
 - a. Contract Number.
 - b. Task Order Title.
 - c. Task Order Plan Number.
 - d. Period of Performance.
 - e. PR Number.
 - f. Task Manager.
 - g. Task Order Lead (contractor).
 - h. Task Order Description.
 - i. Technical Approach (including required input, guidelines and assumptions).
 - j. Discussion of skills required.
 - k. Special tools required.
 - l. Milestones and Deliverables.
 - m. Schedule.
 - n. Special considerations (recruiting, consulting, etc.).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B 2. **DRD NO.:** **1163MA-003**
3. **DATA TYPE:** 3 4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
 NFS 1852.242-73 *NASA Contractor Financial Management Reporting, (November 2004)*
 NPR 9501.2D *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533 shall list all costs by Employee & PWS/WBS.
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1163 | ISSUE: Revision B | 2. DRD NO.: 1163MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 02-25-09 |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Monthly Status Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical and schedule requirements.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** 10 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Reports provides data for the assessment of monthly cost, technical and schedule progress and summarizes the results of the entire contract work.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Reports shall contain:
- a. Work accomplished for current reporting period, including a report of overall cost, technical and schedule performance.
 - b. Cost breakdown spreadsheet providing all cost information by employee:
 1. Employee Name.
 2. PWS/WBS supported for each Employee PWS/WBS combination:
 - (a) Hours on each PWS/WBS.
 - (b) Overtime hours for each PWS/WBS.
 - (c) Base Cost for hours.
 - (d) Base Costs to government.
 - (e) Overtime Costs to government.
 - (f) Travel charged to government.
 - (g) Training charged to government.
 - (h) Procurement charged to government for PWS/WBS.
 - c. Work planned for next reporting period.
 - d. Current problems which impede performance or impact schedule or cost, and proposed corrective action.
 - e. Other information that assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - f. Man-hours expended and cost in each Level I and II task per WBS for the current months and cumulative months, showing overtime hours separately.
 - g. Personnel statistical information, numbers by functional assignments, etc.
 - h. Provide minutes for each of the reviews that include copies of all presentation charts (including back-up charts). Minutes shall be signed by the Contractor and MSFC.
 - i. The Final Report shall contain an overview of the entire contract effort.
 - j. Additional requirements may be imposed within a Task Order for delivery to the Task Manager.

DRD Continuation Sheet

TITLE: Monthly Status Reports

DRD NO.: 1163MA-004

DATA TYPE: 3

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** ASS0 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1

6. **TITLE:** Position Risk Designation for Non-NASA Employee

7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.

8. **OPR:** AS50 9. **DM:** ED03

10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.

11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)

12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 1.1.6

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee", or as may otherwise be directed by the Contracting Officer.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B 2. **DRD NO.:** **1163MA-008**
3. **DATA TYPE:** 3 4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Monthly and Semi-Annually Performance Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC technical monitor of actual and potential problems toward meeting established performance measurements in estimating, product delivery dates and quality of products.
8. **OPR:** ED03 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly and Semi-Annually Performance Reports provides data for the assessment of monthly customer orders and summarizes the performance results of PWS 2.4.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly and Semi-Annually Performance Reports shall include:
 - a. The first monthly report shall contain:
 1. Customer Order Number.
 2. Metric (Fixed Cost, Delivery w/ Fixed Cost, Actuals).
 3. Order Date.
 4. Original Promised Date.
 5. Actual Completion Date.
 6. Duration.
 7. Days Early – Days Late.
 8. Hours Estimated.
 9. Actual Hours.
 10. Hours Deviation.
 11. % Deviation.
 12. Description of Customer Order.
 - b. The second monthly report shall contain:
 1. Identified jobs (by Customer Order) receiving a Non-Conformance.
 2. Number of total jobs completed during the month.
 3. Percentage of Non-conformance versus total jobs for the month (per job and hours).
 4. Identify jobs that receive "Rework".
 5. Identify jobs that receive "Use As Is".
 6. Identify jobs that receive "Scrap".
 7. Identified Non-Conformance job's original hours to complete.
 8. Number of hours to correct Non-Conformance (even if "Scrapped").
 9. Percentage of correction versus original total hours.
 - c. The Semi-Annually Report shall contain a summary of first and second monthly reports.

DRD Continuation Sheet**TITLE:** Monthly and Semi-Annually Performance Reports**DRD NO.:** 1163MA-008**DATA TYPE:** 3**PAGE:** 2/2

15.3 **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:** Microsoft Excel shall be utilized.15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B 2. **DRD NO.:** 1163MA-009
3. **DATA TYPE:** 2 4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2

6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan

7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.

8. **OPR:** PS21 9. **DM:** ED03

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** 10 working days following Authority to Proceed (ATP) (including phase-in period)

12. **SUBMISSION FREQUENCY:** Update as required

13. **REMARKS:** Reference is made to Contract Clauses H.2, *Limitation of Future Contracting (NFS 1852.209-71, H.3, Organizational Conflicts of Interest, I.7, Access to Sensitive Information (NFS 1852.237-72), and I.8, Release of Sensitive Information (NFS 1852.237-73).*

14. **INTERRELATIONSHIP:** PWS paragraph 1.1

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated with any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC. The Contractor should not assume that government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflict of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRD NO.: 1163MA-009

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** 1163MA-010
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1

6. **TITLE:** Monthly Calibration Services Reports

7. **DESCRIPTION/USE:** To provide the Government insight into contractor performance in all areas of the contract and identify existing or potential problems.

8. **OPR:** ET02 9. **DM:** ED03

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.

12. **SUBMISSION FREQUENCY:** 10 days following the end of each month

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 3.6

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Calibration Services Reports provides data for the assessment of Calibration Services.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Calibration Services Reports shall contain the following as a minimum:
 - a. Government Authorized Priority: number of items performed over User Requested Due Date.
 - b. Outsourced Calibration Services: number of items performed over "total" of 10 business days Total = Cal lab receipt to vendor + receipt from vendor to customer.
 - c. Number of Outsourced Calibration Services items over 30, 60, and 90 calendar days.
 - d. Total number of items in the lab over 30 calendar days.
 - e. Calibration Content.
 - f. Work Order Number.
 - g. Equipment Control Number (ECN).
 - h. Date Arrived at Calibration Laboratory.
 - i. Estimated Completion Date.
 - j. Actual Completion Date.
 - k. Days Early/Days Late.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163MA-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1

6. **TITLE:** Monthly Valve and Component Shop (V&CS) Services Report

7. **DESCRIPTION/USE:** To provide Government insight into contractor performance in all areas of the TOR and existing or potential problems at the V&CS.

8. **OPR:** ET02 9. **DM:** ED03

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP)

12. **SUBMISSION FREQUENCY:** Revise as required

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 3.16

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Valve and Component Shop (V&CS) Services Report provides data for the assessment of V&CS for quality and timeliness.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Valve and Component Shop (V&CS) Services Report shall contain:
 - a. Listing of any quality discrepancies and status.
 - b. Timeliness of components that was refurbished and/or repaired.
 - c. Man-hours expended for month and cumulative months, showing overtime hours separately.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163QE-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Quality Management System Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality requirements of NPD 8730.5 for the specific products and engineering technical support being procured.
8. **OPR:** QD40 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Four (4) months after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required to address new or changed Task Orders with submission as agreed upon through the COTR.
13. **REMARKS:** A copy of the current Quality System Manual will be provided to the Contractor upon contract award
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.7
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Quality Management System Plan shall identify, as applicable, the specific quality management system activities related to the procurement of materials/subcomponents, fabrication, assembly, and engineering technical support and services to assure the quality of the products delivered. The plan(s) will reference the contractor's quality manual and procedures as necessary to fully describe the contractor's quality system. Quality planning can be prepared as a single plan or a top level plan with separate task level planning, or any combination thereof. Updates to planning shall be addressed for any additional tasks added to the contract or for any changes if required.
 - 15.2 **APPLICABLE DOCUMENTS:**

<p>ANSI/NCSL Z540</p> <p>NPD 8730.1</p> <p>NPD 8730.5</p> <p>NPR 8735.2</p> <p>MPR 8730.5</p> <p>SAE AS9100</p>	<p><i>Government Approved Release</i></p> <p><i>Metrology and Calibration</i></p> <p><i>NASA Quality Assurance Program Policy</i></p> <p><i>Management of Government Safety and Mission Assurance Surveillance Functions for NASA Contract</i></p> <p><i>Control of Inspection, Measuring, and Test Equipment</i></p> <p><i>Quality Management Systems - Aerospace – Requirements</i></p>
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 - 15.3 **CONTENTS:** The Quality Management System Plan shall include the following:
 1. Each quality element of SAE AS9100 (excluding Section 7.3 "Design and Development") shall be addressed to describe the philosophy and approach for implementation of the quality management system. This can be satisfied by contractor's existing quality manual and procedures. The only exceptions allowed will be processes noted in Section 7 of SAE AS9100 and as specified in the contract Performance Work Statement (PWS) and/or in each task agreement. A copy of the Quality System Manual and 1st tier procedures shall be submitted with any required quality plan. As a minimum, the subparagraphs below shall be addressed by the quality plan to include details of responsibilities and controls to adequately describe the specific quality assurance and personnel resource activities related to hardware and technical support being procured by MSFC:
 - a. NASA MSFC Performance Work Statement (PWS) Activities – describe how hardware specific quality requirements imposed by contract or component/equipment specification will be assured (i.e., traceability requirements, specific inspection points, specific quality activities).

DRD Continuation Sheet

TITLE: Quality Management System Plan

DRD NO.: 1163QE-001

DATA TYPE: 1

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15. DATA PREPARATION INFORMATION (CONTINUED):

- b. Responsibilities – describe which contractor organizations will be responsible to perform the applicable quality management system activities which need to include how the Contractor will support the MSFC requirements specified in the Contract Surveillance Plan (Reference NPR 8735.2).
 - c. Article, Material, and Service Controls - describe the level of article, material, and service control including traceability requirements invoked by the contractor for the articles, materials, and/or services used in or performed as part of the hardware design and maintenance criteria, including how quality is assured for each material, part, assembly, and/or service performed.
 - d. Procurement – include the procurement quality requirements for all materials/parts/ components the contractor purchases. Define the level of control exercised over the suppliers including how suppliers are monitored, and maintained with controls for supplier non-conformances processing in reference to the requirements in section 4.2 of the PWS.
 - e. Milestone Reviews – describe how the contractor's quality system will support milestone reviews as requested by MSFC.
 - f. Configuration Assurance – describe how the configuration of the hardware build is compared and verified to the approved design baseline drawings and specifications as requested by NASA. Describe how the configuration of Government Furnished Property/Equipment is maintained.
 - g. Special Process Controls – describe special process controls implemented for in-house processes and, if applicable, for sub-tier supplier processes. Controls will include required training, certification, and maintenance of competency for technical personnel.
 - h. Inspection and Test (describe who will be responsible to perform inspections to include any limitations) – include: how the quality of purchased items is validated at receiving inspection or at sub-tier suppliers facilities, specific in-process (manufacturing) inspections performed, details of final inspection and pre-ship inspections.
 - i. Nonconformance Processing - describe how nonconformance will be documented and dispositioned as specified in the PWS, section 4.2.
 - j. Record retention – for those records not delivered to MSFC, specify which records are required to be kept, who keeps them, for how long, and how they are to be dispositioned at the end of the retention period, and/or as specified in the contract.
 - k. Personnel training and competency processes will need to be specified for all personnel who affect products and technical support delivered on this contract. Resources for training to the requirements of this contract, specified by special processes, will be provided by MSFC. Contractor training management communication with MSFC will need to be specified to assure adequate resources to maintain special process personnel competency.
2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSS Z540 as defined by NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163QE-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Deficiency Corrective and Preventive Action Report
7. **DESCRIPTION/USE:** To provide the Government with the corrective and preventive actions taken by the contractor to track the identification and resolution of an identified deficiency in the Calibration Facility or Valve & Component Shop. A deficiency is defined as any rework (to include data), customer complaints, or any issue that impacts quality, schedule, or cost.
8. **OPR:** ET02 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Deficiency Corrective and Preventive Action Report applies to all identified deficient processes, products, and services provided by the Calibration Facility or Valve & Component Shop.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Deficiency Corrective and Preventative Action Report shall include as a minimum:
 - a. The deficiency.
 - b. Assignment of responsibility for correcting the problem.
 - c. Corrective Action.
 - d. Preventative Action.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/1
6. **TITLE:** Reliability Centered Maintenance (RCM) Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's Reliability Centered Maintenance (RCM) plan and implementation schedule for accomplishing these requirements for the Calibration Facility and Valve & Component Shop.
8. **OPR:** ET02 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Ninety (90) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reliability Centered Maintenance (RCM) Plan (which incorporates approaches such as routine maintenance, preventive maintenance, predictive maintenance, run to fail, etc.) shall describe the contractor's plan and approach for accomplishing overall maintenance requirements for the Calibration Facility and the Valve and Component Shop. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Reliability Centered Maintenance (RCM) Plan shall include:
 - a. Description of each type of maintenance plan (routine, preventive, etc.) and a method of tracking each.
 - b. Description of a schedule for each type of maintenance plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B 2. **DRD NO.:** **1163SA-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document to (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program by compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Detailed Draft with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP), (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1163SA-003, *Mishap and Safety Statistics Report*. PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).

29 CFR 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
40 CFR	<i>Protection of the Environment</i>
ANSI Standards applicable to the scope of this contract	
ASME Boiler and Pressure Vessel Code applicable to the scope of this contract	
NFPA Standards <i>National Fire Codes</i>	
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

DATA TYPE: 2

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15. DATA PREPARATION INFORMATION (CONTINUED):

MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 **CONTENTS:** The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor shall comply with the MSFC SHE core program requirements listed below to accomplish the following: (1) the methods to ensure compliance with the MSFC SHE core program requirements listed below, (2) the methods to ensure potentially hazardous conditions are identified and corrected, (3) the methods to ensure employees are trained to perform their tasks in a safe and healthful manner, and (4) the methods to ensure compliance with the applicable documents that pertain to the specific work tasks.

a. Management leadership and employee involvement:

1. A statement of the management policy and their commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA and NASA requirements applicable to the contracted effort.
2. A description of how management and employees are held accountable for implementing their tasks in a safe and healthful manner while protecting the environment through the use of motivational or innovative techniques and when necessary through the use of a disciplinary program.
3. A description of safety, health, environmental awareness and motivation programs that, include documented safety meetings and safety awareness training for employees. (Onsite contractors shall document their safety meeting statistics in the MSFC Supervisors Safety Web page (SSWP).

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

DATA TYPE: 2

PAGE: 3/4

15. DATA PREPARATION INFORMATION (CONTINUED):

4. A method of performing and documenting self evaluations of the contractor's safety, health and environmental program including the frequency of these evaluations.
5. A method of ensuring the flowdown of MSFC safety, health, and environmental responsibilities and requirements applicable to the contracted effort are passed between all company levels and to all subcontractors, when applicable.
6. The identification by title the individual who is assigned the responsibility for implementing the contractor's SHE program elements and serve as the SHE Point of Contact (POC) for the contracted effort.
7. A method to ensure compliance with MPR 8715.1 and all other SHE documents that are applicable to the contracted effort.
8. A method to ensure that each employee has read the SHE plan and fully understands their roles and responsibilities in supporting the MSFC SHE program.
9. A method to ensure the SHE plan is reviewed annually and updated as necessary.
- b. System and worksite analysis:
 1. The methods of identifying potentially hazardous conditions in the work area and operations, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 2. A description of the OSHA programs that require documented programs that are applicable to the contracted effort (e.g., Respiratory Protection, Hazard Communication, Confined Space, and Lockout/Tagout, etc. Address their interrelationships with the applicable MSFC SHE programs.)
 3. The methods of conducting and documenting supervisors' monthly safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.
- c. Hazard prevention and control:
 1. The methods of controlling potentially hazardous conditions in the work area or in operations. This includes the generation of plans, procedures, and other working documents which clearly identify the hazardous situations in the work area or operation and the necessary cautions taken to mitigate the hazards. NOTE: MSFC requires an annual review of these plans and procedures. MSFC Safety Department concurrence is required for onsite hazardous procedures.
 2. The methods of ensuring controls over the procurement, storage, issuance, and use of hazardous chemical and materials are in accordance with MPR 8500.1 and the recycling and disposal of any hazardous waste is in accordance with MWI 8550.1.
 3. The methods of ensuring a documented emergency management program. Include a list of contractor emergency points that are located onsite. (Note: Onsite contractors may use MPR 1040.3.)
 4. The methods of ensuring the investigation of all mishaps and close calls to determine root cause and the reporting requirements are in accordance with MWI 8621.1. (Reference DRD 1163SA-003, *Mishap and Safety Statistics Report*).
 5. The method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication. (Note in the SHE plan which, if any of these services are to be provided by MSFC for onsite work.)
 6. The methods employees have to suspend work where safety, health or environmental conditions warrant such action.
- d. Safety, health and environmental training:
 1. The methods for ensuring each employee is trained to recognize hazards, avoid accidents, know the hazards specific to their job, and fully understands the contractor's disciplinary program.
 2. The methods for assessing employee training needs specific to their job. (Onsite employee assessments shall be performed using the SHE Training Assessment located on the MSFC Supervisor Safety Web Page.)
 3. The methods for training and documenting this training when designating employees to be competent, qualified, authorized or certified to perform operations that require specific training in accordance with 29 CFR 1910 or 29 CFR 1926.

DRD Continuation Sheet**TITLE:** Safety, Health, and Environmental (SHE) Plan**DRD NO.:** 1163SA-001**DATA TYPE:** 2**PAGE:** 4/4**15. DATA PREPARATION INFORMATION (CONTINUED):**

4. A list of identified job categories under the contracted effort that require MSFC safety certification in accordance with MWI 3410.1, "Personnel Certification Program". Example job categories that require MSFC safety certification include, but not limited to, operating MSFC lifting equipment (forklifts, cranes, etc.), working with chemicals, hazardous waste, pressure systems, etc. Personnel Certification for onsite job categories identified in MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK). (NOTE: offsite contracts shall list the job categories under the contracted effort that require OSHA documented training and certification.)
- e. Environmental compliance – The methods to ensure compliance with environmental laws and regulations 40 CFR, Alabama Department of Environmental Management (ADEM), and MPR 8500.1 by:
 1. Reporting hazardous and toxic substance use.
 2. Implementing and reporting green procurements in accordance with MWI 8540.2.
 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with MWI 8550.1.
 4. Minimizing stormwater pollution in accordance with MWI 8550.2.
 5. Ensuring equipment and processes permitted by applicable laws.
 6. Disposing of solid and liquid materials as permitted by applicable laws.

15.4 FORMAT: Contractor format is acceptable.**15.5 MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** 1163SA-002
3. **DATA TYPE:** 1
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Personnel Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the contractor to ensure a certification program is implemented.
8. **OPR:** QD12/QD40/ED01 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** Where the contractor is operating under its own quality management system and processes, manufacturing special/critical process personnel qualification/certification controls are not included in this plan, they will be documented as specified in PWS paragraph 1.1.7, DRD 1163QE-001, and contract attachment J-20, NASA MSFC Safety & Mission Assurance Surveillance Plan.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.1.2 and 1.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Certification Plan provides for training, certification, and re-certification of personnel engaged in the performance of MSFC critical processes. The purpose of a certification program is to assure that all personnel are capable of performing these MSFC critical processes and work assignments without endangering themselves, fellow employees, equipment and/or facilities. It is mandatory that these MSFC critical processes are performed by experienced and certified personnel and that test facility operations activities be performed by certified personnel.
- 15.2 **APPLICABLE DOCUMENTS:**

MWI 3410.1	<i>Personnel Certification Program</i>
NPR 8715.3	<i>NASA Safety Manual</i>
- 15.3 **CONTENTS:** The Personnel Certification Plan shall provide insight to the contractor's certification program. The plan shall include criteria which the contractor can relate directly to work classifications and the required skills, education, experience, training, and other qualifications necessary to perform work in these classifications. The contractor shall assure work performed by these classifications is performed with high quality workmanship to produce a high quality produce in a safe and efficient manner. The plan shall include the contractor methods to track these certifications. The contractor can elect to track their certifications for critical MSFC owned process in MSFC CERTRAK database in accordance with MWI 3410.1. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - (a) Program description.
 - (b) Program administration.
 - (c) Certification duration.
 - (d) Definitions.
 - (e) Job description summaries.
 - (f) Task assignments per job description.
 - (g) Skills required per job description.

DRD Continuation Sheet

TITLE: Personnel Certification Plan

DRD NO.: 1163SA-002

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- 2. Certification requirements/skills
 - (a) Education.
 - (b) Experience/work history.
 - (c) Specialized training.
 - (d) Physical condition/attitude.
- 3. Certification process:
 - (a) Supervision responsibilities.
 - (b) Certifying authority.
 - (c) Formal/informal examination.
 - (d) Proficiency demonstration.
- b. Certification documentation.

Specific critical MSFC owned process skills requiring certification and proficiency include the following:

- a. High pressure tubing fabrication and assembly.
- b. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- c. Control system operations.
- d. Schematic drawing comprehension
- e. Other processes identified by the Statement of Work (SOW)

The following certifications, if required, are obtained in accordance with MWI 3410.1

- a. Forklift, crane and hoist operators.
- b. Cryogenic and other hazardous pressure system operators.
- c. Propellant & Explosive Handlers
- c. Hazardous chemical/toxic material handling.
- d. Confined space entry.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping.
 - 2. Cabling, Harnessing, and Wiring.
 - 3. Soldering including Surface Mount Technology (SMT).
 - 4. Staking and Conformal Coating.
 - 5. ESD Control.
- f. Welding inspection and nondestructive evaluation (NDE).
 - 1. Penetrant Testing.
 - 2. Magnetic Particle Testing.
 - 3. Eddy Current Testing.
 - 4. Radiographic Testing.
 - 5. Thermal/Infrared Testing.
 - 6. Visual Testing.

15.4 **FORMAT:** Contractor format is acceptable.15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision B
2. **DRD NO.:** **1163SA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-25-09
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** ED03
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics submitted by the 10th of each month after contract award using one of the following methods: MSFC Form 4371, or electronic notification system equivalent, or direct to NASA Incident Reporting Information System (IRIS) database. Statistics required to be submitted include: contract number, subcontractors, NAISC codes, number of employees, and number of supervisors, hours worked. Access to IRIS database can be obtained from the Industrial Safety Department after contract award. (Applicable to all onsite contracts)
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses as defined in Section 15.6 and in NPR 8621.1:
 1. Type A, B, mishaps, high visibility mishaps or close calls: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 24 hours through IRIS entry, or electronic submittal (per NPR 8621.1, paragraph 1.5.5).
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and Industrial Safety within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. Type C mishaps: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, type of lost-time injury or damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 6 days through IRIS entry, or electronic submittal.
 4. Type D, and Close Call mishaps (Onsite): Notification by telephone (256-544-HELP, Safety Option) or electronic submittal within 4 hours of occurrence or awareness, and within 24 hours with IRIS Quick Incident. Update within 6 days may be through IRIS entry, or electronic submittal.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 6. All Mishaps: Follow-up Corrective Action Plan/Status 30 days after first mishap.
 - c. Safety Concerns, Hazards, and non-reportable mishaps should be reported per MPR 8715.1 (**Onsite**) or the appropriate contractor method (**Offsite**).
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or equivalent) - By the 10th of each month. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1163SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 1.3

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1163SA-003

DATA TYPE: 3

PAGE: 2/2

15. DATA PREPARATION INFORMATION:

15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 **APPLICABLE DOCUMENTS:**

NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
MPR 8715.1	<i>MSFC Safety, Health, and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. Additional Information Submittal per NPR 8621.1.
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:**

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 000027		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule
Net Increase: \$1,228,900.24

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and FAR Clause 52.232-22 - Limitation of Funds

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.)

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at \$29,573,554. Total Funding Allotted increased by \$1,228,900 from \$21,159,771 to \$22,388,671.

See Page 2 for further description of modification.

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ORIGINAL SIGNED BY (Signature of Contracting Officer)	16C. DATE SIGNED 03/24/2009

A. The purpose of Modification No. 27 is to:

Incrementally fund the contract in the amount of \$1,228,900 through April 24, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,228,900 from \$21,159,771 to \$22,388,671. Clause B.5 shown in Mod 25 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 27), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200282749	136905.02.04.08.13	ET20	EXPX22009D	\$20,000
	136905.02.04.08.13	ET20	EXPX22009D	\$15,000
	814060.08.12	ET02	EXPX22009D	\$40,000
4200284037	136905.10.30.20.10	ET40	EXPX22009D	\$8,000
	411011.01.01.01.01	ET40	EXPX22009D	\$10,000
	136905.10.30.20.10	ET40	ESAX22008D	\$10,012
4200284937	520871.08.01.01.02	ET40	EXCX22009D	\$1,650
	520871.08.01.01.02	ET40	EXCX22009D	\$4,041
	522632.08.01.01	ET40	EXCX22009D	\$38,035
	522632.08.01.01	ET40	EXCX22009D	\$9,211
4200284948	736466.11.01.08.38	ET02	CASX22009D	\$67,000
4200284977	401769.06.08.02.04.0	ES23	EXCX22009D	\$95,924
	401769.06.03.03.02.0	ES23	EXCX22009D	\$20,875
	441261.04.20.06.08	EM30	EXPX22009D	\$16,850
	136905.08.01.11	EM10	EXPX22009D	\$12,220
	136905.08.04.02.08.0	ER42	EXPX22009D	\$26,911
	136905.08.04.02.08.0	EM10	EXPX22009D	\$2,280
	750271.09.02.08	ET10	EXCX22009D	\$49,000
	921179.01.08.01	ET20	CASX22009R	\$18,360
	524238.08.01.01.03	EM10	EXCX22009D	\$6,557
	411672.06.05.01	EM10	SCEX22009D	\$200
	520871.08.01.01.02	ES23	EXCX22009D	\$55,000
	401769.06.08.02.04.0	ES23	EXCX22009D	\$81,085
	136905.10.30.20.10	ET40	EXPX22009D	\$3,400
	736466.11.01.08.42	ES23	CASX22009R	\$30,000

	401769.06.08.02.04.0	ES43	EXCX22009D	\$79,377
4200285301	921179.01.08.01	ET20	CASX22009R	\$14,270
	921179.01.08.01	ET20	CASX22009R	\$14,269
	627989.06.02.01.04.1	ET20	EXCX22009D	\$2,461
4200286853	814060.08.12	ET10	EXCX22009D	\$131,000
	411672.06.04.01	ET10	ESAX22008D	\$142,956
4200286854	750271.09.02.08	ET02	EXCX22009D	\$60,000
	411672.06.04.01	ET10	ESAX22008D	\$142,956
			TOTAL	\$1,228,900

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 25)	B-4 (Mod 27)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 20,121,732. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: April 24, 2009.

(b) An additional amount of \$ 529,154 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000028		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
6. ADMINISTERED BY (If other than Item 5) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$263,117.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and FAR Clause 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at \$29,573,554. Total Funding Allotted increased by \$263,117 from \$22,388,671 to \$22,651,788.

See Page 2 for further description of modification.

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

Continued ...

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ORIGINAL SIGNED BY (Signature of Contracting Officer)	16C. DATE SIGNED 04/02/2009

A. The purpose of Modification No. 28 is to:

Incrementally fund the contract in the amount of \$263,117 through April 27, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$263,117 from \$22,388,671 to \$22,651,788. Clause B.5 shown in Mod 27 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 28), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200281152	197009.10.02.01.02	EXCX22009D	EM50	\$20,000
	197009.10.01.01.17	EXCX22009D	EM10	\$5,000
	524238.08.01.01.03	EXCX22009D	EM03	\$11,000
	522632.08.01.01	EXCX22009D	EM03	\$12,000
	136905.08.01.09	EXPX22009D	EM10	\$3,000
	825080.04.06.13	EXPX22009D	EM10	\$6,500
	401769.06.08.02.04.0	EXCX22009D	EM10	\$86,000
	892182.01.08.0884.01	EXCX22008R	EM50	\$14,317
	401769.06.03.07.02.0	EXCX22009D	EM10	\$48,000
4200285747	346620.02.01.03.01.1	SCEX22009D	EV02	\$625
4200285962	136905.10.30.20.24	ESAX22008D	ET40	\$32,661
4200286855	136905.10.30.20.24	ESAX22008D	ET40	\$24,014
			TOTAL	\$263,117

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-4 (Mod 27)	B-4 (Mod 28)

E. All other terms and conditions remain unchanged and in full force and effect.

- (d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.
- (e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
- (f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.
- (2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.
- (3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.
- (4) Provisional award fee payments will be made prior to the first award fee determination by the Government.
- (g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 20,381,957. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: April 27, 2009.
- (b) An additional amount of \$ 532,046 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	\$ (b)(4)		
Provisional Award Fee:	\$		
Earned Award Fee:	\$		
Total Sum Allotted:	\$		

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE		PAGE OF PAGES 1 3	
2 AMENDMENT/MODIFICATION NO 000029		3 EFFECTIVE DATE See Block 16C		4 REQUISITION/PURCHASE REQ NO.	
5 ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7 ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A AMENDMENT OF SOLICITATION NO.		9B DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A MODIFICATION OF CONTRACT/ORDER NO NNM08AA20C	
				10B DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A
	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).
X	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Bilateral Mod: FAR 42.103(a) Mutual Agreement; & FAR 52.245-2 Changes - Cost Reimbursement (Alt. II)
	D OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return 3 copies to the issuing office

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

The Negotiated Estimated Cost increases by (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4). The Potential Award Fee increases by (b)(4) from (b)(4) The Total Fee increases by (b)(4) The Contract Value increases by \$8,191,039 from \$29,573,554 to \$37,764,593. Total Funding Allotted remains unchanged at \$22,651,788.

See Page 2 for further description of modification.

Delivery Location Code: MSFC

NASA/Marshall Space Flight Center

Marshall Space Flight Center AL 35812

Continued ...

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) Carl V. Ehler, Dir of Contracts		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Iosco	
15B CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C DATE SIGNED 4-9-09	16B UNITED STATES OF AMERICA ORIGINAL SIGNED BY	16C DATE SIGNED APR 09 2009

A. The purpose of Modification No. 29 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate Option 1 Task Orders Plans 3.4-2009-001, 3.4-2009-003, 3.6-2009-008, 3.16-2009-009 and revised TOP 3.5-2009-011 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 26 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 29), is substituted in lieu thereof.
2. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime for Option 1 is hereby increased in the amount of (b)(4) Clause B.6 shown in Mod 26 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 29), is substituted in lieu thereof.
3. Update Clause H.10, "Key Personnel and Facilities," to reflect the approved changes in Key Personnel
 - ❖ Clause H.10, KEY PERSONNEL AND FACILITIES, shown in the Mod 19 is hereby revised to include the names of approved Key Personnel changes, shown on the enclosed replacement page H-9 (Mod 29), is substituted in lieu thereof.
4. Update Section J, Attachment J-5, "Description of Labor Categories," to include position descriptions for newly proposed Labor Categories
 - ❖ Attachment J-5, DESCRIPTION OF LABOR CATEGORIES, shown in the Basic contract is hereby revised by deleting pages J-5-18 and J-5-19 in its entirety and the revised pages J-5-18 through J-5-22, shown on the enclosed replacement pages J-5-18 through J-5-22 (Mod 29), is substituted in lieu thereof.
5. Update Section J, Attachment J-6, "Schedule of IDIQ Fully Burdened (Except-Fee)Not-to-Exceed (NTE) Labor Rates for Prime & Major Subcontractors," to include IDIQ labor rates for newly proposed Labor Categories
 - ❖ Attachment J-6, SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE) LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS, shown in Mod 17 is hereby revised by deleting pages J-6-1, J-6-2, J-6-4, and J-6-5 and the revised pages J-6-1, J-6-2, J-6-4, and J-6-5, shown on the enclosed replacement pages J-6-1, J-6-2, J-6-4, and J-6-5 (Mod 29), is substituted in lieu thereof.
6. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 26 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-2 (Mod 28), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are

substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 26)	B-2 (Mod 29)
	B-5 (Mod 26)	B-5 (Mod 29)
Section H	H-9 (Mod 19)	H-9 (Mod 29)
Attachment J-5	J-5-18 and J-5-19 (Basic)	J-5-18 through J-5-22 (Mod 29)
Attachment J-6	J-1-6, J-6-2, J-6-4, & J-6-5 (Mod 17)	J-1-6, J-6-2, J-6-4, & J-6-5 (Mod 29)
Attachment J-7	J-7-1 (Mod 26)	J-7-1 (Mod 29)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. Contractor's Statement of Release

In consideration of the modification agreed to herein as complete equitable adjustment for the contractor's proposal for adjustment listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustment attributable to such facts or circumstances giving rise to said contract changes and/or contractor proposals, and for such additional obligations as may be required by this modification.

Contract
Change Identification

Modification 29

Contractor
Proposal Number

IPC Option 1 proposal Rev. 1,
Dated March 19, 2009

G. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)										
	Fee Period 2*											
	Total Base											
2	OPTION YEAR 1											
	Fee Period 3*											
	Fee Period 4*											
	Total Option 1											
Overall Contract												

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2								
	Fee Period 5*	(b)(4)							
	Fee Period 6*								
4	OPTION YEAR 3								
	Fee Period 7*								
	Fee Period 8*								
5	OPTION YEAR 4								
	Fee Period 9*								
	Fee Period 10*								

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount		Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	ERC Incorporated	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

(End of Clause)

H.11 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992) -- ALTERNATE II (OCT 2000)

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

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

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

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

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

(f) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

(End of clause)

H.12 MSFC 52.223-90 ASBESTOS MATERIAL (JUN 2002)

During performance of this contract, Contractor personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, 4202, 4612, 4619, 4620, 4623, 4663 and 4666 are of special concern since they are known to contain a sprayed on fire insulation on or above the ceiling, usually located on the metal or concrete structure of the buildings. These buildings and all other MSFC buildings may contain asbestos in floor tile, pipe and lagging insulation, exterior siding, roofing felt, and many other building materials. Prior to disturbing suspected asbestos material in any manner, the Contractor shall notify MSFC's Occupational Medicine and Environmental Health Services, for guidance.

AEROSPACE PAINTER

Prepares surfaces by sandblasting, sanding, and applying chemical degreasing and etching solutions, metal conditioners and wash primers. Must paint a variety of aerospace materials to include metal, composites, ceramics, wood and metal items, primarily by spraying with primers, lacquers and acrylics. Must be knowledgeable of proper application materials on each type of surface and be able to independently plan details of work, selecting method, equipment and process best suited for a particular requirement.

PRODUCTION CONTROL SPECIALIST I

Production Control Specialist I works in a support role to the Production Control Specialist supporting designers, engineers, and manufacturing personnel to determine capability of producing deliverable end items.

This position compiles and records production data for the Production Control Specialists review and may perform (but not limited too)

- Compiles and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using.
- calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates
- writing production reports based on data compiled, tabulated and computed, following prescribed formats
- maintaining files of documents used and prepared, compiling detailed production sheets or work tickets
- compiles material inventory records and prepares requisitions for procurement of materials

The assistant will have a basic limited understanding of machine tool operations and the types of machines used in the fabrication of parts. This individual will have capabilities in the Microsoft Office Suite of applications (Word, Excel, and Outlook). Must be able to interpret written instructions, be able to interface with potential vendors and resolve issues (customer service skills). This individual works under the direct supervision of an experienced Production Control Specialist.

PRODUCTION CONTROL SPECIALIST II

Production Control Specialist works with designers, engineers, and manufacturing personnel to determine capability of producing deliverable end items.

This position compiles and records production data for reports on volume of production, consumption of material, quality control, and other aspects of production and may perform (but not limited too)

- Compiles and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using.
- calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates
- writing production reports based on data compiled, tabulated and computed, following prescribed formats
- maintaining files of documents used and prepared, compiling detailed production sheets or work tickets
- compiles material inventory records and prepares requisitions for procurement of materials

The Specialist will have a moderate understanding of machine tool operations and the types of machines

used in the fabrication of parts. This individual will have capabilities in the Microsoft Office Suite of applications (Word, Excel, and Outlook). Must be able to interpret written instructions, be able to interface with potential vendors and resolve issues (customer service skills). This individual works under the supervision of the Fabrication Manager and will operate

30061 DRAFTER/CAD OPERATOR I

The Drafter/CAD Operator I has a basic understanding of computer operations. This operator works under direction of a higher grade CAD operator or an Engineer and assists in developing computer models that include multiple views, detail drawings, and assembly drawings. The Trainee may work from sketches, computer models, and verbal information supplied by an engineer, architect, or designer in generating the views, detail drawings, and supplementary information needed to complete assignments. This trainee may, under direction and supervision, select information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides.

30062 DRAFTER/CAD OPERATOR II

The Draft/CAD Operator II performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

13061 MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

EXEMPT

****OPERATIONS MANAGER**

Provides leadership and management to ensure all technical operations of the contract are accomplished to adequately meet the requirements of the Government while ensuring the safety and health of the work force and compliance with all environmental laws, regulations, and NASA/MSFC environmental standards. Individual shall also ensure operations are conducted in a manner that will protect the Government's property from damage. Using lower level technical leads and supervisors, individual accomplishes these goals with a large multi skilled workforce operating in numerous hazardous and non-hazardous work environments. Responsible for ensuring only qualified personnel are utilized in conducting work under this contract and, where applicable, that only individuals with proper certification conduct work that requires certification.

TEST COORDINATOR

This task requires that the employee work closely with customers to ensure that our facilities will surpass their expectations. Ability to communicate complex issues verbally and in writing to others in formal and informal settings and a high degree of organizational skills and demonstrated ability to manage multiple projects. Must work effectively with engineers and scientists from multiple disciplines as well as

procurement and resource management personnel. Must be highly proficient with MS Office and Acrobat). Working knowledge of Project Management software is a plus.

Job duties include:

- 1) Coordinate test requirements, develop estimates, and finalize test data delivery with billing to commercial customers.
- 2) Coordinate test requirements, develop estimates, and finalize data delivery to MSFC's clientele.
- 3) Maintain and monitor test schedules to accommodate customers' timeline.
- 4) Maintain schedules for Environmental, Structural Strength, and Structural Dynamics facilities with primary Test Laboratory management.
- 5) Assist with promotional elements (website, brochures, posters, presentations, conferences) as needed.

****QUALITY ASSURANCE MANAGER**

Manages the quality assurance functions. Is responsible for developing, implementing, and managing the quality system, safety system, and acceptance/inspection of deliverable end items.

****BUSINESS MANAGER**

Manages the accounting and administration functions. Maintains cost control and cost reporting and interfaces with the Government and Corporate Office on business and cost issues.

****MANAGER**

Principal onsite manager responsible for overall contract compliance, administration, and operation.

CHEMIST

Conducts research, analysis, synthesis, and experimentation on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies: Devises new equipment, and develops formulas, processes, and methods for solution of technical problems. Analyzes organic and inorganic compounds to determine chemical and physical properties, utilizing such techniques as chromatography, spectroscopy, and spectrophotometry. Induces changes in composition of substances by introduction of heat, light, energy, and chemical catalysts. Conducts research on manufactured products to develop and improve products. Conducts research into composition, structure, properties, relationships, and reactions of matter. Confers with scientists and engineers regarding research, and prepares technical papers and reports. Prepares standards and specifications for processes, facilities, products, and tests.

ENGINEER

Researches, plans, and designs chemical, mechanical and electromechanical products and systems, and directs and coordinates activities involved in fabrication, operation, application, installation, and repair of chemical, mechanical or electromechanical products and systems: Researches and analyzes data, such as customer design proposal, specifications, and manuals to determine feasibility of design or application. Designs products or systems, such as instruments, controls, robots, engines, machines, and mechanical, thermal, hydraulic, or heat transfer systems, applying knowledge of engineering principles. Plans and directs engineering personnel in fabrication of test control apparatus and equipment, and development of methods and procedures for testing products or systems. Directs and coordinates fabrication and installation activities to ensure products and systems conform to engineering design and

customer specifications. Coordinates operation, maintenance, and repair activities to obtain optimum utilization of machines and equipment. May design products and systems to interface machines, hardware, and software. May evaluate field installations and recommend design modifications to eliminate machine or system malfunctions. Directs activities of scientists, other engineers and test technicians and advises management on engineering problems: Apportions work among engineering staff according to specialized training.

PHYSICIST

Conducts research into phases of physical phenomena, develops theories and laws on basis of observation and experiments, and devises methods to apply laws and theories of physics to industry, medicine, and other fields: Performs experiments with masers, lasers, telescopes, mass spectrometers, electron microscopes, and other equipment to observe structure and properties of matter, transformation and propagation of energy, relationships between matter and energy, and other physical phenomena. Describes and expresses observations and conclusions in mathematical terms. Devises procedures for physical testing of materials. Conducts instrumental analyses to determine physical properties of materials.

DATA ANALYST

Reviews test data for reasonableness of data provided for database entry. Reviews input data for accuracy and consistency with historical data. Reviews computer input and output documents to ensure accuracy, completeness, and adherence to establishment standards: Reviews documents to ensure completeness and appropriateness prior to data entry. Reads notes and instructions written on source documents and compares information with printouts to detect errors and ensure completeness and conformity with establishment policies and procedures. Notifies supervisor when errors and shortage of output are detected, and corrects errors or refers work to other workers for correction. Compares corrected input and output data with source documents, worksheets, and data displayed on screen of computer terminal to verify corrections.

**** Labor Categories covered under PWS 1.0 are excluded from Attachment J-6, "IDIQ Fully Burdened Labor Categories"**

ECLSS GROUP LEAD

Oversee operations and perform personnel assignments and schedules to maintain an optimal mix of employee's workflow priorities. Maintain and track a sufficient inventory of supplies, materials, tools, and equipment to perform operational requirements. Supports Test Readiness Reviews. Program Management reviews and various other meetings such as hardware status and cost metrics. Ensures technical excellence, cost effectiveness, safe performance, and timeliness of all required work and deliverable products. Ensures personnel are properly trained and certified to perform operations. These operations include, but are not limited to test, fabrication, and assembly.

STRUCTURAL AND DYNAMIC TEST (SDT) GROUP LEAD

The SDT Group Lead provides technical leadership to a group of engineering technicians of various background and skill sets to ensure all technical operations are accomplished in an effective and efficient manner to adequately meet the requirements of the Government while ensuring the safety and health of the work force. The SDT Group Lead shall also ensure operations are conducted in a manner that will protect the Government's property from damage. This individual is responsible for:

- Responsible for daily planning, coordination and technical direction of staff.
- Coordinates with NASA customers (ET30, ET40) to assess skill needs and coordinates/maintains employee certifications to satisfy those needs.

- Ensure on-time and with-in budget requirements
- Ensure STG complies with all pertinent MSFC procedures.
- Ensures technical staff is in compliance with Test Preparation Sheets.
- Validation of Safety, Health, and Environmental (SHE) guideline compliance
- Validation of Quality guideline compliance
- Interface with NASA and other contractor management in understanding and definition of tasks for test operation

This individual will determine and apply the appropriate level of technical expertise to accomplish these goals. Responsible for ensuring only qualified personnel are utilized in conducting work under this contract and, where applicable, that only individuals with proper certification conduct work that requires certification (areas such as but not limited too):

- Proficiency Welder
- Confined Space Entry
- Program Critical Hardware
- Flagman, Rigger,
- Forklift Operator,
- Overhead Crane Operator
- Aerial Lift Operator
- High Pressure Systems Operator
- Hydraulic Systems Operator
- Cryogen Handler

Individual is responsible for training and preparing the work force for current and future testing operations.

V&CL OPERATION LEAD

The V&CL Operations Group Lead provides technical leadership to a group of machinists and mechanics to ensure all technical operations are accomplished in an effective and efficient manner to adequately meet the requirements of the Government while ensuring the safety and health of the work force. The V&CL Operation Group Lead shall also ensure operations are conducted in a manner that will protect the Government's property from damage. This individual is responsible for initiating the work direction from the V&CL Manager by coordination of work assignments, tracking progress and schedules of all work accomplished in the valve lab refurbishment shop and reporting of information. This individual will determine and apply the appropriate level of technical expertise to accomplish these goals. Responsible for ensuring only qualified personnel are utilized in conducting work under this contract and, where applicable, that only individuals with proper certification conduct work that requires certification. Individual is responsible for training and preparing the work force for current and future machining operations.

ATTACHMENT J-6

**SCHEDULE OF IDIQ FULLY BURDENED (EXCEPT FEE) NOT-TO-EXCEED (NTE)
LABOR RATES FOR PRIME & MAJOR SUBCONTRACTORS**

In accordance with Clause H.5, Supplemental Task Order Procedures, the Contractor shall not exceed the hourly labor rates specified in the table below when developing price estimates for all task orders contemplated or issued under this contract. These labor rates shall be inclusive of indirects and exclusive of fee. The estimated cost for resulting task orders will be negotiated individually, based upon the below schedule of fully burdened rates, as work is authorized (reference Clause H.5, paragraph c). Award fee for the individual task orders will not exceed the rates specified below. The G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders. Detailed Labor Category Position Descriptions are defined in Attachment J-5.

Fully Burdened NTE Hourly Labor Rates for Prime Contractor

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
<u>Exempt</u>					
Engineer					
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Chemist I					
Test Coordinator					
V&CL Manager					
<u>SCA</u>					
Producibility					
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Control Clerk					
Material Expediter					
Metal Cleaner, Immersion					
Painter					
Aerospace Structural Welder					
Welder, Combination					
Maintenance Trades Helper					
Machinery Maintenance Mechanic					

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool & Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter CAD/Operator I					
Drafter CAD/Operator II					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					
Computer Programmer					
General Clerk II					
Material Coordinator					
Quality and Safety Assurance Tech I					
V&CS Machinist					
V&CS Maintenance Mechanic 1					
V&CS Maintenance Mechanic 2					
V&CS Maintenance Worker					
V&CS Maintenance Worker – Apprentice 8					
V&CL Operations Lead					
Structural and Dynamic Test Group Lead					
ECLSS Group Lead					
Production Control Specialist I					
Production Control Specialist II					
Media Specialist I					
Painter, Aerospace					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
CY2 = 3/1/09 – 2/28/10 (Option 1)
CY3 = 3/1/10 – 2/28/11 (Option 2)
CY4 = 3/1/11 – 2/29/12 (Option 3)
CY5 = 3/1/12 – 2/28/13 (Option 4)

In accordance with Clause H.5, Supplemental Task Order Procedures, the contractor shall not exceed the hourly labor rates specified in table(s) below for pricing all task orders contemplated or issued under this contract that include Teammates and/or Major Subcontractor labor. These rates should be inclusive of fee (if applicable) for each Teammate and/or Major Subcontractor as proposed by the Offeror and any applicable prime contractor burdens (exclusive of fee). In adding the applicable prime contractor burden, the G&A ceiling rate specified in Clause B.7 shall not be exceeded in computing a fully burdened labor rate in all task orders.

Fully Burdened NTE Labor Rates (\$/Hr) for Teammate/Major Subcontractor

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
-					
<u>Exempt</u>					
Engineer					
Senior Engineer					
Mechanical Engineer					
Physicist					
Data Analyst					
Chemist					
Test Coordinator					
Laboratory Manager					
Technical Manager					
<u>SCA</u>					
Producibility					
Accounting Clerk I					
Accounting Clerk II					
Accounting Clerk III					
Order Clerk I					
Order Clerk II					
Safety/Training Specialist					
Quality Control (Mechanical Inspector)					
Laboratory Technician					
Manufacturing Process Planner/Estimator					
Production Clerk Coordinator					
Material Expediter					
Metal Cleaner, Immersion					
Painter					

	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>	<u>CY4</u>	<u>CY5</u>
Escalation Rate	(b)(4)				
Labor Category					
Aerospace Structural Welder					
Welder, Combination					
Maintenance Trades Helper					
Machinery Maintenance Mechanic					
Machine Tool Operator					
Sheet-metal Worker					
CNC Programmer					
Tool and Die Maker/Tool and Parts Attendant					
Electronics Planner/Lead					
Electronics Mechanic, Grade 10					
Electronics Worker, Grade 8					
Electronics Technician, Maintenance II					
Engineering Technician I					
Engineering Technician II					
Engineering Technician III					
Engineering Technician IV					
Engineering Technician V					
Library Technician					
Technical Writer II					
Secretary I					
Secretary II					
Secretary III					
Metrology Technician I					
Metrology Technician II					
Metrology Technician III					
Drafter/CAD Operator III					
Drafter/CAD Operator IV					
Computer Programmer					
Production Control 1					
Truck Driver					
Lead Quality Evaluator					
Quality Evaluator					
Painter, Aerospace					
Production Control Specialist II					

- * CY1 = 3/1/08 – 2/29/09 (Base Period)
CY2 = 3/1/09 – 2/28/10 (Option 1)
CY3 = 3/1/10 – 2/28/11 (Option 2)
CY4 = 3/1/11 – 2/29/12 (Option 3)
CY5 = 3/1/12 – 2/28/13 (Option 4)

TASK ORDERS BY REFERENCE – Option Year 1

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.4-2009-002	0	ES23	CLV Planner/Scheduler/Coordinator & Trades Service Support	3/1/2009 - 2/28/2010	(b)(4)		
3.2-2009-004	0	ET30	Structural Strength Test Support	3/1/2009 - 2/28/2010			
3.1-2009-005	0	EM10	MCRF Engineering Technician Test Support	3/1/2009 - 2/28/2010			
3.3-2009-006	0	ET40	Structural Dynamics Test Facility Technician Support	3/1/2009 - 2/28/2010			
3.12-2009-007	0	VP63	XRCF Support	3/1/2009 - 2/28/2010			
3.17-2009-010	0	ES61	Mechanical Leak Test Technician	3/1/2009 - 2/28/2010			
3.5-2009-011	1	ES43	Electrical Test, Fabrication and Assembly Technician	3/1/2009 - 2/28/2010			
3.4-2009-001	0	ES23	MSFC Mechanical Fabrication-2009	3/1/2009 - 2/28/2010			
3.4-2009-003	0	ES23	ECLSS STaRs Support	3/1/2009 - 2/28/2010			
3.6-2009-008	0	ES01	Instrumentation Calibration	3/1/2009 - 2/28/2010			
3.16-2009-009	0	ET02	Valve and Component Refurbishment	3/1/2009 - 2/28/2010			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 5		
2. AMENDMENT/MODIFICATION NO. 000030		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
				10B. DATED (SEE ITEM 13) 02/12/2008			
CODE 0AFL2		FACILITY CODE					

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$7,856,077.50
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 3 copies to the issuing office.

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


The Negotiated Estimated Cost remains unchanged at (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned for Fee Period 1 remains unchanged at (b)(4) The Potential Award Fee remains unchanged at (b)(4) The Total Fee remains unchanged at (b)(4) The Contract Value remains unchanged at \$37,764,593. Total Funding Allotted increased by \$7,856,078 from \$22,651,788 to \$30,507,866.

See Page 2 for further description of modification.

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

Continued ...

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)	
		Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		 (Signature of Contracting Officer)	04/27/2009

A. The purpose of Modification No. 30 is to:

Incrementally fund the contract in the amount of \$7,856,078 through August 10, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$7,856,078 from \$22,651,788 to \$30,507,866. Clause B.5 shown in Mod 28 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 30), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost	Award Fee Earned (b)	Potential Award Fee (c)	Total Fee (b+c)	Contract Value (a+b+c)	Total Funding Allotted
Previous	(b)(4)						
This Mod							
Revised Total							

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200288128	136905.02.06.08.05	62ES42	EXPX22009D	\$ 386.00
	136905.08.04.02.08.02.02	62EM10	EXPX22009D	\$ 57,200.00
	136905.08.04.02.08.08.03	62EM10	EXPX22009D	\$ 1,050.00
	136905.08.05.12.08.07	62EV35	EXPX22009D	\$ 500,000.00
	136905.08.05.12.07.08	62EM40	EXPX22009D	\$ 490,500.00
	401769.06.08.02.04.02	62ES23	EXCX22009D	\$ 107,052.00
	441261.04.20.06.08	62EM30	EXPX22009D	\$ 2,380.00
	401769.06.08.02.04.02	62ES23	EXCX22009D	\$ 84,000.00
	869021.05.08.01.01	62ES20	CASX22009D	\$ 3,389.00
	401769.06.03.03.02.07	62ES43	EXCX22009D	\$ 10,200.00
	736466.11.01.08.39	62ES43	CASX22009D	\$ 20,300.00
	736466.11.01.08.41	62ES43	CASX22009D	\$ 77,699.00
	136905.10.30.20.10	62ET40	EXPX22009D	\$ 24,346.00
	197009.10.01.01.10	62EM20	EXCX22009D	\$ 39,571.00
	401769.06.03.03.02.07	62ES23	EXCX22009D	\$ 15,106.00
	524238.08.01.01.03	62EM10	EXCX22009D	\$ 84,688.00
	736466.11.01.08.40	62EM01	CASX22009D	\$ 11,966.00
	401769.06.08.02.04.02	62ES23	EXCX22009D	\$ 152,604.00
4200288015	13905.08.01.09	62ET20	EXPX22009D	\$ 92,998.00
4200290316	814060.08.13	62ET02	EXPX22009D	\$ 199,000.00
	411011.01.01.01.01	62ET02	EXCX22009D	\$ 56,000.00
	522632.08.01.01	62ET02	EXCX22009D	\$ 200,000.00
	520871.08.01.01.02	62ET02	EXCX22009D	\$ 200,000.00
	524238.08.01.01.03	62ET02	EXCX22009D	\$ 100,000.00
4200291478	136905.02.04.08.13	62ET20	EXPX22009D	\$ 184,500.00
	136905.08.04.02.08.08.04	62ET20	EXPX22009D	\$ 109,387.50
4200290714	136905.08.05.04.03.08	62ER42	EXPX22009D	\$ 66,031.00
	136905.08.05.04.03.08	62ET20	EXPX22009D	\$ 10,771.00
	136905.08.05.04.04.08	62EM40	EXPX22009D	\$ 34,691.00
	136905.08.05.06.01.08	62ER33	EXPX22009D	\$ 5,000.00

	136905.08.05.10.03.08.01	62ET10	EXPX22009D	\$	12,321.00
	136905.08.05.12.02.08.02	62EM30	EXPX22009D	\$	109,532.00
	136905.08.05.12.02.08.03	62EM20	EXPX22009D	\$	815.00
	136905.08.05.12.02.08.05	62EM30	EXPX22009D	\$	6,781.00
	136905.08.05.12.08.07	62ET50	EXPX22009D	\$	919,313.00
	136905.08.05.12.08.07	62EV35	EXPX22009D	\$	51,423.00
	136905.08.05.12.02.08.09	62EV32	EXPX22009D	\$	2,608.00
	136905.08.05.12.02.08.09	62EM40	EXPX22009D	\$	11,791.00
	136905.08.05.12.02.08.10	62EM03	EXPX22009D	\$	87,030.00
	136905.08.05.12.07.08	62EM40	EXPX22009D	\$	7,587.00
	197009.10.01.01.10	62EM20	EXCX22009D	\$	37,426.00
	401769.06.03.07.02.02	62EM50	EXCX22009D	\$	2,803.00
	411672.06.05.01	62EM50	SCSX22009D	\$	2,066.00
	439906.04.01.06.04.05	62ES61	EXPX22009D	\$	12,618.00
	439906.04.02.06.04.01	62ES61	EXPX22009D	\$	813.00
	441261.04.20.06.08	62EM30	EXPX22009D	\$	4,100.00
	463169.04.12.03.07	62ER24	EXPX22009D	\$	400.00
	750271.09.01.08	62ET10	EXCX22009D	\$	50,000.00
	769347.05.08.17.01.01	62VP35	EXCX22009D	\$	10,190.00
	136905.08.01.09	62ES43	EXPX22009D	\$	440.00
	736466.11.01.08.42	62ES43	CASX22009D	\$	7,900.00
	136905.08.05.10.03.08.05	62ES23	EXPX22009D	\$	51,374.00
	136905.08.05.12.01.08	62EM10	EXPX22009D	\$	102,174.00
	136905.08.05.12.02.08.01	62ES23	EXPX22009D	\$	31,969.00
	136905.08.05.12.08.07	62EM10	EXPX22009D	\$	50,953.00
	136905.08.05.12.08.07	62EM40	EXPX22009D	\$	69,086.00
	136905.08.05.12.08.07	62ES23	EXPX22009D	\$	559,337.00
	136905.08.05.12.07.08	62EM40	EXPX22009D	\$	25,276.00
	136905.02.04.08.13	62ET20	EXPX22009D	\$	50,000.00
4200290830	524238.08.01.01.03	62EM10	EXCX22009D	\$	181,386.00
	522094.08.01.01.03.01	62EM10	EXCX22009D	\$	38,467.00
	522632.08.01.01	62EM10	EXCX22009D	\$	73,000.00
	524238.08.01.01.03	62EM03	EXCX22009D	\$	18,125.00
	522094.08.01.01.03.01	62EM03	EXCX22009D	\$	13,875.00
	524238.08.01.01.03	62EM03	EXCX22008D	\$	4,125.00
	524238.08.01.01.03	62EM40	EXCX22009D	\$	60,000.00
	522094.08.01.01.03.01	62EM40	EXCX22009D	\$	33,000.00
	524238.08.01.01.03	62EM40	EXCX22009D	\$	120,000.00
	522094.08.01.01.03.01	62EM40	EXCX22009D	\$	10,000.00
	520871.08.01.01.02	62EM40	EXCX22009D	\$	60,000.00
	136905.08.05.12.01.08	62EM40	EXPX22009D	\$	40,000.00
	136905.08.05.12.01.08	62EM40	EXCX22009D	\$	160,000.00
4200291753	136905.08.05.12.01.08	62EM02	EXPX22009D	\$	172,000.00
4200291769	814060.08.13	62ET02	EXPX22009D	\$	100,000.00
	136905.08.05.10.01.08	62ET02	EXPX22009D	\$	56,700.00
4200292133	522632.08.01.01	62ET50	EXCX22009D	\$	40,000.00
	136905.10.60.30.10.1	62ET50	EXPX22009D	\$	307,424.00
4200292141	825855.04.03.08.02	62ET30	EXPX22009D	\$	75,000.00
	136905.08.05.06.01.08	62ET30	EXPX22009D	\$	7,982.00
	136905.10.60.40.08	62ET40	EXPX22009D	\$	52,182.00

	136905.02.04.08.13	62ET40	EXPX22009D	\$	40,410.00
	136905.08.05.10.03.08.04	62ET30	EXPX22009D	\$	285,000.00
	136905.08.05.10.03.08.21	62ET30	EXPX22009D	\$	294,000.00
	604746.01.01.01.22.08	62ET30	ESAX22008D	\$	7,890.00
	136905.10.60.40.08	62ET40	EXPX22008D	\$	52,182.00
	136905.10.30.20.10	62ET40	EXPX22008D	\$	73,000.00
	136905.10.10.80.50.20.10	62ET40	EXPX22008D	\$	3,654.00
	136905.08.05.13.04.01.08	62ET40	EXPX22008D	\$	6,141.00
	136905.08.05.14.02.08	62ET40	EXPX22008D	\$	12,326.00
	136905.02.04.08.13	62ET40	EXPX22008D	\$	76,143.00
	136905.08.01.09	62ET40	EXPX22008D	\$	10,124.00
	736466.08.01.08.05.04	62ET40	EXPX22009D	\$	25,000.00
	524238.08.01.01.03	62ET40	EXCX22009D	\$	32,000.00
4200292343	136905.08.05.10.03.08.21	62ET30	EXPX22009D	\$	96,000.00
			TOTAL	\$	7,856,078.00

- D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 28)	B-4 (Mod 30)

- E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 28,152,649. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: August 10, 2009.

(b) An additional amount of \$ 617,432 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:			
Total Sum Allotted:			

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000031		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE OAFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$2,274,093.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

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)
The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned remains unchanged at \$239,965. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at \$37,764,593. Total Funding Allotted increased by \$2,274,093 from \$30,507,866 to \$32,781,989.

See Page 2 for further description of modification.

Obligated Amount for this Modification: \$2,274,093.00
Incremental Funded Amount changed: from \$30,507,866.37 to \$32,781,959.37
Continued ...

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)	
		Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Original Signed By	16C. DATE SIGNED MAY 28 2009
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

A. The purpose of Modification No. 31 is to:

Incrementally fund the contract in the amount of \$2,274,093 through September 11, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$2,274,093 from \$30,507,866 to \$32,781,959. Clause B.5 shown in Mod 30 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 31), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$239,965	(b)(4)		\$37,764,593	\$30,507,866
This Mod			\$0			\$0	\$2,274,093
Revised Total			\$239,965			\$37,764,593	\$32,781,959

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	FUND	COST CENTER	AMOUNT
4200293212	136905.08.05.12.02.08.02	EXPX22009D	62EM30	\$ 48,599.00
	136905.08.05.12.02.08.03	EXPX22009D	62EM20	\$ 1,545.00
	136905.08.05.12.02.08.05	EXPX22009D	62EM30	\$ 3,330.00
	136905.08.05.12.08.07	EXPX22009D	62EM40	\$ 33,661.00
	136905.08.05.12.08.07	EXPX22009D	62ET50	\$ 86,587.00
	136905.08.05.12.02.08.10	EXPX22009D	62EM03	\$ 55,854.00
	136905.08.05.12.07.08	EXPX22009D	62EM40	\$ 13,671.00
	401769.06.08.02.04.02	EXCX22009D	62ES23	\$ 142,948.00
	401769.06.08.02.04.05	EXCX22009D	62ES23	\$ 12,861.00
	441261.04.20.06.08	EXPX22009D	62EM30	\$ 60,000.00
	736466.11.01.08.42	CASX22009D	62ES23	\$ 160,000.00
	825844.04.03.08.01	EXPX22009D	62JP20	\$ 600,000.00
	278083.02.50.01	ESAX22008D	62VP24	\$ 5,423.00
	595551.01.08.01.VP08.09	CASX22009D	62VP22	\$ 5,711.00
	401769.06.08.02.04.05	EXCX22009D	62ES61	\$ 120,000.00
	136905.08.05.12.02.08.01	EXPX22009D	62ES23	\$ 10,230.00
	136905.08.05.12.08.07	EXPX22009D	62EM10	\$ 156,638.00
	136905.08.05.12.03.08	EXPX22009D	62EM20	\$ 6,972.00
	401769.06.03.03.02.07	EXCX22009D	62ES23	\$ 7,165.00
	401769.06.03.07.02.03	EXCX22009D	62ES23	\$ 7,139.00
	524238.08.01.01.03	EXCX22009D	62EM10	\$ 15,780.00
	136905.10.30.20.10	EXPX22009D	62ET40	\$ 8,580.00
4200295103	736466.11.01.08.38	CASX22009D	62ED02	\$ 400,000.00
	526282.01.08.14	ESAX22008D	62ED02	\$ 20,000.00
4200295103/1	736466.11.01.08.38	CASX22009D	62ED02	\$ 5,061.50
4200295655	136905.08.05.10.03.0	EXPX22009D	62ET30	\$ 10,000.00
4200296354	869021.04.08.01.13	CASX22009D	62EM10	\$ 15,000.00
	736466.11.01.08.40	CASX22009D	62EM10	\$ 150,000.00
	736466.08.01.08.02.0	CASX22009D	62ET40	\$ 8,100.00
	736466.08.01.08.05.0	CASX22009D	62ET40	\$ 8,000.00
4200296401	136905.08.05.10.03.0	EXPX22009D	62ET60	\$ 85,000.00
	736466.07.01.08.02	CASX22009D	62IS01	\$ 10,237.50
Tot Incr Fund Mod 31				\$ 2,274,093.00

- D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 30)	B-4 (Mod 31)

- E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$32,046,472. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: September 11, 2009

(b) An additional amount of \$735,487 is obligated under this contract for payment of fee.

	<u>Previous</u>	<u>This Action</u>	<u>Total</u>
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 239,965	\$ -	\$ 239,965
Total Sum Allotted:	\$ 30,507,866	\$ 2,274,093	\$ 32,781,959

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 000032		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (if other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		(x) 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C			
		10B. DATED (SEE ITEM 13) 02/12/2008			
CODE OAFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. I 1)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increases by \$(b)(4) The Provisional Estimated Cost remains unchanged at \$(b)(4) The Award Fee Earned remains unchanged at \$239,965. The Potential Award Fee increases by \$(b)(4) to \$(b)(4). The Total Fee increases by \$(b)(4) The Contract Value increases by \$311,651 from \$37,764,593 to \$38,076,244.

Total Funding Allotted remains unchanged at \$32,781,989.

See Page 2 for further description of modification.

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) Billy Longshore, Sr. V.P.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTING OFFICER (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Original Signed By	
15C. DATE SIGNED 6-05-2009		16C. DATE SIGNED JUN 05 2009	

A. The purpose of Modification No. 32 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate Option 1 Task Orders Plans 3.4-2009-003 Rev. 1 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 29 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 32), is substituted in lieu thereof.
2. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 29 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-2 (Mod 32), is substituted in lieu thereof.
3. Revise MSFC Clause 52.222-90, "Premiums for Scheduled Overtime," to reflect the overtime premium approved by the COTR and CO for the incorporation of the IDIQs
 - ❖ Clause B.6, PREMIUMS FOR SCHEDULED OVERTIME, the authorized amount of overtime for Option 1 is hereby increased in the amount of (b)(4). Clause B.6 shown in Mod 29 is hereby deleted in its entirety and the revised Clause B.6, shown on the enclosed replacement page B-5 (Mod 32), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$239,965	(b)(4)		\$37,764,593	\$32,781,959
This Mod			\$0			\$311,651	\$0
Revised Total			\$239,965			\$38,076,244	\$32,781,959

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 29)	B-2 (Mod 32)
	B-6 (Mod 29)	B-6 (Mod 32)
Attachment J-7	J-7-1 (Mod 29)	J-7-1 (Mod 32)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL																	
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATE D COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE													
1	BASE YEAR	(b)(4)																							
	Fee Period 1*												\$239,965	\$8,273,764											
	Fee Period 2*												TBD	\$11,493,059											
	Total Base												\$239,965	\$19,766,823											
2	OPTION YEAR 1																								
	Fee Period 3*																							TBD	\$9,086,321
	Fee Period 4*																							TBD	\$9,223,100
	Total Option 1																							\$0	\$18,309,421
Overall Contract																								\$239,965	\$38,076,244

* 6-month evaluation periods

- (a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

B.6 MSFC 52.222-90 PREMIUMS FOR SCHEDULED OVERTIME (FEB 2001)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period:

Amount	Period
(b)(4)	Base Period
	Option 1
	Option 2
	Option 3
	Option 4

Note 1 - Overtime premium is defined herein as any payment (for both exempt and non-exempt employees) for time worked exceeding forty hours per week (alternate work schedules will be considered by NASA on a WBS basis). A work week of forty-one hours includes one hour of overtime premium, whether the employee was paid at time-and-a-half, straight time, compensatory time, or as an offset of an earlier thirty-nine hour work week (unless an alternate work schedule has been approved by NASA).

Note 2 - All overtime shall be coordinated with, and concurred in, by the COTR prior to work commencing.

(End of Clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)

- (a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

General and Administrative (G&A) Rate Ceiling (applicable to Mission and IDIQ portions):

InfoPro Corporation	(b)(4)	Period
(b)(4)		Base Period
		Option 1
		Option 2
		Option 3
		Option 4

- (b) It is mutually agreed that when indirect cost rate ceilings are specified, the following conditions shall apply: (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates, and (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of Clause)

TASK ORDERS BY REFERENCE – Option Year 1

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.4-2009-002	0	ES23	CLV Planner/Scheduler/Coordinator & Trades Service Support	3/1/2009 - 2/28/2010	(b)(4)		\$482,387
3.2-2009-004	0	ET30	Structural Strength Test Support	3/1/2009 - 2/28/2010			\$423,759
3.1-2009-005	0	EM10	MCRF Engineering Technician Test Support	3/1/2009 - 2/28/2010			\$58,053
3.3-2009-006	0	ET40	Structural Dynamics Test Facility Technician Support	3/1/2009 - 2/28/2010			\$231,229
3.12-2009-007	0	VP63	XRCF Support	3/1/2009 - 2/28/2010			\$240,381
3.17-2009-010	0	ES61	Mechanical Leak Test Technician	3/1/2009 - 2/28/2010			\$492,699
3.5-2009-011	1	ES43	Electrical Test, Fabrication and Assembly Technician	3/1/2009 - 2/28/2010			\$175,877
3.4-2009-001	0	ES23	MSFC Mechanical Fabrication-2009	3/1/2009 - 2/28/2010			\$2,727,743
3.4-2009-003	1	ES23	ECLSS STaRs Support	3/1/2009 - 2/28/2010			\$1,455,063
3.6-2009-008	0	ES01	Instrumentation Calibration	3/1/2009 - 2/28/2010			\$2,571,525
3.16-2009-009	0	ET02	Valve and Component Refurbishment	3/1/2009 - 2/28/2010			\$1,689,215
							\$10,547,931

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 000033		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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:

\$2,712,848.77

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

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.)

The Negotiated Estimated Cost remains unchanged at (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned remains unchanged at \$239,965. The Potential Award Fee remains unchanged at (b)(4) The Total Fee remains unchanged at (b)(4) The Contract Value remains unchanged at \$38,076,244. Total Funding Allotted increased by \$2,712,849 from \$32,781,959 to \$35,494,808.

See Page 2 for further description of modification.

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)	
		Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	JUN 22 2009

A. The purpose of Modification No. 33 is to:

Incrementally fund the contract in the amount of \$2,712,848 through December 31, 2009.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$2,712,849 from \$32,781,959 to \$35,494,808. Clause B.5 shown in Mod 31 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 33), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$239,965	(b)(4)		\$38,076,244	\$32,781,959
This Mod			\$0			\$0	\$2,712,849
Revised Total			\$239,965			\$38,076,244	\$35,494,808

C. Purchase Request No./Accounting & Appropriation Data:

PR	Cost Center	WBS	Fund	Amount
4200291171	62ET02	736466.11.01.08.38	CASX22009D	100,000.00
4200291171	62ET02	814060.08.13	EXCX22009D	723,000.00
4200291171	62ET02	814060.08.12	EXCX22009D	100,000.00
4200299706	62ER32	736466.11.01.08.38	CASX22009D	53.00
4200299706	62ER24	736466.11.01.08.40	CASX22009D	1,125.00
4200299706	62ER33	136905.08.05.05.01.08	EXPX22009D	5,485.00
4200299706	62ER33	136905.08.05.06.01.08	EXPX22009D	5,485.00
4200299706	62ER33	136905.08.05.04.03.08	EXPX22009D	11,052.65
4200299706	62ER33	136905.08.05.04.04.08	EXPX22009D	10,970.00
4200299706	62ER33	736466.11.01.08.38	CASX22009D	80,000.00
4200299706	62ER33	136905.08.05.06.01.08	EXPX22009D	30,439.42
4200299706	62ER33	136905.08.05.05.01.08	EXPX22009D	240.00
4200299706	62ET40	136905.02.04.08.13	EXPX22009D	40,410.00
4200299706	62ET40	136905.02.04.08.13	EXPX22009D	59,590.00
4200297630	62ET20	136905.02.04.08.13	EXPX22009D	93,051.00
4200297630	62ET20	736466.08.01.08.02.01	EXPX22009D	8,100.00

4200299243	62ET40	136905.10.30.20.10	EXPX22009D	74,000.00
4200299243	62ET40	136905.10.30.20.24	EXPX22009D	233,000.00
4200299243	62ET40	136905.10.30.20.22	EXPX22009D	15,000.00
4200299243	62ET40	136905.02.04.08.13	EXPX22009D	22,128.00
4200299243	62ET40	136905.10.60.40.08	EXPX22009D	37,279.70
4200298027	62EM30	136905.08.05.12.02.08.02	EXPX22009D	66,644.00
4200298027	62ES23	136905.08.05.12.08.07	EXPX22009D	450,756.00
4200298027	62EM10	136905.08.05.12.08.07	EXPX22009D	122,288.00
4200298027	62ET50	136905.08.05.12.08.07	EXPX22009D	50,349.00
4200298027	62EM40	136905.08.05.12.02.08.09	EXPX22009D	1,235.00
4200298027	62ES23	921179.01.08.01.ES21.09	CASX22009R	86,031.00
4200298027	62ES43	736466.11.01.08.42	CASX22009D	4,277.00
4200298027	62ES43	136095.10.10.80.50.20.10	EXPX22009D	4,400.00
4200298027	62ES43	401769.06.08.02.04.05	EXCX22009D	61,221.00
4200298027	62ES43	401769.06.03.03.02.07	EXCX22009D	13,200.00
4200298027	62ES23	136905.08.05.12.02.08.01	EXPX22009D	9,672.00
4200298027	62ET50	136905.08.05.12.08.07	EXPX22009D	60,166.00
4200298027	62EM40	136905.08.05.12.08.07	EXPX22009D	37,376.00
4200298027	62EM40	136905.08.05.12.02.08.10	EXPX22009D	61,498.00
4200298027	62ES23	136905.08.05.12.03.08	EXPX22009D	11,141.00
4200298027	62EM40	136905.08.05.12.07.08	EXPX22009D	6,451.00
4200298027	62ER50	136905.08.05.13.02.01.08	EXPX22009D	6,000.00
4200298027	62ES23	736466.11.01.08.42	CASX22009D	9,735.00

- D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 31)	B-4 (Mod 33)

- E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$34,718,804. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: October 31, 2009

(b) An additional amount of \$776,004 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 239,965		\$ 239,965
Total Sum Allotted:	\$ 32,781,959	\$ 2,712,849	\$ 35,494,808

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. 000034	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812	CODE MSFC	7. ADMINISTERED BY (If other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	CODE MSFC
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
		10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2	FACILITY CODE		

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. I 1)
	D. OTHER (Specify type of modification and authority)



E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increased by (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned remains unchanged at \$239,965. The Potential Award Fee increases by (b)(4) (b)(4) The Total Fee increases by (b)(4) The Contract Value increases by \$129,572 from \$38,076,244 to \$38,205,816. Total Funding Allotted remains unchanged at \$35,205,816.

See Page 2 for further description of modification.

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) STEVEN TATE, GENERAL MANAGER INTERIM		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 6/25/2009	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED JUN 25 2009

A. The purpose of Modification No. 34 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to incorporate Option 1 Task Orders Plans 3.4-2009-002 Rev.1 and 3.3-2009-012 issued for IDIQ services
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 32 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 34), is substituted in lieu thereof.
2. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 32 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-2 (Mod 34), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$239,965	(b)(4)		\$38,076,244	\$35,494,808
This Mod			\$0			\$129,572	\$0
Revised Total			\$239,965			\$38,205,816	\$35,494,808

C. Purchase Request No./Accounting & Appropriation Data: None

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 33)	B-2 (Mod 34)
Attachment J-7	J-7-1 (Mod 33)	J-7-1 (Mod 34)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATE D COST	PROVISIO NAL ESTIMATE D COST	MAXIMUM POTENTIA L AWARD FEE	ESTIMATED COST	PROVISION AL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIA L AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)									\$239,965	\$8,273,764
	Fee Period 2*										TBD	\$11,493,059
	Total Base										\$239,965	\$19,766,823
2	OPTION YEAR 1											
	Fee Period 3*										TBD	\$9,131,412
	Fee Period 4*										TBD	\$9,307,581
	Total Option 1										\$0	\$18,438,993
Overall Contract											\$239,965	\$38,205,816

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2								
	Fee Period 5*	(b)(4)						TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.4-2009-002	1	ES23	CLV Planner/Scheduler/Coordinator & Trades Service Support	3/1/2009 - 2/28/2010	(b)(4)		\$581,485
3.2-2009-004	0	ET30	Structural Strength Test Support	3/1/2009 - 2/28/2010			\$423,759
3.1-2009-005	0	EM10	MCRF Engineering Technician Test Support	3/1/2009 - 2/28/2010			\$58,053
3.3-2009-006	0	ET40	Structural Dynamics Test Facility Technician Support	3/1/2009 - 2/28/2010			\$231,229
3.12-2009-007	0	VP63	XRCF Support	3/1/2009 - 2/28/2010			\$240,381
3.17-2009-010	0	ES61	Mechanical Leak Test Technician	3/1/2009 - 2/28/2010			\$492,699
3.5-2009-011	1	ES43	Electrical Test, Fabrication and Assembly Technician	3/1/2009 - 2/28/2010			\$175,877
3.4-2009-001	0	ES23	MSFC Mechanical Fabrication-2009	3/1/2009 - 2/28/2010			\$2,727,743
3.4-2009-003	1	ES23	ECLSS STaRs Support	3/1/2009 - 2/28/2010			\$1,455,063
3.6-2009-008	0	ES01	Instrumentation Calibration	3/1/2009 - 2/28/2010			\$2,571,525
3.16-2009-009	0	ET02	Valve and Component Refurbishment	3/1/2009 - 2/28/2010			\$1,689,215
3.3-2009-012	0	ET40	Structural Dynamics Test Facility Technician Support	6/29/2009-9/30-2009			\$30,474
							\$10,677,503

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 000035		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (if other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
CODE MSFC		CODE MSFC			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE OAFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and NFS 1852.216-76 Award Fee for Service Contracts


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.)

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned was increased by \$344,441 from \$239,965 to \$584,406. The Potential Award Fee was decreased by (b)(4) to (b)(4). The Total Fee was decreased by (b)(4). The Contract Value was decreased by (b)(4). Total Funding Allotted remains unchanged at \$35,205,816.

See Page 2 for further description of modification.

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) Kim S Carson		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED JUL 22 2009

A The purpose of this Modification No. 35 is to:

1. Update Clause B.2, Estimated Cost and Award Fee to reflect the Award Fee Findings and Determination dated May 21, 2009. The award fee was processed in this modification for the contractor's evaluation period 2 dated September 1, 2008 – February 28, 2009. Of the total award fee available, (b)(4) was applicable to this evaluation period, which equated to an award fee of 344,441 that left (b)(4) in unearned award fee. The total contract value decreased in the amount of (b)(4)
 - ❖ Clause B.2, page B-1, 1852.216-85 ESTIMATED COST AND AWARD FEE, Mod 20 is hereby deleted in its entirety and the revised Clause B.2, shown on the enclosed replacement page B-1 (Mod 35), is substituted in lieu thereof.
 - ❖ Table B-1, ESTIMATED COST AND AWARD FEE, shown in Mod 34 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 35), is substituted in lieu thereof.
2. Update Clause B.5, Contract funding, to adjust funding allotted for the incorporation of the Earned Award Fee, in accordance with the Award Fee Determination and Findings approved on May 21, 2009.
 - ❖ Clause B.5, CONTRACT FUNDING, shown in Mod 33 is hereby deleted in its entirety and the revised Clause B-5, shown on the enclosed replacement page B-4 (Mod 35), is substituted in lieu thereof.

B. A recapitulation of the contract value and funding is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$239,965	(b)(4)			\$35,494,808
This Mod			\$344,441				\$0
Revised Total			\$584,406				\$35,494,808

C. Purchase Request No./Accounting & Appropriation Data: N/A

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-1 (Mod 20)	B-1 (Mod 35)
	B-2 (Mod 34)	B-2 (Mod 35)
	B-4 (Mod 33)	B-4 (Mod 35)

E. All other terms and conditions remain unchanged and in full force and effect.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SERVICES TO BE FURNISHED AND TYPE OF CONTRACT

(a) The Contractor shall provide all resources (except as expressly stated in the contract as furnished by the Government) necessary to furnish the services delineated in the Performance Work Statement (PWS) in Attachment J-1, entitled: "Marshall Engineering Technicians and Trades Support (METTS) Services."

(b) The services will be procured under two separate portions, Mission Services (MS) and Indefinite Delivery/Indefinite Quantity (IDIQ). The requirement is being procured on a cost-plus-award-fee basis. The contract and supporting data are organized as shown below:

(1) The Mission Services portion covers work identified in 1.0 – 2.0 of the PWS. Project management and administrative resources necessary to manage both the Mission and the IDIQ contract portions are covered in the Mission Services.

(2) IDIQ task orders will be used to procure those services identified in WBS 3.0 of the PWS that cannot be predetermined or quantified in advance.

(End of Clause)

B.2 1852.216-85 ESTIMATED COST AND AWARD FEE (SEP 1993)

(a) The total estimated cost of this contract is \$ [See Table B-1 below]. The total award fee for this contract is \$ [See Table B-1 below].

(b) The amount of award fee earned as identified in this clause, paragraph (c), is common fee to be shared between the Contractor and its teammate/major subcontractor (b)(4). The amounts shown by evaluation period in this clause, paragraph (c) are the maximum award fees allowed the Contractor and identified subcontractors. As award fee is earned for each evaluation period, the contract values delineated in paragraph (c) will be adjusted to reflect the difference between maximum potential award fee and award fee earned. The following is a record of the maximum potential award fee that was available for each period and the award fee earned:

EVALUATION PERIOD	MAXIMUM POTENTIAL AWARD FEE	AWARD FEE EARNED
03/01/2008 – 08/31/2008	(b)(4)	\$239,965
09/01/2008 - 02/28/2009		\$344,441

(c) Table B-1 reflects the contract values of individual contract line items (CLINs) and is set forth below:

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR	(b)(4)										
	Fee Period 1*										\$239,965	\$8,273,764
	Fee Period 2*										\$344,441	\$11,493,059
	Total Base										\$584,406	\$19,728,552
2	OPTION YEAR 1											
	Fee Period 3*										TBD	\$9,131,412
	Fee Period 4*										TBD	\$9,307,581
	Total Option										\$0	\$18,438,993
Overall Contract											\$584,406	\$38,167,545

* 6-month evaluation periods

- (a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

		MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
CLIN	PERIOD COVERED	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 34,642,261. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: October 31, 2009.

(b) An additional amount of \$ 852,547 is obligated under this contract for payment of fee.

	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 239,965	\$ 344,441	\$ 584,406
Total Sum Allotted:	\$ 35,494,808		\$ 35,494,808

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

4

2. AMENDMENT/MODIFICATION NO.

000036

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

See Schedule

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (if other than item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

NASA/Marshall Space Flight Center
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORPORATION
Attn: Larry Stanley
6705 ODYSSEY DR
HUNTSVILLE AL 35806-2300

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

02/12/2008

CODE 0AFL2

FACILITY CODE

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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:

\$2,606,643.30

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

X

C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. I 1)

D OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned remains unchanged at \$584,406. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at (b)(4). Total Funding Allotted increases by \$2,606,643 from \$35,494,808 to \$38,101,451.

See Page 2 for further description of modification.

Obligated Amount for this Modification: \$2,606,643.30

Incremental Funded Amount changed: from

\$35,494,808.14 to \$38,101,451.44

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)

STEVEN W. TATE GENERAL MGR INTERM

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Kim S Carson

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

7/29/2009

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

JUL 30 2009

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

A. The purpose of Modification No. 36 is to:

- 1) Administratively correct the Total Funding Allotted amount shown on SF30 of Modifications 34 and 35.
The Total Funding Allotted sentence should read: "Total Funding Allotted remains unchanged at \$35,494,808."
- 2) Incrementally fund the contract in the amount of \$2,606,643 through November 30, 2009.
 - ❖ Clause B.5, **CONTRACT FUNDING**, funding is hereby increased in the amount of \$2,606,643 from \$35,494,808 to \$38,101,451. Clause B.5 shown in Mod 35 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 36), is substituted in lieu thereof.
- 3) Delete the Data Procurement Document (DPD) Revision B and replace with DPD Revision C.
Changes to the DPD are as follows:
 - Delete DRD 1163CD-001, Contractor Information Technology (IT) Security Plan Program.
 - Modify DRD 1163MA-010, Monthly Calibration Services Report Item 15.3b, c and delete 15.3d.
 - Update DRD 1163SA-001, Safety, Health and Environmental (SHE) Plan.
 - Update DRD 1163SA-003, Mishap and Safety Statistics Report.
 - Update page J-2-2, Document Change Log indicating DRD changes.
- 4) Replace Attachment J-1, Performance Work Statement (PWS), page J-1-1 through page J-1-35, with the revised PWS, dated 7-23-09. The revised PWS reflects the changes made in the DPD. Changes to the PWS are indicated with right margin sidebars.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$584,406	(b)(4)			\$35,494,808
This Mod			\$0				\$2,606,643
Revised Total			\$584,406				\$38,101,451

C. Purchase Request No./Accounting & Appropriation Data:

4200301705	\$	200.00	095240.04.04.22.03.08	EXPX22009D	62ER24
	\$	678.00	136905.08.04.02.08.08.03	EXPX22009D	62EM10
	\$	11,450.00	136905.08.05.05.01.08	EXPX22009D	62ER23
	\$	43,000.00	136905.08.05.12.01.08	EXPX22009D	62ES23
	\$	170,492.00	136905.08.05.12.02.08.02	EXPX22009D	62EM30
	\$	1,280.00	136905.08.05.12.02.08.03	EXPX22009D	62EM20
	\$	49,718.00	136905.08.05.12.08.07	EXPX22009D	62EM10
	\$	14,852.00	136905.08.05.12.08.07	EXPX22009D	62EV35
	\$	39,511.00	136905.08.05.12.08.07	EXPX22009D	62EM40
	\$	62,967.00	136905.08.05.12.08.07	EXPX22009D	62ET50
	\$	69,195.00	401769.06.08.02.04.02	EXCX22009D	62ES23
	\$	7,011.00	714607.01.01.02.01	SCEX22009D	62ES11
	\$	64,000.00	736466.11.01.08.42	CASX22009D	62ES23
	\$	63,000.00	736466.11.01.08.40	CASX22009D	62ES01
	\$	650,000.00	136905.08.05	EXPX22009D	62ES23
	\$	19,844.00	401769.06.08.02.04.05	EXCX22009D	62ES43
	\$	1,431.00	136905.08.04.02.08.08.04	EXPX22009D	62ER42
	\$	1,205.00	136905.08.04.02.08.11.01	EXPX22009D	62ER42
	\$	8,184.00	136905.08.05.12.02.08.01	EXPX22009D	62ES23
	\$	13,545.00	136905.08.05.12.08.07	EXPX22009D	62ES23

	\$ 49,718.00	136905.08.05.12.08.07	EXPX22009D	62EM10
	\$ 9,723.00	136905.08.05.12.02.08.10	EXPX22009D	62EM40
	\$ 38,490.00	136905.08.05.12.03.08	EXPX22009D	62ES23
	\$ 25,071.00	136905.08.05.12.07.08	EXPX22009D	62EM40
	\$ 65,614.00	136905.08.05.12.07.08	EXPX22009D	62ET50
	\$ 14,062.00	401769.06.03.03.02.07	EXCX22009D	62ES23
	\$ 17,420.00	401769.06.03.07.02.03	EXCX22009D	62ES23
	\$ 9,600.00	136905.10.30.20.10	EXPX22009D	62ET40
	\$ 50,325.00	401769.06.03.03.02.07	EXCX22009D	62ES43
4200301486	\$ 13,000.00	825080.04.06.13	EXPX22009D	62EM10
	\$ 1,600.00	595551.01.08.01.VP08.09	CASX22009D	62EM10
	\$ 5,000.00	665858.01.08.01	ESAX22008D	62EM50
	\$ 1,547.00	892182.01.08.0868.01	EXCX22008R	62EM50
	\$ 24,746.00	921179.01.08.01.EM70.09	CASX22009D	62EM50
	\$ 1,731.00	825080.04.06.30.08	EXPX22009D	62EM50
	\$ 3,462.00	825080.04.06.30.04	EXPX22009D	62EM50
	\$ 981.00	524238.08.01.01.03	EXCX22008D	62EM03
	\$ 674.00	524238.08.01.01.03	EXCX22008D	62EM03
	\$ 8,999.00	524238.08.01.01.03	EXCX22009D	62EM03
	\$ 3,633.00	522632.08.01.01	EXCX22009D	62EM03
4200302869	\$ 40,000.00	524238.08.01.01.03	EXCX22009D	62EM20
	\$ 120,000.00	524238.08.01.01.03	EXCX22009D	62EM10
	\$ 50,000.00	522632.08.01.01	EXCX22009D	62EM10
	\$ 29,422.00	401769.06.03.07.04.0	EXCX22008R	62ES42
	\$ 4,600.00	401769.06.03.07.04.0	EXCX22009D	62ES42
	\$ 59,000.00	524238.08.01.01.03	EXCX22009D	62EM40
	\$ 10,000.00	522094.08.01.01.03.0	EXCX22009D	62EM40
	\$ 30,000.00	520871.08.01.01.02	EXCX22009D	62EM40
	\$ 78,909.00	522632.08.01.01	EXCX22009D	62EM40
	\$ 18,765.00	522094.08.01.01.03.0	EXCX22009D	62EM30
	\$ 5,442.00	524238.08.01.01.03	EXCX22009D	62EM50
	\$ 32,705.45	736466.10.02.08	CASX22009D	62QD10
	\$ 60,000.00	524238.08.01.01.03	EXCX22009D	62ET60
	\$ 1,501.85	136905.10.10.80.40.2	EXPX22009D	62ER33
	\$ 2,087.00	401769.06.08.02.04.0	EXCX22009D	62ES21
	\$ 102,487.00	136905.08.04.02.08	EXPX22009D	62ET20
	\$ 887.00	921179.01.08.01.ET46	CASX22009R	62ET20
	\$ 60,529.00	921179.01.08.01.ET45	CASX22009R	62ET20
	\$ 1,276.00	401769.06.03.07.02.0	EXCX22009D	62ET20
	\$ 6,338.00	359257.01.02.01	CASX22009D	62ET20
	\$ 83,939.00	359257.01.05.01	CASX22009D	62ET20
	\$ 98,000.00	736466.11.01.08.38	CASX22009D	62ET02
4200299223	\$ 11,845.00	439906.04.01.06.04.0	EXPX22009D	62EM10
	\$ 6,500.00	444543.03.06	EXPX22009D	62EM10
	\$ 2,851.00	524239.09.01.01.03	EXCX22008D	62EM03
	\$ 20,000.00	520871.08.01.01.02	EXCX22009D	62EM03
	\$ 10,000.00	197009.10.01.01.17	EXCX22009D	62EM10
	\$ 22,600.00	197009.10.01.01.17	EXCX22009D	62EM10

- D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	Pages Deleted	Sections Added/Revised
Section B	B-4 (Mod 35)	B-4 (Mod 36)
Section J-1	J-1-1 through J-1-35 (Mod 26)	J-1-1 through J-1-35 (Mod 36)
Section J-2	J-2-1 through J-2-45 Rev B (Mod 26)	J-2-1 through J-2-49 Rev C (Mod 36)

- E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$37,194,120. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: November 30, 2009

(b) An additional amount of \$907,331 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 584,406	\$ -	\$ 584,406
Total Sum Allotted:	\$ 35,494,808	\$ 2,606,643	\$ 38,101,451

(End of Clause)

ATTACHMENT J-1

Performance Work Statement (PWS)

Introduction

This Performance Work Statement (PWS) broadly defines the requirements for Marshall Engineering Technicians and Trades Support (METTS) Services provided to the Marshall Space Flight Center (MSFC) by the Contractor. These services cover a wide range of engineering technicians and other trade skills to perform testing; ground and space based research; test operations; data analysis; machine and electrical shop operations; and other technical activities. This contract will include professionals to oversee and manage the work performed by the technical staff.

The Contractor's work on these activities is controlled by means of a Mission Services portion for work that the Government intends to remain on the contract for its duration, and by an IDIQ portion implemented through the issuance of Task Orders (TOs) for work that the Government cannot adequately define. The Mission Services contract and TOs require the Contractor to coordinate with the MSFC Directorates/Offices that exercise MSFC responsibility for the activities. MSFC Directorates and Offices are responsible for the technical excellence of MSFC managed projects, MSFC in-house projects, and technology development and application initiatives. MSFC Civil Service personnel are also deployed in support of these projects and frequent coordination between Contractor personnel and Civil Service personnel is likely. This PWS is constructed in accordance with the Level 3 Work Breakdown Structure (WBS) provided in Attachment J-3.

A Contracting Officer's Technical Representative (COTR) will be appointed for technical oversight and direction on this contract. Due to the size and complexity of this contract, Technical Monitors (TM) will also be appointed to assist the COTR in the day-to-day functions of the major areas of the contract (the Government anticipates approximately 4 civil service Technical Monitors to cover section 2.0). In addition, each IDIQ order will have a Technical Monitor appointed. This may be an existing TM or a new TM depending on the nature of the order. The TM duties will include overseeing the technical work of the Contractor in their respective work areas, ensuring that the COTR is informed of problems, and advising the COTR with respect to Contractor performance.

Scope

The Contractor shall provide all the necessary management and personnel required to perform the technical and business tasks broadly defined by the Mission Services contract and TOs issued by the Government in accordance with Clause H.4 and H.5 of this solicitation. Responses to any Task Order Requests will be in the form of a Task Order Plan (TOP). The TOPs shall be provided in accordance with Data Requirements Description (DRD) 1163MA-002, Task Order Plan. A graphical depiction of the Task Flow Process can be found in Attachment J-4. With the exception of the property listed in Clause G.6 and Attachment J-9, the Contractor shall procure all materials, supplies, incidental services, tools, and equipment necessary for the accomplishment of this PWS. Any equipment purchases must be coordinated with the COTR, Technical Monitors, and Contracting Officer and shall not include any equipment \$1M in value or higher. The Contractor shall only be enabled to purchase equipment to meet the requirements of this contract. The Contractor shall comply with NASA/MSFC regulations, policies, directives, procedures, and standards when performing all work under this PWS.

1.0 Management

1.1 Contract Management. The Contractor shall provide the planning, coordination, technical direction, and surveillance of the activities necessary to ensure disciplined performance of work and timely and efficient application of resources for the accomplishment of all Mission Services contract work and TOs issued under the contract. The Contractor shall be responsible for maintaining communication with each supported organization and alerting the Contracting Officer's Technical Representative (COTR) and Contracting Officer (CO) immediately of any problems that would prevent meeting established objectives. A Management Plan shall be provided in accordance with DRD 1163MA-001 Management Plan.

The Contractor shall provide an Organizational Conflict of Interest (OCI) Avoidance Plan in accordance with DRD 1163MA-009.

1.1.1 Task Management - The Contractor shall provide planning, coordination, and surveillance of overall project activities to ensure disciplined performance of work and the timely and efficient application of resources necessary for the completion of all tasks of this PWS. The Contractor shall make adjustments in the application of resources to specific WBS elements, as demands and priorities require, in consultation with the COTR. The Contractor shall develop a TOP for Task Order Requests received from the Government in accordance with DRD1163MA-002, Task Order Plan. The Contractor shall commence work once the TOP has been issued as a Task Order by the Contracting Officer.

The Contractor shall plan and conduct an informal progress review (format to be agreed upon between Contractor and COTR) scheduled as coordinated with COTR. All work being accomplished shall be addressed, by WBS element and/or Task Order, in these progress reports.

(b)(4)



1.1.2 Contractor Employee Center-wide Training and Certifications – MSFC requires certification for certain center-wide job functions (e.g., crane operator, fork truck operator, etc.; reference MWI 3410.1, "Personnel Certification Program"). For these job functions, the Contractor shall ensure that their workforce is properly certified to the MSFC standards prior to conducting any work requiring these job functions.

When performing work or operating equipment in direct support of NASA MSFC, within the Contractor's quality management system, including requirements for Industrial Safety (See DRD 1163SA-001), the Contractor shall establish, implement, and maintain a training and certification program as required to accomplish the requirements of this PWS, reference DRD 1163QE-001. Monitoring of these training, qualification, and certification processes will be as specified in J-20, NASA MSFC Safety & Mission Assurance Surveillance Plan.

The Contractor shall keep its employees trained and certified in order to properly perform tasks requiring certification. The Contractor shall ensure all employee certifications are recorded in the MSFC CERTRAK database. Training methods include formal training and on-the-job training in order to maintain all employee levels of technical competence. Any Contractor employee authorized to operate a given test instrument or piece of equipment shall be trained on the current operating techniques of the equipment. Any Contractor request for unique training related to the specific job functions shall be approved by the COTR. Training costs approved by the COTR shall be charged to the WBS element to which it specifically supports.

The Contractor shall provide a comprehensive plan describing how they will manage all certification requirements on this contract. The certification plan shall be provided in accordance with DRD 1163SA-002, Personnel Certification Plan.

1.1.3 Contractor Employee Specialized Training and Unique Certifications – In direct support of facility unique MSFC operations under MSFC processes (facility unique OWIs, SOPs, etc.), the Contractor shall obtain specialized training and facility unique certification in all areas where required for performing a WBS element, or as directed by the COTR. The Contractor employees shall perform work in areas where certification is required only after certification is obtained, or under the supervision of an employee who has obtained certification. For unique technical capabilities where a certification program does not exist, the Contractor shall develop a certification program, to be listed in and tracked through the MSFC SHE CERTRAK database, within 90 days of contract award. All employees working in areas requiring unique certifications shall be certified and listed in the CERTRAK database within 180 days of contract award. The Contractor shall maintain all required certifications throughout the contract. As examples, within 90 days of contract award, the Contractor shall develop certification plans which will encompass certification requirements for operation of all vacuum, thermal vacuum and turbine technology, pressure systems, and instrumentation and data collection.

For facility unique operations requiring certification, the Contractor shall designate employee(s) who will serve as certification granting authorities for their specific areas of expertise. These employee(s) shall be technically competent in the areas for which they serve as the certification granting authority and approved by the COTR. Within 90 days after completion of the certification plans, all certification requirements defined in these plans, along with a list of all individuals certified to these requirements, shall be included in the MSFC SHE CERTRAK database. The MSFC SHE CERTRAK database shall be the official record of certification and the Contractor shall maintain this record to reflect current status.

The Contractor shall address specialized and unique certifications in their comprehensive certification plan. The certification plan shall be provided in accordance with DRD 1163SA-002, Personnel Certification Plan.

1.1.4 Monthly Status Reports - The Contractor shall support a formal monthly status meeting and provide a Monthly Status Report broken out by WBS element and/or Task Order, in accordance with DRD 1163MA-004, Monthly Status Report. The Monthly Status Report shall include accomplishments during the month, work upcoming for the next month, problems encountered during the reporting month, new discoveries and/or inventions. In addition, the report shall include summaries of training, travel, overtime, consulting, procurements, and commercial work. This Monthly Status Report shall be provided to the COTR on, or before, the 10th day of each month and will cover the previous month's status. The Monthly Status Report shall not exceed two pages for each WBS element. The Contractor shall produce minutes for

each of the meetings and these minutes shall include copies of all presentation charts, if applicable, and shall provide special cost analyses and projection reports, as required. Minutes shall be provided to the COTR within 5 days of meeting date.

1.1.5 Contractor Employee Clearance Document - For Contractor badged employees who no longer require access to MSFC, the Contractor shall provide verification these employees have properly cleared all accounts when the access is no longer needed. The Contractor shall establish and maintain the document in accordance with DRD1163MA-006, Contractor Employee Clearance Document.

1.1.6 Position Risk Designation for Non-NASA Employee - The position risk designation for non-NASA employees provides information necessary to determine the type of investigation required and how closely an individual is screened for a position. The Contractor shall provide the required information in accordance with DRD1163MA-007, Position Risk Designation for Non-NASA Employee.

1.1.7 Quality Systems Management - The Contractor's quality system shall be compliant to SAE AS9100 (excluding Section 7.3 "Design and Development") by transitioning from the existing quality management system within 120 days after the contract award date. The Contractor shall be verified as compliant by a MSFC audit of their quality management system to the requirements of MWI 5330.1. The Contractor shall detail their quality management system in a quality plan prepared in accordance with DRD 1163QE-001, Quality Management System Plan. The Contractor's quality management system shall be sufficiently broad in scope and cover all aspects of the technical support, testing support, and fabrication/assembly requirements of this PWS.

NASA MSFC shall approve all quality controlled special processes prior to those processes being performed to provide products to NASA and/or any other customer. Processes previously approved will be considered acceptable for use and shall be reviewed again after those documented processes have been transitioned into the Contractor quality management system format. Transition time periods for process re-approval shall be provided by NASA through the COTR.

1.2 Planning and Control

1.2.1 Work Management - The Contractor shall provide surveillance and management oversight to meet the operations of each WBS element. Each WBS element consists of diverse technical activities with unique work skills. Most WBS elements have different planning, implementing, and progress tracking systems that maintain work flow in specific work areas. The systems or processes may be manual, electronic, or both and may consist of meetings daily, weekly, or monthly.

The Contractor shall coordinate, report, and ensure the timely completion of the work specified. This encompasses the planning, coordination, technical direction, and surveillance of all activities necessary to execute all work.

- a) The Contractor shall provide the overall management effort required to integrate technical and programmatic functions.
- b) The Contractor shall ensure the technical excellence, cost effectiveness, and timeliness of all required work and deliverable products.

- c) The Contractor shall evaluate new or used equipment to assure compatibility with directed tasks. This shall include travel to Government depots or to equipment manufacturers' or distributors' plants, as required.

1.2.2 Property Management - The Contractor shall establish and maintain a report in accordance with DRD 1163LS-001, Government Property Management Plan for all equipment, tools, etc., provided by the Government for use by the Contractor in the performance of contracted effort, and for which the Contractor has been given physical custody.

1.2.3 Technology Reports - The Contractor shall provide technical information concerning any invention, discovery, improvement, or innovation made by the Contractor in the performance of work under this contract. Technology reports shall be prepared in accordance with DRD 1163CD-002, Technology Reports.

1.2.4 Security and Information Technology - The Contractor shall incorporate appropriate safeguards to ensure the availability, integrity, and confidentiality of information and information technology resources utilized in support of this contract. Safeguards shall be commensurate with the sensitivity or criticality of the resources and shall be sufficient to minimize the risk to NASA's mission and credibility.

The contractor shall be responsible for information and information technology (IT) security when physical or electronic access to NASA's computer systems, networks, or IT infrastructure is required or when information systems are used to store, generate, process or exchange information with NASA or on behalf of NASA, regardless of whether the information resides on NASA's or a contractor's information system. At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract. The contractor shall submit a Contractor Information Technology Security Program Plan (CITSP) in accordance with DRD 1163CD-001.

1.2.5 Contractor Employee Travel - The Government will reimburse the Contractor for any necessary travel expenses, in accordance with the Federal Travel Regulations. The Government shall not be charged with travel expenses, unless the travel is coordinated and concurred, in writing, by the COTR prior to the beginning of the travel. Travel costs shall be charged to the WBS to which it specifically supports.

1.2.6 Contractor Employee Overtime - The Contractor shall work a five-day work week and define their work schedule within Marshall's normal work hours (6:30 AM through 5:30 PM) unless an alternate work schedule has been approved by the COTR.

Notwithstanding Clause B6, "Premiums for Scheduled Overtime," overtime for employees under WBS elements 1.0, 2.0, and 3.0 shall be coordinated with the COTR, and receive concurrence from the COTR, prior to the commencement of any overtime work. Overtime costs shall be charged to the WBS to which it specifically supports.

1.2.7 Badged Employee and Remote IT User Listing - The Contractor shall establish and maintain a report listing of all Contractor personnel working onsite at MSFC in accordance with DRD1163MA-005, Badged Employee and Remote IT User Listing.

1.2.8 Commercial Work - Upon written permission by the Contracting Officer, the Contractor may use the facilities provided under this contract for a rental fee for commercial work.

When requesting permission to use the facilities, the Contractor shall provide the following information with its request:

- 1). Description of the work to be accomplished
- 2). Estimated man hours
- 3). Period of Performance
- 4). Name of the customer
- 5). Amount the customer is paying the Contractor

If granted, approval to use the Government facilities will be provided on a non-interference basis with other Government work. Authorizing such use of the facilities does not waive any rights of the Government to terminate the Contractor's right to use the facilities.

The Contractor shall indemnify the Government and hold it harmless against claims for injury to persons or damage to property of the Contractor or others arising from the Contractor's possession or use of the facilities. A copy of the indemnification notice shall be included in each subcontract issued by the Contractor. The Contractor is fully liable for all damages to Government property being used for commercial purposes.

Rental rates for the facilities shall be 10 percent of each individual commercial contract. However, the Contractor may use, with the written approval of the COTR, the rates set forth in FAR 52.245-9, "Use and Charges" if the Contractor determines 10 percent to be inequitable. The Contractor shall credit future payment vouchers for rental costs incurred.

1.2.9 Contractor Procurements – Per NFS 1852.245-71, all items procured under this contract are accountable to the Government and the contractor assumes user responsibilities. The contractor shall establish a record of property procured using contract funds and transfer to the Government within 5 working days after receipt of the property. The contractor will use DD1149 (or equivalent) along with the contractor's Purchase Order (PO) and provide to the installation central receiving area prior to delivery by the vendor. The contractor will be accountable and liable for the property until it is transferred to the Government's accountability (Reference MWI 4200.1, "Equipment Control" and NFS 1852.245-71).

1.2.9.1 Operations - The Contractor shall procure general operating supplies, materials, tools and equipment necessary for the accomplishment of this PWS. Any equipment purchases must be coordinated with the COTR, Technical Monitors, and Contracting Officer and shall not include any equipment \$1M in value or higher. Procurement costs shall be charged to the WBS element to which it specifically supports.

1.2.9.2 Direct - The Contractor shall procure direct materials (e.g. aluminum, titanium, stainless and carbon steels, etc) and incidental services (e.g. necessary for completion of fabrication shop customer orders) as necessary to accomplish requirements of this PWS.

1.3 Safety, Health and Environmental. The Contractor shall establish and implement an industrial safety, health, and environmental program and provide a plan in accordance with

DRD 1163SA-001, Safety, Health, and Environmental (SHE) Plan. The Contractor's industrial safety, health, and environmental program shall incorporate the following:

- a) Management leadership and employee involvement
- b) System and worksite analysis
- c) Hazard prevention and control
- d) Safety and health training
- e) Environmental compliance

The Contractor shall report mishaps and safety statistics in accordance with DRD 1163SA-002, Mishap and Safety Statistics Report.

The Contractor shall follow all MSFC safety, health, and environmental regulations. Contractor personnel will engage in hazardous operations including, but not limited to, hazardous waste generation, oxygen deficiency, high voltage, confined space entry, machine shop operations, overhead crane operations, forklift operations, aerial lift operations, cryogen handling, high pressure and cryogenic systems, vertical and boom aerial lift operations, high amplitude noise exposure, and high rpm rotating objects. The Contractor shall produce, and keep current, a Job Hazard Analysis for each employee. The Contractor shall also be responsible for maintaining the data associated with each hazardous operation in MSFC's Inventory of Hazardous Operations (IHOPS) database. This requires evaluation and update of this database annually as a minimum.

In addition, the Contractor shall perform a monthly inventory to ensure all chemicals have Material Safety Data Sheets (MSDS) and are properly bar coded, inventoried, and stored per MSFC Center (MWI 8550.5) and ISO14001, or latest version, guidelines. The Contractor, as requested, shall provide an oral report at NASA team safety meetings verifying that an inventory has been completed, all MSDS notebooks have been updated, and all chemicals are properly bar coded, inventoried, and stored per MSFC Center (MWI 8550.5) and ISO14001, or latest version guidelines.

All Contractor personnel shall attend an established monthly safety meeting and document their attendance. The Contractor shall document the safety meeting attendance of employees in MSFC's Supervisor's Safety Webpage (SSWP). In addition, all Contractor supervisory personnel shall conduct a monthly safety walk through of areas under their responsibility, report their findings in SSWP, and close findings within 30 days.

1.4 Financial Reporting. The Contractor shall utilize a financial reporting system in accordance with the NFS 1852.242-73, NASA Contractor Financial Management Reporting and NASA Policy Guide (NPG) 9501.2C, NASA Contractor Financial Management Reporting. The Contractor shall submit financial management reports in accordance with DRD 1163 MA-003, Financial Management Report (533M). The 533 will be reported at the Task and WBS Level(s).

This report shall summarize standard labor hours and costs, overtime labor hours and costs, Other Direct Cost (ODC) incurred, travel, training, procurements (including materials), and commercial work for each WBS by NASA Project funding code, or reporting category, as directed by the COTR.

2.0 Mission Services Technicians and Trades Support

2.1 Materials Testing. The Contractor shall perform materials testing to support NASA and MSFC missions and objectives, and shall support engineering oversight of these tests. This testing includes, but is not limited to, ignition and combustion testing on metallic and nonmetallic materials, toxic offgas testing on materials and components, thermal vacuum stability outgassing testing on materials, and advanced materials testing supporting space exploration.

2.1.1 Promoted Ignition-Combustion Testing - The Contractor shall perform the Upward Flammability of Materials in Gaseous Oxygen (GOX) testing of materials in a high-pressure gaseous oxygen environment, with both the Elevated Temperature and the Ambient Temperature Promoted Ignition-Combustion Testers. These tests are defined by Test 17 of NASA-STD-6001, *Flammability, Odor, Offgassing, and Compatibility Requirements and Test Procedures for Materials in Environments That Support Combustion*, and any variations or revisions thereof. Test pressures range from ambient pressure to 10,000 psi, with temperatures ranging from ambient to 2,200°F. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test data and ensure the test data correlates with test data generated by other sources. Any test data that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the Materials and Processes Technical Information System (MAPTIS) database.

2.1.2 Flammability Testing - The Contractor shall perform Flammability and Wire Insulation Flammability Testing of materials in air and in oxygen enriched atmospheres. These tests are as defined by Tests 1, 4 and 10 of NASA-STD-6001 and any variations or revisions thereof. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test data and ensure the test data correlates with test data generated by other sources. Any test data that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the Materials and Processes Technical Information System (MAPTIS) database.

2.1.3 Liquid and Gaseous Oxygen Mechanical Impact Testing - The Contractor shall perform Mechanical Impact for Materials in Ambient Pressure Liquid Oxygen (LOX) testing and Mechanical Impact for Materials in Variable Pressure LOX and GOX testing for materials, as defined by Test 13A and 13B of NASA-STD-6001 and any variations or revisions thereof. The test temperature at ambient pressure is approximately -297°F. The variable pressure test utilizes test temperatures from -297°F to +1,000°F, and test pressures from ambient to 10,000 psi. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test

data and ensure the test data correlates with test data generated by other sources. Any test data that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the MAPTIS database.

2.1.4 Advanced Materials Ignition/Combustion Testing - The Contractor shall perform advanced materials ignition testing. These include: Adiabatic Compression (Pneumatic Impact) for Materials in ambient and high pressure gaseous oxygen environments, as defined by Test 14 of NASA-STD-6001; Oxygen Index Testing of materials to determine the minimum oxygen concentration that will support the combustion of a material, as defined by the American Society for Testing and Materials (ASTM) document ASTM D2863; Multimodal Friction Ignition Testing; Heat of Combustion Testing; Wire Arc Tracking Testing; Puncture Testing; Reactivity in Aerospace Fluids Testing; and Autogenous Ignition Temperature Testing of materials to determine the temperature at which a material will spontaneously ignite without the presence of a spark or open flame, as defined by ASTM G72. This task shall also include the development and utilization of new test equipment and the development of new test methods. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test data and ensure the test data correlates with test data generated by other sources. Any test data that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the MAPTIS database.

2.1.5 Thermal Vacuum Stability (Outgassing) Testing

The Contractor shall perform Thermal Vacuum Stability Testing of materials to determine the characteristics of materials when exposed to vacuum conditions, as defined by the Johnson Space Center (JSC) document SP-R-0022/ASTM-E-595, and any variations thereof. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test data and ensure the test data correlates with test data generated by other sources. Any test data that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the MAPTIS database.

2.1.6 Toxic Offgassing (Toxicity) Testing - The Contractor shall perform Toxic Offgassing Testing of materials and assembled articles. Toxicity testing includes the *Determination of Combustion By-Products from Upward Flame Propagation Testing*, *Determination of Offgassed Products* and *Determination of Offgassed Products from Assembled Articles*. These tests are defined by Tests 7 and 16 of NASA-STD-6001 and any variations or revisions thereof. The Contractor shall lead the effort to produce any standards related to the elevated temperature test. The Contractor shall be responsible for ensuring that all equipment is properly calibrated prior to beginning a test. Any test equipment not properly calibrated shall be replaced with calibrated equipment prior to performing any test. The Contractor shall validate the test data and ensure the test data correlates with test data generated by other sources. Any test data

that cannot be validated or correlated with the test data from other sources shall be immediately brought to the attention of the COTR. This task also involves data analysis, and inputting all test data and results into the MAPTIS database.

2.1.7 Test Sample Verification and Preparation - The Contractor shall perform a complete analysis on each test sample received for the testing to ensure that the information is complete and accurate. The Contractor shall verify that each sample sent for testing has all of the information needed for identification, and that all of the information is accurate. This sometimes requires coordination with the test requester, the materials supplier, the manufacturer, and other sources. The Contractor shall also prepare each required test sample in the form in which it is needed, including substrate preparation, sample curing and sample sizing. The collected information shall be entered into the MAPTIS database. This database is currently used by the Government for the management and tracking of all work under PWS 2.1. The Contractor shall receive notification from the requester indicating if the sample and data are to be labeled as one of the following: Sensitive but Unclassified (SBU); Proprietary; International Trafficking in Arms (ITAR); Export Administration Regulations (EAR) or other security related classification. The data shall be appropriately labeled. The samples and data shall be tracked and protected in accordance with NASA guideline and procedures.

2.1.8 Engineering Analysis of Materials Testing, Data, and Results - The Contractor shall perform engineering analyses for the areas covered under this PWS element and any Task Orders developed. This effort includes analysis of test setups, test procedures, and data generated by the testing. These engineering analyses shall ensure that test data is generated using existing organizational instructions, and the data is either consistent with previous test data or valid explanations exist why anomalies have occurred. The Contractor shall receive instructions from the requester indicating if the sample and data are to be labeled as one of the following: Sensitive but Unclassified (SBU); Proprietary; International Traffic in Arms Regulations (ITAR); Export Administration Regulations (EAR); or other security related classification. The data shall be appropriately labeled. The samples and data shall be tracked and protected in accordance with NASA guideline and procedures.

2.1.9 Test Innovations - The Contractor will strive to provide innovations and improvements to the existing ways of performing tasks and interpreting data for the testing covered under this PWS. These tasks include analysis of MSFC produced test data, analysis of test data from other sources, application requests and systems evaluations. The Contractor shall maintain sufficient skill and knowledge of the test capabilities to provide technical expertise and guidance to MAPTIS database personnel for data approval and data entry.

2.1.10 Oxygen Compatibility Assessments - The Contractor shall perform oxygen compatibility assessments. These assessments are conducted for the safe operation of oxygen systems for NASA and/or private industries. The Contractor shall perform an Oxygen Compatibility Assessment, also known as Oxygen Hazards Analysis, for an oxygen system or component. Upon completion, the Contractor shall provide a complete analysis in final presentation form as agreed upon with the COTR. The Contractor shall maintain sufficient skill and knowledge of an Oxygen Compatibility Assessment to provide necessary technical guidance or expertise.

2.1.11 Development of Internal, Scientific and Data Documentation and Publications

The Contractor shall create scientific, technical and data documents, and internal documentation and publications as needed and as directed by the COTR. The documents required include research papers to be published by scientific organizations, periodical sections, newspaper articles, failure analyses, problem assessments, problem resolutions, anomaly investigations, preferred materials applications documents, data explanation documents, technical evaluation documentation, and other similar scientific and engineering documentation. The Contractor shall also create needed internal documentation, which include Organizational Instructions, safety documents and communications documentation. The Contractor shall work with the MSFC printing office to ensure that all documents are in the proper format, printed properly and delivered when required. The Contractor shall also be responsible for supporting the distribution effort of all documents created under this task.

2.1.12 Materials Research and Special Studies - The Contractor shall use supplemental research tasks to fill any available time when employees and equipment are not fully utilized for testing and analysis in WBS elements 2.1.1 through 2.1.11, or for commercial work. The Contractor shall conduct materials research in areas related to this PWS and have research tasks ongoing at all times. The Contractor shall also perform research and special studies for other materials and processes disciplines, when directed by, or with the approval of, the COTR. These research and special studies shall enhance the general knowledge base of the scientific community. The Contractor shall publish the research in readily available publications and in a format used by the specific publication or by the scientific community. Acceptable publications include periodicals and standards published by nationally recognized organizations, such as the Society of Automotive Engineers (SAE), ASTM International, the International Organization for Standardization (ISO), and the American Society for Materials (ASM) International, or other as approved by the COTR. The Contractor shall, when directed by the COTR, present these publications at meetings, conferences, symposia, etc.

2.2 ETF/EFDTF Test Support. The Contractor shall operate and maintain MSFC's Environmental Test Facility (ETF) and Experimental Fluid Dynamics Test Facility (EFDTF). Environmental and fluid dynamics test activities are planned and executed in these facilities to support the design, development, certification, and operation of flight structures, payloads, systems, and components.

Testing performed at the ETF requires frequent, around-the-clock operations. During these periods, with approval of the COTR, alternate work schedules shall be established to support weekend and second and third shift operations.

2.2.1 Planning and Control - The Contractor shall ensure the planning, coordination, technical direction, and surveillance of all activities necessary to execute all Customer Test Requests (CTR) issued for these facilities. In doing so, the Contractor shall possess and provide technical expertise on all ETF test chambers and EFDTF facilities. Currently, the Government uses a Test Preparation Sheet (TPS) (reference ET01-PRO-OWI-003, Test Preparation Sheet Instructions) to direct the contractor to perform technician work. The Contractor shall:

- a) Oversee test operations and perform personnel scheduling to maintain a sufficient number of Contractor employees overseeing the facilities and test equipment to complete testing safely and on schedule.

- b) Coordinate contract personnel to ensure an adequate skill mix when supporting frequent, around-the-clock testing in the Environmental Test Facility.
- c) Maintain and track a sufficient inventory of supplies, materials, tools and equipment required to perform the requirements of PWS 2.2.
- d) Ensure all technician personnel have the autonomy to immediately report testing anomalies, chamber concerns, or operational concerns directly to the Civil Service Point of Contact (POC).
- e) Support Civil Service personnel at all Test Readiness Reviews and other customer meetings as requested by the COTR.
- f) Ensure the technical excellence, cost effectiveness, and timeliness of all required work and deliverable products.
- g) Ensure that when performing second or third shift operations there is a senior, designated technical person in a position of authority.

The Contractor shall support MSFC personnel in planning facility maintenance and chamber, equipment, and facility upgrades to complement customer support. This shall include, but not be limited to, test facility, chamber, and equipment installation and modification, test facility, chamber, and equipment relocation, test facility, chamber, and equipment refurbishment, and test, chamber, and equipment facility teardown.

The Contractor shall be responsible for maintaining a clean and organized work environment within ETF and EFDTF work areas. This shall include supporting major, facility-wide cleaning actions.

2.2.2 Maintenance and Repair - The Contractor shall be responsible for implementation of the preventive maintenance program. It is anticipated that preventive maintenance will primarily be performed during non-test periods. The Contractor shall perform and document preventive maintenance per procedure requirements.

2.2.3 Test Coordination and Scheduling - The Contractor shall be responsible for scheduling tests and providing cost information necessary for the ETF and EFDTF business office to provide the customer with a cost estimate for testing. The Contractor shall be the initial point of contact for customers requesting testing in the ETF and serve as a liaison between customers and ETF POCs. The Contractor shall make an initial determination of which test chamber best fits the customer's needs, then coordinate testing arrangements between the MSFC chamber POC and the customer. The Contractor shall maintain all ETF test schedules and resolve any conflicts between test schedules. The Contractor shall be responsible for providing a Customer Test Request (CTR) to potential customers, receiving completed CTRs from the customers, and providing CTRs to chamber POCs. Using the CTR, the chamber POC generates a TPS to initiate the necessary work to conduct the test. The Contractor shall support Civil Service personnel at all Test Readiness Reviews and other customer meetings, as requested. The Contractor shall be responsible for coordinating access to MSFC between the customer and MSFC Security. The Contractor shall conduct guided tours for potential customers and tour groups as requested by Civil Service management.

The Contractor shall maintain a master ETF, EFDTF, and Structural Test Facility combined testing schedule. The Contractor shall give an oral presentation of the test schedule at weekly ETF and EFDTF team meetings.

The Contractor shall be responsible for coordinating, developing, and producing placards, brochures and leaflets describing the ETF's and EFDTF's technical capabilities. This includes, but is not limited to, working with MSFC Graphics in developing page layouts, generating computer graphics, and coordinating with MSFC photographers. All placards, brochures, and leaflets shall be approved by MSFC Graphics prior to production.

The Contractor shall develop presentation charts, as requested, by ETF and EFDTF personnel, and directed by the COTR.

The Contractor shall provide coordination support for onsite and off-site meetings and conferences. The Contractor shall escort foreign nationals and support all visits by foreign nationals. This will require special security training for Contractor personnel performing this function.

2.2.4 ETF Chamber Operations and Support - The Contractor shall perform all test chamber operations within the ETF and perform the mechanical, electrical, welding, machining, refrigeration (including cascade), helium leak detection and other work that supports testing. This includes, but is not limited to, chamber and support equipment installation and buildup, chamber and support equipment maintenance and preventive maintenance, instrumentation installation and checkout, test support fabrication and setup, data acquisition and reduction, equipment calibration, video monitoring, test article handling, and the installation and use of high-pressure and cryogenic systems. In the past, this work has required technicians with ancillary skills including, but not limited to, machining, welding, soldering, refrigeration, leak checking, electrical wiring (high and low voltage), pipe fitting, instrumentation, data acquisition, helium leak detection and sheet metal.

The Contractor shall provide engineering expertise, including guidance for, and operation of, the thermal chambers located in MSFC's ETF. The Contractor, as a minimum, shall maintain expertise in facility layout and design with an emphasis on electrical systems; create and maintain MicroStation® CAD drawings (electrical and mechanical) of all ETF test facilities; maintain the ETF's repository of specific facility engineering drawings; maintain proficiency in data acquisition and control systems for all thermal test systems with the ability to manage the data systems and retrieve data.

The Contractor shall, within 60 days of contract award, develop and maintain a certified Welding Program to include the ability/capability of Gas Tungsten Arc Welding (GTAW) in accordance with the American Welding Society (AWS). This requires the Contractor to be certified by an independent, third party. The program, as a minimum, shall include:

- a) A Weld Procedure Specification (WPS), Procedure Qualification Record (PQR), and a Welding Operator Qualification (WPQ) Test (Welding Position 6G)) for each of the following:

Base Metals P- No.1 to P- No.1 (Carbon Steel to Carbon Steel) and Base Metals P- No.8 to P- No.8 (Stainless Steel to Stainless Steel) for Pipe Diameters of 1.00" & Larger, Base Metal Groove of 0.0625"-0.436" (Wall Thickness).

- b) A Welder/Welding Operator qualified and certified to the stated WPSs in the 6G Welding position.

2.2.5 EFDTF Facilities Operations and Support -The Contractor shall build-up models or test items in the EFDTF with instrumentation that is tested and measured in the facilities. The Contractor shall install and connect models to the test fixtures and record data during tests. The Contractor shall configure the chamber elements and facilities to accommodate the test requirements and perform maintenance between runs. In the past, this work has required technicians with ancillary skills including, but not limited to, CAD drafting, machining, welding, soldering, refrigeration, leak checking, electrical wiring (high and low voltage), pipe fitting, instrumentation, data acquisition, and sheet metal work.

2.3 Structural Test Support. The Structural Test Facility is a high bay facility complex that provides office space, laboratory space, test cells, machine shop, fabrication areas, material handling systems, load control systems, data acquisition systems, and utilities to support aerospace structural testing. Structural strength test and dynamic load test activities are planned and executed in this facility to support the design, development, certification, and operation of flight structures, payloads, systems, and components. Although Structural Strength Test and Structural Dynamics Test are regarded as separate engineering disciplines at MSFC, the personnel and facility resources for these engineering disciplines are co-located within the Structural Test Facility. In some cases, other facilities at MSFC may be utilized for structural testing operations when test article size, test hazards, or other specific test requirements preclude test operation at the Structural Test Facility.

Structural Strength testing is an engineering discipline involved primarily with the application of static or quasi-static loads (e.g., mechanical, thermal, pneumatic) to aerospace hardware in an effort to accurately determine the hardware response to such loading (e.g., deflection, stress, strain). Structural Strength testing is primarily performed in the Structural Test Facility located in Building 4619 at MSFC. There are numerous structural test positions within the Structural Test Facility. Each test position has specific test capabilities with regard to load application limits (tensile load, compressive load, shear load) and test article size. Structural Dynamics testing involves investigation into the dynamic response of structures during the application of various types of loads. The Structural Test Facility has dedicated test areas for vibration, acoustic, modal and shock testing.

2.3.1 Structural Test Facility Planning and Control - The Contractor shall be responsible for daily planning, coordination, and technical direction of Contractor activities performed at the Structural Test Facility. The Contractor shall be responsible for coordinating daily with Structural Test Facility engineers and management as required to ensure that Contractor personnel are utilized in a cost effective and productive manner to fully support Structural Test Facility priorities and objectives. Currently, the Government uses a Test Preparation Sheet (TPS) (reference ET01-PRO-OWI-003, Test Preparation Sheet Instructions) to direct the contractor to perform technician work.

2.3.2 Structural Test Facility Support - The Contractor shall provide technician support for all structural strength and structural dynamics work activities managed through the Structural Test Facility whether work is performed at the Structural Test Facility or at MSFC on-site test facilities. The scope of this WBS includes technician support required for maintenance, upgrade, modification and refurbishment of existing Structural Test Facility systems and equipment. This work also involves support during test buildup and test operations, and support

during buildup and fabrication of new facility capabilities required to accomplish the mission of the Structural Test Facility. Typical work activities include, but are not limited to:

- power hand tool operation (drills, metal cutting saws, etc.)
- power equipment/machining operations (drill press, table saws, CNC mills and lathe, manual mills and lathe, metal cutting band saw, etc)
- hydraulic pump maintenance, troubleshooting and operation
- load control system maintenance, troubleshooting and operation
- vacuum system maintenance, troubleshooting and operation
- pneumatic system maintenance, troubleshooting and operation (air, GN2, helium, hydrogen, etc.)
- cryogenic system maintenance, troubleshooting and operation (LN2, LH2, LHe)
- electrical wire termination
- electrical cable fabrication
- tensile test machine maintenance, troubleshooting and operation
- material handling, mobile crane operation, bridge crane operation, aerial lift operation, fork lift operation
- rigging operations required to support lift operations
- data system operations support (fabricating drag-on cables, wiring termination, etc)
- data sensor installation (pressure transducers, strain gages, temperature sensors, load cells, etc)
- welding operations (MIG, TIG, stick)
- digital audio/video equipment installation and operation

2.3.3 Master Schedule - The Contractor shall maintain a master Structural Test Facility, ETF, EFDTF combined testing schedule.

2.4 Fabrication and Assembly of R&D Space Flight and Associated Hardware. The Contractor shall perform fabrication and assembly of R&D products that are within MSFC's manufacturing capability. The manufacturing capability is defined as R&D hardware products and manufacturing processes for MSFC in-house designs that require close and continual collaboration with design personnel, development of manufacturing processes, or are schedule critical.

The Contractor shall perform tasks that will consist of manufacturing R&D space flight hardware and experiments, flight ground support hardware and equipment, test fixtures (dynamic, thermal vacuum, and structural), and prototype/mockup hardware or end items made from various materials. The tasks may also require refurbishment (re-machining, reprocessing, and/or cleaning) of existing hardware.

MSFC is transitioning to Digital Design to Fabrication (DDTF). The Contractor shall have knowledge of DDTF, which includes the ability to accept and read CAD models from a variety of CAD/Modeling systems housed in a common Product Data Management (PDM) configuration system, and understand the datum to cost and plan. The Contractor shall have expertise in geometric dimensions and tolerances (GD&T). The Contractor shall provide a skill mix that includes both traditional and DDTF cost estimating and planning to meet the technical requirements of this contract.

The Contractor shall establish, implement, and maintain a system for reporting performance in accordance with DRD1163MA-007, Monthly and Semi-Annually Performance Reports.

2.4.1 Precision and General Assembly - The Contractor shall perform precision and general assembly in the open shop and in environmentally controlled clean rooms on both flight experiment hardware and test hardware. Some assembly operations require adhesive bonding technology.

2.4.2 Machining - The Contractor shall perform machining processes which shall consist of, but not be limited to, operations performed on lathes, mills, grinders, shapers, and electrostatic discharge machines. Selected machines are computer numerically controlled (CNC) and can be programmed both off- and on-line. Machining and grinding operations frequently require dimensional control to less than .001 inch. Foam machining shall include operation of conventional or CNC equipment in the foam shop or controlled areas of the primary machine shop. As a minimum, the Contractor shall be capable of operating a four machining centers at one time and ensure the machining centers are manned while operating.

2.4.3 Sheet Metal - The Contractor shall perform sheet metal processes which shall consist of, but not be limited to, operations requiring shearing, bending, punching, and fastening. The Contractor shall fabricate high and low-pressure metal tubing and flexible hose systems.

2.4.4 Surface Treatment - The Contractor shall perform surface treatment operations which shall involve, but not be limited to, glass bead/sandblasting operations, acid and alkaline metal etching, painting (spray and brush), chemical passivation, and chemical phosphate metal treatment. Electrochemical metal processing shall involve, but not be limited to, anodizing and electroless nickel plating processes. Various other plating processes may be required but only at the direction of the Technical Monitor. Cleaning processes are conducted using special chemicals. Some precision cleaning processes require particulate and nonvolatile residue sample preparation. The Contractor shall be responsible for emptying containers of spent chemical into Government-furnished receptacles or into neutralization processing tanks. The Government shall be responsible for all disposal activity including waste/waste water permits. As a minimum, the Contractor shall have the capability to provide minimal services of surface treat, precision cleaning and painting at one time.

Dry-film lubrication application shall consist of all the functions necessary to pre-treat material and apply and burnish various solid (dry film) and liquid lubricants. These lubricants shall include, but not be limited to, un-bonded solids (granular or powdered) and resin-bonded solids.

2.4.5 Welding and Heat Treatment - The Contractor shall perform fusion welding operations which shall consist of, but not be limited to, metallic inert gas, tungsten inert gas, electron beam, and plasma arc and resistance and electrostatic discharge processes. Brazing processes shall consist of, but not be limited to, acetylene and vacuum oven techniques. The Contractor shall conduct heat treatment operations in electric and gas heated ovens and furnaces using controlled (vacuum and special gases) and non-controlled environments.

2.4.6 Fabric Shop - The Contractor shall provide, on a very limited basis, services that include a fabric shop. Fabric shop tasks primarily consist of, but are not limited to, fabrication of banners, curtains, safety harnesses, lifting slings, and multi-layer insulation (MLI) blankets. The Contractor shall lay-up, sew, ultrasonically weld, bond, and inspect as specified on the Customer Order. Some special items require fabrication in a clean room environment.

2.4.7 Maintenance - The Contractor shall provide mechanical and electrical/electronic maintenance to maintain shop equipment furnished by the Government. This shall include, but not be limited to, mechanical controls in the machine shop, sheet metal shop, heat treatment area, surface treatment area, precision cleaning area, and welding shop. The Contractor shall provide machine coolant servicing to consist of, but not limited to, replenishing, replacing, and reclaiming the machine coolants as required in the fabrication shops. Excessing, repair and/or replacement of equipment shall be approved by the Technical Monitor.

2.4.8 Calibration - The Contractor shall use Government-furnished software to track and maintain calibrated equipment. Onsite MSFC calibration service is available for use as needed. As directed by the COTR, the Contractor may utilize approved outsource calibration services. Records of contracted services shall be maintained in the Contractor's record center.

2.4.9 Chemical Analysis - The Contractor shall perform sample collection, analysis, and reporting as described below:

- a) Monitor by chemical analysis all chemical tanks and rinse tanks in buildings 4760 and 4705 used in various plating, degreasing, etching, cleaning, and dye processes. These tanks shall be strictly monitored to assure that chemical parameters adhere to the requirements.
- b) The Contractor shall analyze the various solvents/fluids used in the precision cleaning facility in building 4705 for non-volatile residue and particle count to certify cleanliness of the aerospace hardware.
- c) The Contractor shall evaluate JP-8 fuel according to Military Specification, MIL-T-83133, Turbine Fuels, Aviation, Kerosene Types, NATO Code Numbers F-34 (JP-8) and F-35. The Contractor shall inspect for the presence of algae according to a demonstrably reliable method selected by the Contractor.
- d) The Contractor shall analyze hydraulic oil per MIL-PRF-83282, Hydraulic Fluid, Fire Resistant, Synthetic Hydrocarbon Base, Aircraft Metric, NATO Code Number H-537, moisture per Karl Fischer method or equal, and for particulate.
- e) The Contractor shall ultrasonically clean liquid oxygen filters, run Nonvolatile residue (NVR) and particulate count, and report results prior to normal precision cleaning.

2.4.10 Quality Control -

- a) The Contractor's quality department shall provide layout, in-process, and final inspection to ensure that all requirements are met.
- b) The Contractor's quality department shall prepare an Acceptance Data Package (ADP) for each Deliverable End Item (DEI) products. The ADP shall provide the Government with the documentation necessary to determine the acceptability of products as specified in the DEI work request. The ADP shall be prepared, maintained, and/or delivered in accordance with the requirements of DRD 1163CM-001, Acceptance Data Package.

- c) The Contractor's quality department shall be the primary interface with the Government quality assurance organization. The Government quality engineering organization shall provide project level quality inspection and test requirements prior to fabrication and assembly of quality sensitive hardware. The Government quality assurance organization will perform mandatory inspection points (MIPs) as specified by the Government quality engineering organization on quality sensitive Products.
- d) For all shop operations of quality sensitive products, certification/qualification shall be required for all personnel controlling special processes and performing fabrication and inspection operations of a specialized nature. The Government will provide the requirements for applicable certifications.
- e) The Contractor shall request, through the Technical Monitor, Government support for x-ray nondestructive evaluation (NDE) inspections when specialized inspection equipment already exists within other Government organizations.

All NDE inspections performed by NASA shall be verified by the NASA MSFC quality assurance organization or other work request designated personnel prior to return of the articles and materials for further processing by the Contractor.

The Contractor, when requested by the COTR, shall provide ultrasonic, magnaflux and dye penetrant for non-destructive evaluation (NDE) inspections.

- f) The Contractor shall support a Functional Configuration/Physical Configuration Audit Documentation process. This process is known as FCA & PCA respectively and shall be governed by DRD 1163CM-002, Functional Configuration/Physical Configuration Audit Documentation.

The Contractor shall classify nonconformities for quality sensitive products as either "Minor" or "Major." Minor nonconformities shall be defined as a nonconformance that involves a single occurrence in failing to meet a requirement that does not affect a safety related characteristic or for equipment/tooling failure. Major nonconformities will consist of all other nonconformities, including nonconformities as a result of a trend analysis. A correction action process shall be required for all major nonconformities that shall be verified as effective in preventing the nonconformity from reoccurring. The Contractor shall document all product and Quality Management System (QMS) nonconformities in Contractor's QMS.

Discrepancies for quality sensitive products that are for "Rework" shall be documented as a SQUAWK in the Visual Quality (VQ) database. All other quality sensitive product nonconformities shall be documented in the nonconformance module of the VQ database.

For non-quality sensitive products, non-conformances shall be documented within VISUAL Manufacturing™.

All dispositions except "rework" shall be approved by NASA by submittal of a Deviation Approval Request (DAR), MSFC-FORM-847 and instructions; or through a Material Review Board (MRB) process on the Contractors discrepancy record, as specified by MPR 8730.3 and by the designated project level representative.

The Contractor shall be responsible, when applicable, for material certification of all materials used to fabricate quality sensitive hardware and other hardware when specified on the Customer Order. This shall include, but not be limited to, requests for Government certification, certification from commercial sources, or spectrographic analysis using Government-furnished equipment (GFE). The Contractor shall verify raw material test reports for both chemical composition and tensile strength in conjunction with SAE AS9100, paragraph section 7.4.3 and/or as requested by the NASA quality assurance organization through the COTR. The current raw material testing verification process shall be approved by NASA. When requested, material certification records shall be part of the acceptance data package maintained in the Contractor's record center. The Contractor shall investigate MSFC or vendor Alerts on materials and hardware when requested by the COTR.

The Contractor shall maintain an optical alignment, weight, and center of gravity capability.

The Contractor's subcontracts shall comply with the applicable portions of the Contractor's approved internal ANSI/ISO/ASQC Q9001:1994 or Q9001:2000 requirements. The Contractor shall utilize the MSFC Audited Vendor List (AVL).

- 1) All subcontracts let for quality sensitive products shall utilize the MSFC supplier listings as identified for use in MWI 5330.1, section 6.2 and the links herein:

AVL: Audited Vendor List

LVL: Limited Vendor List

PSAL: Project Specific Approved Supplier List

AVL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_avl.asp

LVL: <https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default.asp>

PSASL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_psasl.asp

- 2) All non-quality sensitive products subcontracted proposed suppliers that are not on the above referenced supplier lists (AVL, LVL, PSAL) shall be evaluated for their ability to meet purchase requirements by the Contractor. If NASA product requester specifies a vendor, the Contractor shall evaluate specified vendor based on information provided by the requestor. If Contractor feels that the submitted supplier cannot meet the requirements of the purchase order, coordination for resolution shall be requested through the designated project level representative.

2.4.11 Planning and Control - The Contractor shall plan, schedule, track, and status manufacturing tasks through the fabrication shops.

The Contractor shall perform manufacturing planning to accomplish the requirements of the Customer Orders. The Contractor's planning department shall coordinate problems through the Technical Monitor and ensure "as-built" configuration agrees with the "as-designed" configuration. In addition, the Contractor's planning department shall be the primary interface between the Technical Monitor and the Contractor's other organizational departments for information, status, schedules, and estimates relative to the Customer Orders.

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The Contractor shall use Government-owned "Micro" from Estimating Systems, Inc TM to perform estimates for Customer Orders. The current Government provided seat subscriptions are fully subscribed in the fabrication shop area. Integrated with Micro is the CAD package SolidWorks [®] by SolidWorks Corporation for CAD model acceptance. The current Government provided seat subscriptions are fully subscribed in the fabrication shop area.

The Contractor shall perform production control functions as necessary to accomplish the requirements of both the Customer Order and Work Order. The Contractor shall provide accurate and reliable Work Order status and schedule information when requested by the COTR. The Contractor's production control shall assign manpower allocations to all approved Customer Orders.

The Contractor shall operate and maintain the storeroom. This task shall include, but not be limited to, inventory control, receipt, issue, storage and handling of hardware, parts, and materials for both the Government and Contractor.

The Contractor shall not be responsible for any Program Critical Hardware (PCH) handling or moves. When PCH handling or moves becomes necessary, the Contractor shall be responsible for coordinating the move with the Government and the Government's contractors that provide this service. The Contractor shall also request assistance for oversized equipment moves from the Government when such moves are required. The Contractor shall provide certified forklift and crane operators for handling normal equipment and material moves in their areas of responsibility.

The Contractor shall provide proof-load capability for lifting slings and fixtures used in normal material and hardware handling operations within the Contractor's work area. The Contractor shall request through the Technical Monitor support from the Government for proof-loading of oversized lifting slings and fixtures when applicable.

The Contractor shall operate and maintain the tool crib and inventory system utilizing CribMasterTM. The current Government provided seat subscriptions are fully subscribed in the fabrication shop area. This shall include, but not be limited to, the identification and bar coding of each tool room item, issuing and tracking tool withdrawals, purchasing supplies and materials for the tool crib including new and replacement tools, performing periodic inventories, and providing reporting.

The Government-owned online computer system is VISUAL Enterprise 6.3.8 software application. The Government is responsible for maintaining this software package with all seats currently fully subscribed in the managing of the fabrication shop area only. The current modules used within Visual Enterprise are: Manufacturing, Automated Material Tracking System, Automated Labor Tracking System, and Visual Quality Data Collection Seats.

The Contractor shall use VM to manage the planning, tracking, scheduling, procuring, and inventorying of parts and work flow through the fabrication shop. The VM major functional areas are Quotations, Customer Order Entry, Engineering Definition (Routing and Bill of Material), Production Planning, Material Planning, Scheduling, Shop Floor Barcode Control, Job Costing, Purchasing (both to the Work Order and Inventory), Inventory Control, Shipping, Invoicing, and Customer Inquiry.

The following details the work processing procedures currently used by the Government to request services from the Contractor and how the work is monitored and accepted.

Fabrication services receive requests for fabrication and assembly tasks on a MSFC Form 3751 (Fabrication Request). Once requirements are clearly identified, a Government Manufacturer Engineer (ME) will develop the requirements for and issue a Customer Order in Visual Manufacturing™ (VM). The Contractor utilizes the issued Customer Order and Form 3751 to define the hardware configuration, quantity, documentation, GFE, end-item disposition, any other special requirements, estimated cost and delivery date. All Customer Orders are approved by the Technical Monitor. The Technical Monitor may delegate authority to the MEs.

The Contractor reviews the Customer Order and documentation package, plans, coordinates, procures parts and materials, and generates a Work Order (WO) in VM. The Contractor's planning department is the primary interface between the MEs and the Contractor's other organizational departments for information, status, schedules, and estimates.

The WO package is routed to the Contractor's Production Control (PC) department, where work is assigned and scheduled with the proper manufacturing groups. The PC department monitors the fabrication and assembly work process, expedites moves from shop station to shop station, and coordinates inputs to accomplish the requirements of both the Customer Order and WO.

The Contractor fabricates and/or assembles, inspects and verifies that hardware meets the requirements of the Customer Order, WO and design drawing documentation.

Upon completion of the Customer Order requirements, the Contractor transfers the Deliverable End Item (DEI) along with the Acceptance Data Package (ADP) to the fabrication services storeroom. Storeroom personnel notify the customer and obtain the signature of the individual picking up the completed item(s).

The Contractor shall use the following Government provided software packages for job simulation and for "computer-aided manufacturing." Detailed specifics of suites and modules are to be verified by the Contractor.

- | | |
|------------------|--|
| a) Delmia | Machine Tool Builder
Machine Tool Path Simulation |
| b) ICAM Software | D-M5 CAM-POST |
| c) CATIA v5 | Manufacturing
(a) Design and Advanced Machinist
(b) Lathe Machining
(c) Prismatic Machining Preparation Assistant |

2.5 Electrical Fabrication, Test, and Assembly.

2.5.1 Fabrication - The Contractor shall perform electrical fabrication, which typically involves, but is not limited to, hand soldering, printed circuit board population, automated assembly of surface mount technology, strain gage installation, coil winding, electrical cable harness assembly, potting, staking, conformal coating, fiber optics assembly, and electrical/mechanical "black box" assembly. Selected items of electrical work require electrostatic protection of electrically sensitive components during processing.

2.5.2 Testing - The Contractor shall perform electrical testing, which typically involves, but not limited to, various testing methods and techniques on Electrical, Electronic and Electromechanical (EEE) parts, components, sub-systems and systems. These tests include; functional acceptance tests of EEE parts before board population; electrical integrity tests of flight and Ground Support Equipment (GSE) cable assemblies to ensure proper wiring, isolation and workmanship; and the electrical acceptance tests of flight and engineering hardware. The Contractor shall perform fabrication and test of GSE and special test equipment (STE), operation of automated test systems, fabricate and test prototype circuit boards, interconnecting cables, control boxes and breakout boxes, with fabrication and testing supporting GSE and Flight Hardware.

2.5.3 Assembly - The Contractor shall perform precision and general assembly in the open shop and in environmentally controlled clean rooms on both flight experiment hardware and test hardware. Some assembly operations require adhesive bonding technology.

2.5.4 Calibration - The Contractor shall use Government-furnished software to track and maintain calibrated equipment. Onsite MSFC calibration service is available for use as needed. As directed by the COTR, the Contractor may utilize approved outsource calibration services. Records of contracted services shall be maintained in the Contractor's record center.

The Contractor shall ensure all non-quality items fabricated for commercial customers shall be inspected by non-contract personnel prior to customer delivery.

2.5.5 Quality Control - The Contractor shall ensure all quality sensitive items fabricated for commercial customers shall be procured and inspected through a Space Act Agreement.

The Contractor shall ensure all subcontracts comply with the applicable portions of the Contractor's approved internal ANSI/ISO/ASQC Q9001:1994 or Q9001:2000 requirements. The Contractor shall utilize the MSFC Audited Vendor List (AVL).

- 1) All subcontracts let for quality sensitive products shall utilize the MSFC supplier listings as identified for use in MWI 5330.1, section 6.2 and the links herein:

AVL: Audited Vendor List

LVL: Limited Vendor List

PSAL: Project Specific Approved Supplier List

AVL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_avl.asp

LVL: <https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default.asp>

PSASL: https://msfcsma3.msfc.nasa.gov/dbwebs/apps/lvl/default_psasl.asp

- 2) All non-quality sensitive products subcontracted proposed suppliers that are not on the above referenced supplier lists (AVL, LVL, PSAL) shall be specified by the NASA product requester and evaluated for their ability to meet purchase requirements by the Contractor based on the information provided by the requester on the supplier. Supplier use for these products shall be limited to articles and materials purchased for the specific work request. If the Contractor feels that the submitted supplier cannot meet the requirements of the purchase order, coordination for resolution shall be requested through the designated project level COTR representative.

MSFC is transitioning to automated fabrication of surface mount assemblies. The Contractor shall provide a skill mix that includes both hand assembly and machine assembly experience to meet the technical requirements of this WBS.

All Contractor employees shall obtain certification to the requirements of NASA-STD-8739.

2.6 Reserved.

2.7 Space Environmental Effects Testing.

2.7.1 Contamination Control Support -The Contractor shall provide contamination control support for various programs to include review of program requirements, plans for implementation of those requirements, review of production processes and facilities, and participate in program audits as required. Processes that will require review include cleaning, cleanliness inspection, and contamination sampling. The Contractor shall operate laboratory instrumentation such as Fourier Transform Infrared (FTIR) spectrometers, contamination application systems, and vacuum test chambers for materials outgassing tests. A general knowledge of general laboratory protocol, basic spectroscopic techniques, materials analysis /characterization instrumentation operation, chemical solution mixing, sample preparation (cleaning, grit blast, contamination application, etc) and handling procedures is required. The Contractor shall interpret the results of testing, and provide written reports at the completion of each test. The Contractor shall attend meetings, present results and interact at the Program/Project level.

2.7.2 Space Environmental Effects Testing - The Contractor shall perform literature research and testing for materials exposed to space environments in order to accurately simulate a mission specific space environment within the laboratory, subject a material or system to that environment, and measure performance metrics after space environment exposure. The Contractor shall perform thorough literature research for past data and history on Space Environments Effects (SEE) including all data developed during Apollo, Skylab, other NASA missions, and missions of other agencies and countries whose data is available for public review. The Contractor shall also design, configure, modify, operate, and maintain the multiple and varied SEE test systems utilized for atomic oxygen (AO), ultraviolet (UV) radiation, charged particle radiation, plasma, and contamination including combined environments exposure testing. The Contractor shall also support Impact Test Facility operations including hypervelocity, ballistic, and environmental gun capabilities. The testing and operation includes performing the necessary calculations for accurate SEE irradiations, aid in the design and assembly of data acquisition systems, pre-test and post-test materials analyses, and impact assessments. The Contractor shall perform limited fabrication and assembly of test hardware, operate associated materials analysis/characterization instrumentation, interpret the results of testing, and provide written reports at the completion of each test. The Contractor shall attend meetings, present results and interact at the Program/Project level. Special training is required for radiation source, propellant and explosives handling as well as test system operation.

2.7.3 Electrostatic Levitator (ESL) System Operations - The Contractor shall provide ESL support to configure, modify, operate, and maintain the test systems and associated support equipment including vacuum hardware, operating control systems, data acquisition systems, and multiple class lasers. The Contractor shall prepare samples and operate laboratory instrumentation such as optical pyrometers and spectrometers. The Contractor shall interpret

the results of testing, and provide written reports at the completion of each test. The Contractor shall attend meetings, present results and interact at the Program/Project level.

2.7.4 Development of Internal, Scientific and Data Documentation and Publications - The Contractor shall create scientific, technical and data documents, and internal documentation and publications as needed and as directed by the COTR. The documents required include research papers to be published by scientific organizations, periodical sections, newspaper articles, failure analyses, problem assessments, problem resolutions, anomaly investigations, preferred materials applications documents, data explanation documents, technical evaluation documentation, and other similar scientific and engineering documentation. The Contractor shall also create needed internal documentation, which include Organizational Instructions, safety documents and communications documentation. The Contractor shall work with the MSFC printing office to ensure that all documents are in the proper format, printed properly and delivered when required. The Contractor shall also be responsible for supporting the distribution effort of all documents created under this task.

2.8 Reserved.

2.9 Environmental Gas Laboratory Support. MSFC has the requirement to verify the cleanliness of a variety of hardware and facilities that prevents the contamination of space flight hardware. These facilities and equipment include clean rooms at all cleanliness levels, flow benches, small hardware and equipment, and large hardware and cross-country cryogenic liquid and gas lines.

The cleanliness verifications are requested in two ways; (1) MSFC customer organizations request regularly scheduled verification checks, or (2) MSFC customers who do not need regular verifications request special one-time verifications performed within a specified time period. All data analyses and findings for the week are compiled into one Excel spreadsheet and sent to all customers for whom evaluations were performed.

The Contractor shall evaluate, as directed by the COTR, MSFC clean rooms, MSFC propellant lines and their components, and propellant storage vessels and their components to determine contamination or cleanliness levels. The Contractor shall follow a scheduled sampling routine to check the clean rooms and propellant systems at MSFC to determine contamination levels. The Contractor shall also perform any analysis not included on the routine checklist, if requested by the COTR. The Contractor shall develop and implement an effective electronic Special Test Order (STO) system, formerly called an Avoid Verbal Orders (AVO) system. This system will serve to request special or one-time only evaluations of clean rooms or lines. The Contractor shall track all data and evaluations from a central location, and provide a written report of all findings weekly. The Contractor shall inform the COTR immediately if any test result is out of the tolerance levels established by MSFC or by the COTR.

2.10 Computer-Aided Design (CAD) Drawing. The Contractor shall provide design, drafting, and library support services in order to prepare, maintain, reproduce and store detailed CAD drawings. The Contractor shall provide functional designs and design drawings utilizing state of the art Computer-Aided Design (CAD) software to numerous customers, both internal (NASA) and external (other Government Agencies and/or Industry Partners), in order to support the checkout and testing of various space flight systems and components, engine systems and

components, and ground support hardware through the application of static and/or dynamic loads, fluid flow tests involving water, cryogenic liquids, heated liquids, and their associated gasses, and hot fire tests of engines or engine components. The Contractor shall prepare the CAD drawings via verbal and written inputs from a Civil Servant engineer assigned as the design lead for projects that require special equipment designs to accomplish testing. The Contractor shall also use inputs from other government and non-government customer contacts, existing design drawings, and field and/or shop measurements, as necessary to accomplish the task assigned. The Contractor shall work with customers to prepare clear, complete and accurate working plans and detail drawings from rough sketches, detailed sketches, field and/or shop measurements, or notes. The Contractor shall produce final drawings showing the dimensions of parts, materials to be used, relationships of parts, and the relationship of various parts to the whole structure or project. The Contractor shall create detailed CAD format drawings from existing pencil drawings as required to accommodate testing on existing test stands or to allow for reuse of previously designed hardware to improve delivery dates of hardware and to reduce overall project cost. Designs shall be accomplished following approved standards as specified in the Branch's OWIs and accepted industry standards, such as, AISC – Steel Construction Manual, ASME Boiler and Pressure Vessel Code inclusive of all sections, ASME B31.1, Power Piping Systems, and ASME B31.3, Process Piping Systems, as well as other MSFC and Industry Partner generated documents as required to produce special equipment needed to satisfy test requirements. The test facilities and test positions at MSFC are active and include high pressure storage and run systems including pressure vessels, vacuum systems including vacuum chambers, large thrust reaction systems, static and dynamic load application systems, and personnel work and access platforms which must be worked on and around frequently requiring trips to the various test areas located at MSFC to make measurements, take photographs, and get visual confirmation related to the scope of the assigned design task. A number of the test stands and/or positions are large, with high elevations and open grating that must be accessed during the production of detailed design drawings, during hardware fabrication efforts, and during hardware installation to ensure proper fit up and to aid installation of the fabricated hardware.

The Contractor shall produce finished drawing prints and take the completed engineering drawings to MSFC organizations in order to acquire the required signatures after their design review has been completed and any modifications to the originally delivered drawings have been evaluated and applied to the drawing package.

2.11 Data Analysis and Database Entry for Material and Processes Technical Information System (MAPTIS). The Contractor shall obtain materials information and test data from manufacturers, suppliers, MSFC testing organizations, other NASA certified testing facilities, government agencies, and private companies. The Contractor shall perform engineering analyses on these for validity and enter the verified data into the MAPTIS database.

2.12 Optics Support. The Contractor shall perform optical coating, optical fabrication and metrology at MSFC, including support of JWST testing in the X-Ray Calibration Facility. The Contractor shall maintain and operate the vacuum coating facilities and coating deposition equipment, perform inspection, precision cleaning and handling of optics and vacuum hardware, and perform optical testing. The Contractor shall also perform optical fabrication, which includes, but is not limited to, resizing glass substrates via Blanchard or curve generator grinding. The Contractor shall perform optical metrology, which includes, but is not limited to, the use of the Coordinate Measuring Machine or ZYGO interferometer.

2.13 Tool Crib Operations. The Contractor shall operate the two MSFC Tool Crib (unassociated with the tool crib supporting shop operations). The Contractor shall be responsible for the order preparation, receipt, storage, and restocking of all tools and materials, and the proper distribution of stock items to employees. The Contractor shall keep the tool cribs fully stocked by purchasing all items necessary to do so without depleting existing stock. Tool Crib items include hand tools, calibrated tools, reusable or returnable items, hazardous chemicals, controlled items and expendable items, both for flight and non-flight use. The Contractor shall also request supplies, enter into the existing inventory system any purchase order data on items received, utilize the existing bar coding system, and generate special reports on equipment usage.

3.0 IDIQ Support

Any of the following sections that do not have specific requirements will include the requirements for the respective function specified in 2.0.

3.1 Materials Testing.

3.2 ETF/EFDTF Test Support.

3.3 Structural Test Support.

3.4 Fabrication and Assembly of R&D Space Flight and Associated Hardware.

3.5 Electrical Fabrication, Test, and Assembly.

3.6 Calibration. The Contractor shall perform timely and accurate (1) servicing, repair, and calibration of inspection, measuring, and test equipment (IM&TE) assigned for calibration by authorized users of the MSFC Calibration Facility; (2) standards maintenance and certifications; (3) calibration procedure maintenance and preparation; (4) maintain calibration data in the Marshall Calibration Management Systems (MCMS) ensuring that the data stays current; (5) instrument pick-up and delivery; (6) resolution of measurement problems associated with the effort; and (7) maintenance of a dedicated metrology workforce.

3.7 Space Environmental Effects Testing.

3.8 Reserved.

3.9 Environmental Gas Laboratory Support.

3.10 Computer-Aided Design (CAD) Drawing.

3.11 Data Analysis and Database Entry for Material and Processes Technical Information System (MAPTIS).

3.12 Optics Support.

3.13 Tool Crib Operations.

3.14 Engineering Technician Support. The Contractor shall provide engineering technician services. This includes technician support needed to design, develop, analyze, and sustain space transportation systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.15 Trade Service Support. The Contractor shall provide trade services. This includes technical support needed to design, develop, analyze, and sustain space transportation

systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.16 Valve and Component Servicing. The Contractor shall provide support for operating the center's Valve and Component Shop (V&CS). The work shall involve servicing components from fluid systems throughout the center. This includes components used for hazardous fluids such as oxygen and hydrogen. Typically, components are removed from systems by others and delivered to the V&CS for servicing. Servicing involves disassembling the component, having the component parts properly cleaned by the Government, replacing the damaged parts and soft goods, reassembling the component, pressure testing for structural integrity and leaks, and packaging for pickup by the customer. Components range from small instrumentation hand valves to very large high pressure components weighing as much as several tons. In many cases, soft goods must be fabricated from properly tested raw material to ensure compatibility with hazardous fluids. Along with the work of disassembling, cleaning, repairing, assembling, and testing components, the Contractor will be required to manage a parts room to ensure parts necessary to routinely service all anticipated components are readily available.

3.17 Space Systems Integrated Test Facility Support. The Contractor shall provide support for operating the center's Space Systems Integrated Test Facility. System tests encompass those activities required for the development, qualification, and acceptance testing of components, subsystems, and integrated space systems. Such activities include: prototype hardware/software development and test; ground support equipment development, checkout, and operation; test fixture design, fabrication, and assembly; flight hardware assembly and integration; preparation and development of test plans and procedures; functional, performance, and environmental test and checkout operations; test data analysis; test reporting; test discrepancy resolution; post shipment test and integration support; and flight operations and post mission support.

3.18 Propulsion Test Support. The Contractor shall provide support for Propulsion Testing. Marshall has numerous facilities capable of all types of rocket space transportation testing. Propulsion Test encompasses those activities required for the development, qualification, and acceptance testing of components to full-up engine systems. Test data is developed to evaluate aerospace technologies and hardware. This involves, but not limited to, facility buildup and modification, facility drawing maintenance and updates, test preparation, test operation, facility and equipment maintenance, instrumentation installation and checkout, test support fabrication and set-up, data acquisition, equipment calibration, video monitoring, test article handling, and the installation and use of high-pressure and cryogenic systems.

3.19 Support Functions. The Contractor shall provide support services to execute the PWS. This includes technical support needed to design, develop, analyze, and sustain space transportation systems, payloads, and spacecraft. This also includes technical support for mission operations, research investigations, and technology development initiatives.

3.19.1 Chemical Analysis - The Contractor shall perform sample collection, analysis, and reporting. The Contractor shall monitor, by chemical analyses, all chemical tanks and rinse tanks in buildings 4760 and 4705 used in various plating, degreasing, etching, cleaning, and dye processes. These tanks shall be strictly monitored to ensure that chemical parameters adhere to the requirements.

3.19.2 Quality Systems Management - The Contractor shall perform quality functions to accomplish customer requirements.

3.19.3 Planning and Control - The Contractor shall perform manufacturing and test planning, including scheduling, to accomplish customer requirements.

3.19.5 Contamination Control - The Contractor shall provide support which includes, but is not limited to, requirements definition, requirements implementation, process controls, facilities controls, and testing techniques related to materials, processes and facilities. The Contractors shall provide support for a wide range of disciplines, from the ground processing of propulsion elements to the simulated on-orbit spacecraft exposure environments. Specific applications also include monitoring techniques, cleaning processes, cleanliness verification and foreign object debris program assessment.

3.19.8 Engineering - The Contractor shall provide engineering expertise necessary to support PWS area when requested.

3.19.9 Other Support Functions - There may be future requirements for support services that are not identified or implied in the PWS. If future additional support services are required, these requirements will be identified via Task Order. The Contractor shall perform and complete all technical requirements that meet the intent of the PWS and shall be provided adequate resources requested through this WBS.

Glossary

Acceptance: The activity performed on all production articles generally consisting of inspections, measurements, and tests that demonstrate that each article was manufactured as designed and with acceptable quality and workmanship, performs in accordance with specified requirements, and is acceptable for delivery.

Acceptance Review: The Acceptance Review examines the equipment, documentation, and data that support verification. An acceptance review is accomplished to assure that equipment (at any level of assembly) is ready for transfer of ownership or custody or is ready for integration into a next-higher assembly.

Acquisition: The acquiring, by contract, of supplies or services through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, or evaluated. Acquisition begins at the point when the Agency needs are established and includes the description of requirements to satisfy the Agency needs, solicitation and selection of sources, awards on contracts, contract financing, performance, administration, technical and management functions directly related to the process of fulfilling Agency needs by contract.

Adiabatic Compression Test (Pneumatic Impact Test): A test used to determine the propensity of a material to ignite when subjected to rapid confined pressurization which does not allow the dissipation of heat. The Marshall Space Flight Center (MSFC) Adiabatic Compression Tester uses oxygen gas to rapidly pressurize a small sample of material, which is then used to determine if the heat generated by the pressurization is sufficient to ignite the material.

Aerothermal Environment: Aerothermodynamic heat transfer associated with radiation or convection induced by supersonic flight or rocket plume flow fields.

Annual Operating Agreement: A NASA Center management plan which defines customer requirements, processes, and resources required to meet customer requirements, and the metrics defining effectiveness and efficiency of project processes.

Atomic Oxygen: Atomic Oxygen is formed by solar ultraviolet (UV) radiation dissociating oxygen molecules into free oxygen atoms in the outer ionosphere from altitudes greater than 100 km. Atomic oxygen reacts with many materials, eroding organic materials and oxidizing metals.

Autogenous Ignition Temperature Test is used to determine the temperature at which liquids and solids will spontaneously ignite. The material must ignite without the application of spark or flame in a high pressure oxygen enriched environment.

CAD Drawing: Computer Aided Design of systems and components typically using Microstation for 2-D designs, Solid Edge for 3-D designs, and other software packages as required by the customer.

Component End Item (CEI): Defined as the sub-assemblies and/or components data for measuring contractor's cost and schedule performance on a NASA Acquisition Contract.

Certification of Qualification (COQ): Provides a uniform method for design qualification and certification of US components and subsystems.

Clean Room: An environmentally controlled area in which temperature, humidity, particulate, molecular species, process and personnel controls are implemented to insure hardware exposure environments result in an acceptable level of cleanliness.

Commercial-Off-The-Shelf (COTS): Commercially available products that can be purchased and integrated with little or no customization.

Component: An aggregate of hardware and/or software that can be characterized by one specification, is designed by a single activity to be functionally tested, and is verified as a unit.

Contamination Control: Responsibilities encompassing materials and contamination control during all phases of hardware development including design, manufacturing, assembly, test, transportation, launch site processing, on-orbit exposure, return and refurbishment if required. Control also includes reducing the risk of hardware/system failure due to molecular or particulate contamination. Contamination is a concern in a wide range of areas including critical bondlines, reactive fluids (e.g. liquid oxygen) compatibility, and sensitive optics. Contamination control also addresses applications of a variety of facilities and instrumentation capable of contaminant detection, identification, and monitoring. Material applications dealing with environments, including production facilities, clean rooms, and on-orbit exposure area also included. Contamination control personnel advise on contamination and foreign object debris control programs as well as clean room operations by compliance with imposed standards.

Cost Performance Report: This report consists of five formats containing data for measuring contractor's cost and schedule performance on a NASA Acquisition Contract.

Critical Design Review (CDR): The CDR discloses the complete system design in full detail, ascertains that technical problems and design anomalies have been resolved, and ensures that the design maturity justifies the decision to initiate fabrication/manufacturing, integration, and verification of mission hardware and software.

Critical Processes (Quality Assurance): Are processes where uniform high quality cannot be ensured by inspection alone.

Critical Processes (Manufacturing Processes): An operation, treatment, or procedure used as a step in manufacturing, testing, or inspection that, if improperly or inadequately performed, can have a significant performance, including safety, or schedule impact on new or unique processes, hardware designed for fracture control or processes identified on the Critical Items List (CIL) or as safety hazard control items.

Demonstration Test Articles: Test articles that are used to demonstrate a manufacturing and/or assembly process or technique.

Design: The approach that engineering disciplines use to specify how to create or do something. A successful design must satisfy a functional specification, conform to the limitations of the target medium, meets implicit or explicit requirements on performance and resource usage.

Design Definition Document: Provides a detailed description of the US at the end of a design analysis cycle.

Design for Manufacturability: The process of proactively designing products to (1) optimize all the manufacturing functions: fabrication, assembly, test, procurement, shipping, delivery, service, and repair, and (2) assure the best cost, quality, reliability, regulatory compliance, safety, time-to-market, and customer satisfaction.

Dynamic Test: Structural dynamics test technologies and facility capabilities are planned, developed, and applied to the requirements of structural analysis, flight criteria, and institutional objectives. Primary emphasis is on: certification testing to simulated flight levels; development tests to determine structural performance characteristics; experimental tests to derive structural dynamic properties, expand test technologies, and support related technology development; and experimental tests to evaluate control system technologies and concepts to mitigate structural, thermal, and control system interactions for large space structures. Test control and response data processing includes time, frequency, and spatial domain analysis formatted for compatibility with analytical models, certification criteria, and experimental objectives. A wide range of skills provide the customer with a rapid response for structural dynamics testing needs. Test engineers provide overall management and coordination of test activities. These engineering services span a wide variety of dynamics testing: modal survey, vibration, acoustics, control dynamics, and pyrotechnic shock. Force inputs are provided through electromagnetic shakers, instrumented hammers, pyrotechnic charge devices, and forced air horn loaded drivers. Measured responses are obtained through piezoelectric accelerometers, high-speed video, dynamic strain gauges, electronic speckle pattern interferometry, and non-contact laser vibrometry. Test data are provided to support correlation of the experimental results with the analytical structural models and to qualify and certify flight hardware.

Environmental Testing: Usage of thermal vacuum, thermal humidity, and thermal altitude chambers to simulate conditions related to ascent, descent, and on-orbit environments as well as conditions related to shipping and ground storage environments.

Equipment: A generic term used to refer to hardware at any level-of-assembly from a component up through an integrated system.

Evaluation Factors: Factors by which a contractor's proposal will be evaluated to make a contract award.

Export Control: United States export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), and the Export Administration Regulations (EAR.)

Export Licenses: Licenses or other approvals from the Department of State or the Department of Commerce related to export of hardware, technical data, or software, or provides technical assistance to a foreign destination or "foreign person."

Flammability Test: A test method used to analyze the ignition potential of aerospace materials and small components, and to determine their burning characteristics. The MSFC Flammability test system is used to determine the ability of materials to resist ignition or to self-extinguish without transferring burning debris to adjacent materials.

Fluid Dynamics: Fluid mechanics or fluid dynamics is the study of the physical behavior of fluids. Fluids used at the cold flow facilities are liquids and gases - normally water and air. Testing of a fluid dynamic problem typically involves experimentally measuring various properties of the fluid, such as velocity, pressure, density, and temperature, as functions of space and time. The discipline has a number of sub disciplines, including aerodynamics (the

study of gases) and hydrodynamics (the study of liquids). Fluid mechanics has a wide range of applications engineering and aerospace. For example, it is used to determine forces and moments on spacecraft, the mass flow of fluid through turbopumps, and prediction of aerodynamic environment in turbines.

Full Time Equivalent (FTE): A FTE for civil service personnel working for NASA.

Government Furnished Equipment: Equipment used during the project lifecycle that is not property of the contractor (machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items).

Government Furnished Property: Property in possession of the Government and subsequently made available to the contractor (facilities, materials, special tooling and special test equipment).

Guidance Document: A document that the Contractor will use as guidance in developing a Data Requirements Document (DRD) or a subsystem.

Inputs: A contractor provides “inputs” to a NASA document or study to allow NASA to produce a final product that may integrate the contractor’s submission with submissions from various other sources. The format for inputs is defined in a contractual Data Requirements Document.

Levitation (Electrostatic): Charged specimens are maintained floating in the desired position between electrodes. Specimens are free from contact with any equipment or container. (Reference website: <http://esl.msfc.nasa.gov/>)

Materials and Processes Technical Information System (MAPTIS): MAPTIS is a NASA-wide materials database established for the purpose of recording and disseminating information about materials to help assure safe material selections for NASA produced space flight hardware.

Mechanical Impact Test: A test used to determine the propensity of a material to ignite when subjected to an impact by a free-falling weight. The MSFC Ambient and High-Pressure Mechanical Impact testers use a plummet to impact a disk of the sample material which is immersed in liquid or gaseous oxygen.

Metrology: Calibrated measurement or characterization of the fine dimensions, shape or surface roughness of precision manufactured hardware or optical components (lenses, mirrors and other specialized optics). Typically, government furnished equipment is provided for such tasks.

Material Usage Agreement (MUA): An agreement between the contractor and the government encompassing all agreed upon materials for use in the launch vehicle or spacecraft.

National Center for Advanced Manufacturing (NCAM): Located within Materials and Processes Laboratory, NCAM addresses the manufacturing requirements of space transportation systems. Through NCAM, partnerships between National Aeronautics and Space Administration (NASA), other government agencies, industry, and academia are formed that leverage assets and successfully meet the requirements of future aerospace systems-- systems that will ultimately provide safe and low-cost access to space.

Organizational Issuances (OI): Documents that provide procedures, instructions, etc., for internal use within an organization. OI's include Organizational Work Instructions (OWI's), procedures, plans, etc.

Organizational Work Instructions (OWI): Documents that provide detailed instructions stating how to perform specific Marshall Management System directed duties that apply to one or more Marshall Space Flight Center organizations, but not all. The OWI document type can be used when other document type designations do not apply.

Oxygen Index Test: A test used to determine the minimum oxygen concentration in a mixture of oxygen and nitrogen that will support flaming combustion of a material initially at room temperature.

Past Performance: Factual information about the performance of a contractor against the performance requirements in past contracts.

Performance Assessment Plan: Describes the Contractor's overall approach to contract performance assessment and the implementation process for accomplishing metric evaluation and reporting.

Performance Management Review: Integrated review of cost, schedule, and technical performance on the contract.

Plasma: A quasi-neutral gas of charged and neutral particles which exhibit collective behavior.

Promoted Ignition-Combustion Test: Promoted Ignition-Combustion Test is a test used to determine the flammability of materials, mainly metals, in 50 to 10,000 psi gaseous oxygen (GOX), through the utilization of a promoter material that adds supplemental heat in order to initiate combustion. The MSFC Promoted Ignition-Combustion tester uses a metal promoter to initiate the combustion of a rod of the sample material.

Prototype: An original engineering unit/model utilized early in the design process to resolve design issues.

Real-Time Support: Level of support that has the personnel, tools, and location necessary for a timely response.

Risk: The uncertainty of attaining a performance outcome or result and is the function of the probability and the consequence of failing to attain the performance outcome or result.

Risk Management: The processes for identifying, assessing, mitigating, and tracking risks.

Safety: Freedom from those conditions that can cause death, injury, occupational illness, damage or loss of equipment or property, or damage to the environment.

Space Act Agreement (SAA): Specifically, SAAs are those "agreements whose authority is derived from NASA's "other transaction" authority of the NASA Space Act [of 1958]. It does not include Chiles Act (also known as the Federal Grant and Cooperative Agreement Act) cooperative agreements [31 U.S.C. § 6305] or grants [31 U.S.C. § 6304]. ...these "other transaction" agreements (referred to as SSA) also do not include procurement contracts. Therefore, procurement laws and regulations are not applicable." {"Agreement" defined in the

broadest of contexts includes any agreement concluded under the authority of the NASA Space Act [of 1958] (contracts, leases, cooperative agreements, or other transactions). Generally, agreements establish a set of legally enforceable promises between NASA and another party to the agreement, requiring a commitment of NASA resources (including funding, services, equipment, expertise, information, or facilities to accomplish the objectives of the agreement.”}

Space Environmental Effects (SEE): SEE provides valuable information to designers, engineers, and scientists on the behavior of materials in the space environment. Test facilities are utilized to evaluate materials optical, mechanical, and electrical property performance in atomic oxygen, ultraviolet radiation, charged particles, plasma, and thermal vacuum environments. Flight experiments such as those on the Long Duration Exposure Facility, the Passive Optical Sample Assembly, and the Optical Properties Monitor are also used for materials evaluation. The synergistic effects of these aspects of the space environment are still not completely understood and continue to be investigated. The data from these specialized test systems, combined with analytical results from material flight experiments, enable one to determine optimum materials for use on spacecraft.

Statement of Work (SOW): A document that expresses the tasks to be performed by the Contractor.

Structural Test: Structural strength testing is a simulation of a product's actual service life loads on a test article, the measurement and evaluation of the test article's response parameters, and the correlation of test data with analytical models. It involves imposing and controlling discrete loads, temperatures, and pressures to affect the interactive behavior of test articles to simulate actual service life conditions. Forcing functions are derived with hydraulic actuators, heating and/or cooling systems or fluids, and pressurization systems. Response characteristics are measured in terms of strain, temperature, and displacement. Measured data is processed to determine test article reactions to applied loads, to verify design concepts, and to correlate analytical models. Structural test systems can integrate audio, video, still photography, nondestructive evaluation techniques, and user-supplied measurement types into the overall test system.

A wide range of skills provide the customer with a rapid response for structural testing needs. Test engineers provide overall management and coordination of test activities. Instrumentation and load control engineers support test engineers in accomplishing all test requirements to ensure that all measurement and force loading profiles are properly addressed and performed. Mechanical technicians perform set-ups of mechanical reaction fixtures, hydraulic load application equipment, and test articles. Electrical technicians install and functionally verify (mechanically and electrically) test article instrumentation, strain gauges (including cryogenic applications), and other devices/sensors to measure displacements, loads, pressures, temperatures, etc.

Test Support: The diverse skills of the Environmental Test Facility (ETF) personnel can provide the customer with quick turnaround in test setup. Crafts include certified leak-check operators, certified welders, electricians, and machine shop operators. The ETF staff can develop the tooling and fixtures needed for tests such as cold plates and installation of special chamber feedthroughs.

Thermal Altitude Testing: Usage of test chambers to subject test articles to temperatures ranging from -70 degrees C to 190 degrees C and altitudes ranging from sea level to 100,000 feet.

Thermal Humidity Testing: Usage of test chambers to subject test articles to temperatures ranging from -70 degrees C to 190 degrees C and humidity ranging from 5% to 95%.

Thermal Vacuum Stability (Outgassing) Test: A test method used to evaluate the mass loss of materials being subjected to 125°C at a pressure less than 5×10^{-5} psi for 24 hours. The test primarily is used to determine the tendency of a non-metallic material to release volatile compounds.

Thermal Vacuum Testing: Usage of test chambers to subject test articles to temperatures ranging from -170 degrees C to 200 degrees C and pressures ranging from ambient to 5×10^{-8} torr.

Toxic Offgassing (Toxicity) Test: A test method used to determine the identity and quantity of volatile compounds which are given off from materials and flight hardware. The compounds are then evaluated for their potential impact on human health. The MSFC Toxicity test is conducted at 120°F in order to allow the test material to give off the maximum amount of volatile compounds.

Vacuum Bakeout Facilities: Thermal vacuum bakeouts are performed in the Sunspot, V4, V5, V6, V8, V9 and V11 Chambers. Vacuum bakeout cleans components before flights and prior to testing for certification to optical cleanliness specifications MSFC Specification 1238. Instrumentation includes thermocouples and ionization and convection pressure gauges.

Validation: Assessment of a set of requirements demonstrating that the requirements are feasible within allowable means (cost/schedule/technical capability), are verifiable, and if fully met, will produce a product that accomplishes the intended objectives. Proof that the product accomplishes the intended purpose. May be determined by a combination of test, analysis, and demonstration

Verification: Proof of compliance with specifications. May be determined by a combination of test, analysis, demonstration, and inspection.

Work Breakdown Structure: A product-oriented hierarchical division of the hardware, software, services, and data required to produce the program's/projects end product, structured according to the way the work will be performed, and reflective of the way in which program/project costs, schedule, technical and risk data are to be accumulated, summarized and reported.

Work Year Equivalent (WYE): Work year equivalent for contractors performing work on NASA contracts.

NNM08AA20C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

**Marshall Engineering Technician and Trade
Services (METTS)**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

InfoPro Corporation

CONTRACTOR

July 23, 2009

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
<i>DOCUMENT CHANGE LOG</i>					NO. ISSUE	
					1163 Revision C	
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 07-23-09		SUPERSEDING: 02-25-09
						PAGE: 1 of 1
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod. 0017				X	Added the following DRDs: 1163MA-010, Monthly Calibration Services Reports 1163MA-011, Monthly Valve and Component Shop (V&CS) Services Report 1163QE-002, Deficiency Corrective and Preventive Action Report 1163RM-001, Reliability Centered Maintenance (RCM) Plan	
				1163LS-001	Item 15.3: Added the following paragraph "In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6".	
				1163QE-001	Item 15.3: Added the following paragraph "2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSL Z540 as defined in NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.	
Contract Mod. 0025				1163LS-001	Item 15.3: Deleted the following last paragraph "In addition to the requirements above, the plan shall address identification and control of Government materials less than \$5,000 in WBS 3.6".	
				1163MA-010	Item 15.3a: Deleted the following sentence "Quality Deficiencies and status for the reporting period". Added the following 15.3e through 15.3k: e. Calibration Content. f. Work Order Number. g. Equipment Control Number (ECN). h. Date Arrived at Calibration Laboratory. i. Estimated Completion Date. j. Actual Completion Date. k. Days Early/Days Late.	
Contract Mod. 0036			X	X	Deleted the following DRD due to the OPR cancellation: 1163CD-001, Contractor Information Technology Security Program Plan	
				1163MA-010	Item 15.3b: Changed "10 business days" to "20 business days". Item 15.3c: Changed "30, 60, and 90 calendar days" to "45 and 60 calendar days". Item 15.3d: Deleted in entirety.	
				X	Updated the following DRDs with the most current standard: 1163SA-001, Safety, Health, and Environmental (SHE) Plan 1163SA-003, Mishap and Safety Statistics Report	

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO. ISSUE		
			1163 Revision C		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 07-23-09	SUPERSEDING: 02-25-09	PAGE: 1 of 1	
INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.					
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
DPD	ALL	Revision C			

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
QE	Quality
RM	Reliability Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all Revision Cctions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government.
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DRD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Performance Work Statement (PWS), and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).

4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules).
- b. Printable electronic files or hardcopy data.
- 2.3.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at http://cio.msfc.nasa.gov/repository/repository_submittal.html. Document submitters must register for a Documentum user account through the [NASA Account Management System](#) (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 **Printing:** All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 **Contractor's Internal Documents:** The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 **Document Identification:** Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 **Reference to Other Documents and Data Deliverables in Data Submittals:** All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
 - 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.
 - 3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status" column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.

- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.
- 3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.
- 3.4 DPD Reissues
 - 3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
 - 3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Marshall Engineering Technician and Trades Services (METTS)

Data Requirements Lists

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1163CD-001	2	Contractor Information Technology Security Program Plan	IS10
1163CD-002	3	Technology Reports	ED10
CM - Configuration Management			
1163CM-001	1	Acceptance Data Package	ED10
1163CM-002	2/3	Functional Configuration/Physical Configuration Audit Documentation	ED10
LS -Logistics			
1163LS-001	2	Government Property Management Plan	AS41
MA - Management			
1163MA-001	1	Management Plan	ES01
1163MA-002	1	Task Order Plan (TOP)	ES01
1163MA-003	3	Financial Management Report (533M)	CS40
1163MA-004	3	Monthly Status Report	ES01
1163MA-005	3	Badged Employee and Remote IT User Listing	AS50
1163MA-006	3	Contractor Employee Clearance Document	AS50
1163MA-007	3	Position Risk Designation for Non-NASA Employee	AS50
1163MA-008	3	Monthly and Semi-Annually Performance Reports	ES01
1163MA-009	2	Organizational Conflict of Interest (OCI) Avoidance Plan	PS21
1163MA-010	3	Monthly Calibration Services Reports	ET02
1163MA-011	3	Monthly Valve and Component Shop (V&CS) Services Report	ET02
RM – Reliability and Maintainability			
1163RM-001	1	Reliability Centered Maintenance (RCM) Plan	ET02
QE - Quality			
1163QE-001	1	Quality Management System Plan	QD40
1163QE-002	3	Deficiency Corrective and Preventive Action Report	ET02
SA - Safety			
1163SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1163SA-002	1	Personnel Certification Plan	QD12/QD21
1163SA-003	3	Mishap and Safety Statistics Report	ED01 QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163CD-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/3
6. **TITLE:** Technology Reports
7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.
8. **OPR:** ED10 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of subject invention. Interim NASA New Technology Summary Report (NTSR) Form: 12 months from the date of the contract. Utilization Report: Upon Contracting Officer's request.
12. **SUBMISSION FREQUENCY:** Disclosure of Invention and New Technology (NASA Form 1679): For each subject invention. Interim NASA New Technology Summary Report (NTSR): Every 12 months. Final NASA New Technology Summary Report (NTSR): Three months after completion of contracted work. Utilization Report: No more frequently than annually.
13. **REMARKS:** Copies of NASA Forms 1679, and the NASA New Technology Summary Report Form (Interim and Final) may be obtained and filled out electronically at: <http://www.webentre.nasa.gov/>. These forms may also be obtained from the New Technology Representative ([mailto: Carolyn E.McMillan@nasa.gov](mailto:Carolyn.E.McMillan@nasa.gov)).
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Subject Invention". Per FAR 52.227-11, "Subject Invention" means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract.
- 15.2 **APPLICABLE DOCUMENTS:**
FAR 52.227-11 Patent Rights - Retention by Contractor (Short Form) (June 1997) - As modified by NASA FAR Supplement 1852.227-11
- 15.3 **CONTENTS:** The Technology Reports consist of:
 - a. **Disclosure of Invention and New Technology (Including Software):** In accordance with FAR 52.227-11(c), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor shall promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Contractor. This reporting requirement may be met by completing NASA Form 1679 (latest revision) in hardcopy or online at: <http://www.webentre.nasa.gov/>. Use of this form or the online system is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:
 1. Descriptive title.
 2. Innovator(s) name(s), title(s), phone number(s), and home address(es).

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: 1163CD-002

DATA TYPE: 3

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

3. Employer when innovation made (name and division).
4. Address (place of performance).
5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
7. NASA Contracting Officer's Technical Representative (COTR).
8. Contractor/grantee New Technology Representative.
9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
10. Additional documentation.
11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
13. Patent status.
14. Dates or approximate time period during which this innovation was developed.
15. Previous or contemplated publication or public disclosure including dates.
16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom?)?
 - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained?)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
17. Name(s) and signature(s) of innovator(s).
- b. Interim NASA New Technology Summary Report: This report shall consist of a complete listing of subject inventions for the previous 12-month period or certification that there are none. Completion of Interim NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- c. Final NASA New Technology Summary Report: This report shall consist of a comprehensive list of all subject inventions for the duration of the contract or certification that there are none. Completion of Final NASA New Technology Summary Report (NTSR) Form shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://www.webentre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- d. Report on utilization of subject inventions: This report provides information on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the contractor or its licensees or assignees. Per FAR 52.227-11, this report shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the contractor, and other data requested by the Contracting Officer.

DRD Continuation Sheet**TITLE:** Technology Reports**DRD NO.:** 1163CD-002**DATA TYPE:** 3**PAGE:** 3/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- 15.4 **FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest revision) or the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Reports may use NASA NTSR Form, Interim or Final (whichever is applicable) utilizing the online system at: <http://www.webentre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163CM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/2
6. **TITLE:** Acceptance Data Package
7. **DESCRIPTION/USE:** To provide the documentation needed by MSFC to establish the acceptability of equipment/software for deliverable products.
8. **OPR:** ED10 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary two weeks prior to each Acceptance Review (AR)
12. **SUBMISSION FREQUENCY:** Final with delivery of each Configuration Item (CI)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Acceptance Data Package (ADP) contains the elements of documentation required to establish the acceptability of DEI products as requested in each customer order.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Acceptance Data Package shall include:
 1. Copy of Visual ManufacturingTM customer order and final work order.
 2. Copy of DD Form 250.
 3. Original work orders that specify Government mandatory inspection points (GMIPs).
 4. Final Deliverable End Item (DEI) configuration report/certification.
 5. DARs (waivers/deviations) and contractor MRB action discrepancy records.
 6. MSFC internal customer supplied product (ICPS) documentation submitted with articles and materials supplied by the customer, i.e. NASA MSFC parts tags (MSFC Form 312), log books (MSFC Form 3473), Temporary Installation Record (MSFC Form 4340), temporary red streamers (MSFC Tag 16) or other NASA Center or customer documentation.
 7. Generated log books when specified as an engineering requirement.
 8. Temporary Installation Record (MSFC Form 4340) as applicable for deliverable hardware products with attached Red Streamers (MSFC Tag 16).
 - b. Additional ADP to support specific customer requirements shall be specified on the customer order, which may include but are not limited to:
 1. Drawings, engineering orders, and engineering parts list.
 2. Results and draft of oven/furnace temperature survey.
 3. Results of processed representative sample specimens (hardness values and sketch) as required.
 4. Hardness values of each heat treated part, indicating the part number, serial number, and hardness.
 5. Material certification – chemical and/or physical test results.
 6. Nondestructive Evaluation (NDE) results and personnel certification.
 7. Welder's certification/weld procedures.
 8. Contractor miscellaneous inspection records.
 9. Copy of work orders.

DRD Continuation Sheet**TITLE:** Acceptance Data Package**DRD NO.:** **1163CM-001****DATA TYPE:** 1**PAGE:** 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- 10. Alignment and Center of Gravity (CG) data.
- 11. Limited life data.
- 12. Cleanliness data.
- 13. Assembly integration data.

15.4 FORMAT: Contractor format is acceptable.**15.5 MAINTENANCE:** The ADP shall be maintained current for five (5) years.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163CM-002**
3. **DATA TYPE:** 2/3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/4
6. **TITLE:** Functional Configuration/Physical Configuration Audit Documentation
7. **DESCRIPTION/USE:** To support the Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA). The FCA is an audit to verify performance of the CI against approved configuration documentation. The PCA is an audit of the configuration documentation and quality control records to ensure the as-built or as-coded configuration is defined in the documentation.
8. **OPR:** ED10 9. **DM:** ES01
10. **DISTRIBUTION:** See Attachment 2
11. **INITIAL SUBMISSION:** See Attachment 2
12. **SUBMISSION FREQUENCY:** Per configuration audit
13. **REMARKS:** MSFC will document audit planning and provide it to the contractor prior to the audit.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Functional Configuration/Physical Configuration Audit Documentation contains the required documentation necessary to support the configuration audit for a configuration item (CI).
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management MSFC Programs/Projects*
- 15.3 **CONTENTS:** Detailed content requirements shall be specified by MSFC to include Test and other required data for the FCA shall be that collected from the test of the configuration of the item that is to be formally accepted. The Physical Configuration Audit (PCA) is an audit to verify that the as-built configuration reflects the required physical characteristics documented in the as-designed configuration. Configuration and quality control records and other documents defining the as-built or as-coded configuration is defined in the documentation shall be provided.

MSFC-STD-3394 provides guidelines on documentation required for the FCA and PCA. See Attachment 1 for documentation required for the audits.

Additional documentation requirements to be provided are:

- a. Agenda - The agenda shall specify the date, time and place for the scheduled audit, specific review items, supporting documentation, and key participants. Submit approved copies at the review. See Attachment 2.
- b. Presentation Charts - Presentation charts shall be submitted at the start of the audit. They shall summarize the details contained in the data package and identify compliance with the contract requirements. See Attachment 2 for distribution and availability of data.
- c. Plan - A plan shall be submitted prior to initiating the audit, stating configuration items to be reviewed; data required to perform the review; how open actions are tracked; defining success criteria; and providing for formal certification of the audit. The plan shall also define extent of contractor and government participation in the review.

DRD Continuation Sheet

TITLE: Functional Configuration/Physical Configuration Audit
Documentation

DRD NO.: 1163CM-002

DATA TYPE: 3

PAGE: 2/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- d. Minutes - The minutes shall contain a description of the audit with sufficient detail to enable the audit to be made a matter of record. The minutes shall include the presentation charts, a listing of Findings, action items with actionee and suspense (closure) data, and identification of the documents which describe the approved baseline established at the conclusion of the PCA. See Attachment 2 for distribution and availability of data.
- e. Findings - showing action items, actionees, suspense dates and closure status shall be submitted. See Attachment 2 for distribution and availability of data.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** As required to correct errors and to maintain findings closure status.

ATTACHMENT 1

Page: 3/4

Configuration Audit Required Data**Documentation required for FCA**

(As applicable)

- Specifications.
- Drawings and parts list.
- ECPs and DARs incorporated and pending.
- Specification and drawing tree.
- Fracture control plan.
- Structural dynamics, analyses, loads, and models documentation (updated).
- Materials Usage Agreement (MUAs).
- Material Identification Usage List (MIUL).
- Certification of Qualification(s) (COQ's).
- Verification procedures and requirements.
- Complete list of successfully accomplished tests and test results.
- Complete list of successful tests if detailed test data are not recorded.
- Complete list of tests required but not performed.
- Software verification data.
- Software development documents.
- Software version description.
- Critical Design Review (CDR) RIDs and dispositions.
- Mission constraints.
- Nonconformance reports.
- Interface control drawings/documents.
- Hazard analysis/risk assessment.
- Test plans and procedures.
- Test reports.
- Verification closures.
- Verification tracking log.
- Analysis reports.
- ALERTS tracking log.

Documentation required for the PCA

(As applicable)

- Final version of all specifications.
- Product drawings and parts list.
- Configuration accounting and status reports.
- Final version of all software documents.
- Final version of software version description document.
- Copy of all FCA findings for each CI.
- List of approved and outstanding ECPs and DARs.
- Copies of ECPs and DARs as requested at the audit.
- Drawing and specification tree.
- Indentured parts list/as-designed configuration definition.
- As run test procedures (when applicable, include any test discrepancy records).
- Copy of parts tags or verification closure for verification items verified by inspection method.
- Manufacturing and inspection (build) records.
- Inspection records or inspection verification closures.
- As-built electronic data.
- Discrepancy Reports (DR's).
- Log Books.

ATTACHMENT 2

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FCA/PCA Documentation
Distribution and Availability of Data

Document	Data Type	FCA Copies/Availability	PCA Copies/Availability
Agenda	2	One/15 days prior to audit, Approved copies at audit	One/15 days prior to audit, Approved copies at audit
Data Package	3	One/Two weeks prior to audit	One /Two weeks prior to audit
Presentation Charts	3	One for each attendee at audit	One for each attendee at audit
Minutes	2	One at audit/ copy to each attendee within two weeks	One at audit/one to each attendee within two weeks
Findings (generated at Reviews)	2	Provided as hard copy or electronically per the project specific Audit Plan.	Close out to be as specified in the project specific Audit Plan.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property and materials.
8. **OPR:** AS41 9. **DM:** ES01
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property and materials.
- 15.2 **APPLICABLE DOCUMENTS:**

FAR NPR 5100.4B	<i>Federal Acquisition Regulation, Part 45</i> <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45</i> and latest revisions thereto
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- 15.3 **CONTENTS:** The Government Property Management Plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** ES01 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall include:
 - a. Description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the level III WBS task level.
 - b. Description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. Receiving, estimating and processing customer orders through the fabrication and assembly of Research and Development (R&D) Space Flight and Associated Hardware.
 - d. Issuing, receiving, and controlling work done by subcontractor(s) to augment the fabrication and assembly capability.
 - e. Fabrication process planning and production control (which includes scheduling and monitoring shop work loads, expediting hardware and status of work orders).
 - f. Description of how outside/commercial work will be solicited, procured, managed, and scheduled. Description of how cost to customer is determined.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1
6. **TITLE:** Task Order Plan (TOP)
7. **DESCRIPTION/USE:** To provide a plan that satisfies the requirements set forth in a Task Order Request.
8. **OPR:** ES01 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft submitted within Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
12. **SUBMISSION FREQUENCY:** Five (5) days of Task Order Request (TOR) or modification request of an existing Task Order Plan
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Task Order Plan contains the elements of documentation necessary to determine the contractor's understanding of the requirements set forth in the Task Order Request.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Task Order Plan shall include:
 - a. Contract Number.
 - b. Task Order Title.
 - c. Task Order Plan Number.
 - d. Period of Performance.
 - e. PR Number.
 - f. Task Manager.
 - g. Task Order Lead (contractor).
 - h. Task Order Description.
 - i. Technical Approach (including required input, guidelines and assumptions).
 - j. Discussion of skills required.
 - k. Special tools required.
 - l. Milestones and Deliverables.
 - m. Schedule.
 - n. Special considerations (recruiting, consulting, etc.).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1163 | ISSUE: Revision C | 2. DRD NO.: 1163MA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 07-23-09 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|---|
| NFS 1852.242-73 | NASA Contractor Financial Management Reporting, (November 2004) |
| NPR 9501.2D | NASA Contractor Financial Management Reporting |
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533 shall list all costs by Employee & PWS/WBS.
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/2
6. **TITLE:** Monthly Status Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical and schedule requirements.
8. **OPR:** ES01 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** 10 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Reports provides data for the assessment of monthly cost, technical and schedule progress and summarizes the results of the entire contract work.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Reports shall contain:
 - a. Work accomplished for current reporting period, including a report of overall cost, technical and schedule performance.
 - b. Cost breakdown spreadsheet providing all cost information by employee:
 1. Employee Name.
 2. PWS/WBS supported for each Employee PWS/WBS combination:
 - (a) Hours on each PWS/WBS.
 - (b) Overtime hours for each PWS/WBS.
 - (c) Base Cost for hours.
 - (d) Base Costs to government.
 - (e) Overtime Costs to government.
 - (f) Travel charged to government.
 - (g) Training charged to government.
 - (h) Procurement charged to government for PWS/WBS.
 - c. Work planned for next reporting period.
 - d. Current problems which impede performance or impact schedule or cost, and proposed corrective action.
 - e. Other information that assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - f. Man-hours expended and cost in each Level I and II task per WBS for the current months and cumulative months, showing overtime hours separately.
 - g. Personnel statistical information, numbers by functional assignments, etc.
 - h. Provide minutes for each of the reviews that include copies of all presentation charts (including back-up charts). Minutes shall be signed by the Contractor and MSFC.
 - i. The Final Report shall contain an overview of the entire contract effort.
 - j. Additional requirements may be imposed within a Task Order for delivery to the Task Manager.

DRD Continuation Sheet**TITLE:** Monthly Status Reports**DRD NO.:** **1163MA-004****DATA TYPE:** 3**PAGE:** 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT**: Contractor format is acceptable.15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| 1. DPD NO.: 1163 ISSUE: Revision C
3. DATA TYPE: 3 | 2. DRD NO.: 1163MA-005
4. DATE REVISED: 07-23-09
5. PAGE: 1/1 |
|--|---|
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| 1. DPD NO.: 1163 ISSUE: Revision C
3. DATA TYPE: 3

6. TITLE: Contractor Employee Clearance Document

7. DESCRIPTION/USE: To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.

8. OPR: AS50 9. DM: ES01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: Immediately when the access is no longer needed

12. SUBMISSION FREQUENCY: As required

13. REMARKS:

14. INTERRELATIONSHIP: PWS paragraph 1.1.5

15. DATA PREPARATION INFORMATION:
15.1 SCOPE: The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.

15.2 APPLICABLE DOCUMENTS: None

15.3 CONTENTS: The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.

15.4 FORMAT: MSFC Form 383-1, "Contractor Employee Clearance Document".

15.5 MAINTENANCE: None required | 2. DRD NO.: 1163MA-006
4. DATE REVISED: 07-23-09
5. PAGE: 1/1 |
|---|---|

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| 1. DPD NO.: 1163
3. DATA TYPE: 3 | 2. DRD NO.: 1163MA-007
4. DATE REVISED: 07-23-09
5. PAGE: 1/1 |
|---|---|
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
 NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee", or as may otherwise be directed by the Contracting Officer.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-008**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/2
6. **TITLE:** Monthly and Semi-Annually Performance Reports
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC technical monitor of actual and potential problems toward meeting established performance measurements in estimating, product delivery dates and quality of products.
8. **OPR:** ES01 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly and Semi-Annually Performance Reports provides data for the assessment of monthly customer orders and summarizes the performance results of PWS 2.4.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly and Semi-Annually Performance Reports shall include:
 - a. The first monthly report shall contain:
 1. Customer Order Number.
 2. Metric (Fixed Cost, Delivery w/Fixed Cost, Actuals).
 3. Order Date.
 4. Original Promised Date.
 5. Actual Completion Date.
 6. Duration.
 7. Days Early – Days Late.
 8. Hours Estimated.
 9. Actual Hours.
 10. Hours Deviation.
 11. % Deviation.
 12. Description of Customer Order.
 - b. The second monthly report shall contain:
 1. Identified jobs (by Customer Order) receiving a Non-Conformance.
 2. Number of total jobs completed during the month.
 3. Percentage of Non-conformance versus total jobs for the month (per job and hours).
 4. Identify jobs that receive "Rework".
 5. Identify jobs that receive "Use As Is".
 6. Identify jobs that receive "Scrap".
 7. Identified Non-Conformance job's original hours to complete.
 8. Number of hours to correct Non-Conformance (even if "Scrapped").
 9. Percentage of correction versus original total hours.
 - c. The Semi-Annually Report shall contain a summary of first and second monthly reports.

DRD Continuation Sheet**TITLE:** Monthly and Semi-Annually Performance Reports**DRD NO.:** **1163MA-008****DATA TYPE:** 3**PAGE:** 2/2

15.3 **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:** Microsoft Excel shall be utilized.15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-009**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.
8. **OPR:** PS21 9. **DM:** PS21
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 working days following Authority to Proceed (ATP) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:** Reference is made to Contract Clauses H.2, *Limitation of Future Contracting (NFS 1852.209-71, H.3, Organizational Conflicts of Interest, I.7, Access to Sensitive Information (NFS 1852.237-72), and I.8, Release of Sensitive Information (NFS 1852.237-73).*
14. **INTERRELATIONSHIP:** PWS paragraph 1.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated with any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC. The Contractor should not assume that government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflict of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRD NO.: 1163MA-009

DATA TYPE: 2

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
 - 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 - 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 - 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 - 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 - 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
 - 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 - 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 - 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 - 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 - 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 - 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163MA-010**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1

6. **TITLE:** Monthly Calibration Services Reports

7. **DESCRIPTION/USE:** To provide the Government insight into contractor performance in all areas of the contract and identify existing or potential problems.

8. **OPR:** ET02 9. **DM:** ES01

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.

12. **SUBMISSION FREQUENCY:** 10 days following the end of each month

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 3.6

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Calibration Services Reports provides data for the assessment of Calibration Services.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Calibration Services Reports shall contain the following as a minimum:
 - a. Government Authorized Priority: number of items performed over User Requested Due Date.
 - b. Outsourced Calibration Services: number of items performed over "total" of 20 business days Total = Cal lab receipt to vendor + receipt from vendor to customer.
 - c. Number of Outsourced Calibration Services items over 45 and 60 calendar days.
 - d. Calibration Content.
 - e. Work Order Number.
 - f. Equipment Control Number (ECN).
 - g. Date Arrived at Calibration Laboratory.
 - h. Estimated Completion Date.
 - i. Actual Completion Date.
 - j. Days Early/Days Late.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| 1. DPD NO.: 1163 ISSUE: Revision C
3. DATA TYPE: 3 | 2. DRD NO.: 1163MA-011
4. DATE REVISED: 07-23-09
5. PAGE: 1/1 |
|--|---|
6. **TITLE:** Monthly Valve and Component Shop (V&CS) Services Report
7. **DESCRIPTION/USE:** To provide Government insight into contractor performance in all areas of the TOR and existing or potential problems at the V&CS.
8. **OPR:** ET02 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.16
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Valve and Component Shop (V&CS) Services Report provides data for the assessment of V&CS for quality and timeliness.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Valve and Component Shop (V&CS) Services Report shall contain:
- a. Listing of any quality discrepancies and status.
 - b. Timeliness of components that was refurbished and/or repaired.
 - c. Man-hours expended for month and cumulative months, showing overtime hours separately.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163QE-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/2
6. **TITLE:** Quality Management System Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality requirements of NPD 8730.5 for the specific products and engineering technical support being procured.
8. **OPR:** QD40 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Four (4) months after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required to address new or changed Task Orders with submission as agreed upon through the COTR.
13. **REMARKS:** A copy of the current Quality System Manual will be provided to the Contractor upon contract award
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Management System Plan shall identify, as applicable, the specific quality management system activities related to the procurement of materials/subcomponents, fabrication, assembly, and engineering technical support and services to assure the quality of the products delivered. The plan(s) will reference the contractor's quality manual and procedures as necessary to fully describe the contractor's quality system. Quality planning can be prepared as a single plan or a top level plan with separate task level planning, or any combination thereof. Updates to planning shall be addressed for any additional tasks added to the contract or for any changes if required.
- 15.2 **APPLICABLE DOCUMENTS:**

ANSI/NCSL Z540	<i>Government Approved Release</i>
NPD 8730.1	<i>Metrology and Calibration</i>
NPD 8730.5	<i>NASA Quality Assurance Program Policy</i>
NPR 8735.2	<i>Management of Government Safety and Mission Assurance Surveillance Functions for NASA Contract</i>
MPR 8730.5	<i>Control of Inspection, Measuring, and Test Equipment</i>
SAE AS9100	<i>Quality Management Systems - Aerospace – Requirements</i>
- 15.3 **CONTENTS:** The Quality Management System Plan shall include the following:
 1. Each quality element of SAE AS9100 (excluding Section 7.3 "Design and Development") shall be addressed to describe the philosophy and approach for implementation of the quality management system. This can be satisfied by contractor's existing quality manual and procedures. The only exceptions allowed will be processes noted in Section 7 of SAE AS9100 and as specified in the contract Performance Work Statement (PWS) and/or in each task agreement. A copy of the Quality System Manual and 1st tier procedures shall be submitted with any required quality plan. As a minimum, the subparagraphs below shall be addressed by the quality plan to include details of responsibilities and controls to adequately describe the specific quality assurance and personnel resource activities related to hardware and technical support being procured by MSFC:
 - a. NASA MSFC Performance Work Statement (PWS) Activities – describe how hardware specific quality requirements imposed by contract or component/equipment specification will be assured (i.e., traceability requirements, specific inspection points, specific quality activities).

DRD Continuation Sheet

TITLE: Quality Management System Plan

DRD NO.: 1163QE-001

DATA TYPE: 1

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. Responsibilities – describe which contractor organizations will be responsible to perform the applicable quality management system activities which need to include how the Contractor will support the MSFC requirements specified in the Contract Surveillance Plan (Reference NPR 8735.2).
 - c. Article, Material, and Service Controls - describe the level of article, material, and service control including traceability requirements invoked by the contractor for the articles, materials, and/or services used in or performed as part of the hardware design and maintenance criteria, including how quality is assured for each material, part, assembly, and/or service performed.
 - d. Procurement – include the procurement quality requirements for all materials/parts/ components the contractor purchases. Define the level of control exercised over the suppliers including how suppliers are monitored, and maintained with controls for supplier non-conformances processing in reference to the requirements in section 4.2 of the PWS.
 - e. Milestone Reviews – describe how the contractor’s quality system will support milestone reviews as requested by MSFC.
 - f. Configuration Assurance – describe how the configuration of the hardware build is compared and verified to the approved design baseline drawings and specifications as requested by NASA. Describe how the configuration of Government Furnished Property/Equipment is maintained.
 - g. Special Process Controls – describe special process controls implemented for in-house processes and, if applicable, for sub-tier supplier processes. Controls will include required training, certification, and maintenance of competency for technical personnel.
 - h. Inspection and Test (describe who will be responsible to perform inspections to include any limitations) – include: how the quality of purchased items is validated at receiving inspection or at sub-tier suppliers facilities, specific in-process (manufacturing) inspections performed, details of final inspection and pre-ship inspections.
 - i. Nonconformance Processing - describe how nonconformance will be documented and dispositioned as specified in the PWS, section 4.2.
 - j. Record retention – for those records not delivered to MSFC, specify which records are required to be kept, who keeps them, for how long, and how they are to be dispositioned at the end of the retention period, and/or as specified in the contract.
 - k. Personnel training and competency processes will need to be specified for all personnel who affect products and technical support delivered on this contract. Resources for training to the requirements of this contract, specified by special processes, will be provided by MSFC. Contractor training management communication with MSFC will need to be specified to assure adequate resources to maintain special process personnel competency.
2. In addition to the requirements in 15.3, paragraph 1, each quality element of the Government approved release of ANSI/NCSL Z540 as defined by NPD 8730.1, the roles and responsibilities of MPR 8730.5 shall be addressed to describe the philosophy and approach for implementation. A copy of the Calibration Quality Manual shall be submitted.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163QE-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1
6. **TITLE:** Deficiency Corrective and Preventive Action Report
7. **DESCRIPTION/USE:** To provide the Government with the corrective and preventive actions taken by the contractor to track the identification and resolution of an identified deficiency in the Calibration Facility or Valve & Component Shop. A deficiency is defined as any rework (to include data), customer complaints, or any issue that impacts quality, schedule, or cost.
8. **OPR:** ET02 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Monthly: 10 days following the end of each month. Semi-Annually: 10 days following the end of the reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Deficiency Corrective and Preventive Action Report applies to all identified deficient processes, products, and services provided by the Calibration Facility or Valve and Component Shop.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Deficiency Corrective and Preventative Action Report shall include as a minimum:
 - a. The deficiency.
 - b. Assignment of responsibility for correcting the problem.
 - c. Corrective Action.
 - d. Preventative Action.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/1
6. **TITLE:** Reliability Centered Maintenance (RCM) Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's Reliability Centered Maintenance (RCM) plan and implementation schedule for accomplishing these requirements for the Calibration Facility and Valve & Component Shop.
8. **OPR:** ET02 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Ninety (90) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reliability Centered Maintenance (RCM) Plan (which incorporates approaches such as routine maintenance, preventive maintenance, predictive maintenance, run to fail, etc.) shall describe the contractor's plan and approach for accomplishing overall maintenance requirements for the Calibration Facility and the Valve and Component Shop. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Reliability Centered Maintenance (RCM) Plan shall include:
 - a. Description of each type of maintenance plan (routine, preventive, etc.) and a method of tracking each.
 - b. Description of a schedule for each type of maintenance plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1163 **ISSUE:** Revision C
2. **DRD NO.:** **1163SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 07-23-09
5. **PAGE:** 1/5
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** A contractor generated document that describes the contractor's approach to assuring compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements. The contractor's SHE Plan shall describe how the contractor will (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Detailed Draft with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP) (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; NFS 1823.570, *Drug-and alcohol-free workforce*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1163SA-003, *Mishap and Safety Statistics Report*. PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's methods of planning, implementing and controlling industrial safety, occupational health, and environmental requirements to ensure compliance with the MSFC SHE program over the duration of this contract.
- 15.2 **APPLICABLE DOCUMENTS:** Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified in the contract. NASA and MSFC documents are applicable to all contracts performed onsite to extent specified in the contract.

29 CFR Part 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
CFR Title 40 Parts 1-1068	<i>Protection of Environment</i>
ANSI Standards applicable to the scope of this contract	
NFPA Standards	<i>National Fire Codes</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 3792.1	<i>Plan for a Drug-Free Workplace</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1800.2	<i>MSFC Ergonomics Program</i>

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

DATA TYPE: 2

PAGE: 2/5

15. DATA PREPARATION INFORMATION (CONTINUED):

MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPR 1840.4	<i>MSFC Asbestos Program</i>
MPD 1860.2	<i>Radiation Safety Program</i>
MPR 1860.2	<i>Nonionizing Radiation Safety</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System (EMS) Manual</i>
MWI 1810.1	<i>Automated External Defibrillator (AED) Program</i>
MWI 8540.2	<i>Green Purchasing Program</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Mishap and Close Call Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety Program</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE) and Systems</i>
MWI 8715.5	<i>Area/Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Requirements for MSFC Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental-Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Operational Safety Assessment Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 CONTENTS: The contractor's Safety, Health, and Environmental (SHE) Plan shall provide a clear description of their approach and methods for ensuring their compliance with the following five (5) MSFC SHE Core Program Requirements (CPR) and the applicable documents listed in 15.2 to the extent specified as applicable to this contracted effort.

a. Management Leadership and Employee Involvement:

1. A description of the contractor's policy and management's commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect property and the environment, and (3) ensure compliance with EPA, OSHA, NASA, MPR 8715.1 and all MSFC SHE documents listed in 15.2 that contain requirements applicable to this contracted effort.
2. A description of how the contractor employees participate and are involved in their SHE Program (e.g., safety committees, worksite inspections, accident investigations, employee hazard reporting/suggestion program, job hazard analysis).

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TITLE: Safety, Health, and Environmental (SHE) Plan

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15. DATA PREPARATION INFORMATION (CONTINUED):

3. A description of how the contractor ensures managers and employees (1) are held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting property and the environment and (2) fully understand their roles and responsibilities in their SHE Program. Include how these accountabilities, roles and responsibilities are flowed-down to subcontractors or teammates, when applicable.
 4. A description of how the contractor conducts and documents monthly SHE awareness training and/or meetings for employees. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, shall document their monthly SHE awareness training/meeting in the MSFC Supervisors Safety Web page (SSWP).
 5. A description of how the contractor conducts and documents self evaluations of their SHE Program to determine its effectiveness. Include the frequency of when the contractor conducts these self evaluations.
 6. Provide the identification, by title, of the individual assigned by the contractor to be responsible for implementing the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
 7. A description of how the contractor ensures their SHE plan is maintained current with contract, NASA and MSFC requirements, reviewed and updated as necessary.
- b. Worksite Analysis:
1. A description of how the contractor documents the identification of hazards and evaluates the risks associated with the hazards to eliminate or recommend adequate controls to reduce the hazards and risks to an acceptable safe working level. Include how this is accomplished when significant changes are made to existing operations/processes. (e.g., hazard analysis, job hazard analysis, risk assessment, safety review, and safe operating procedures). (**NOTE:** This also includes the identification, evaluation and control of health hazards for the prevention of occupational disease.)
 2. A description of how each contractor supervisor conducts and documents monthly worksite safety visits and/or formal worksite safety inspections to ensure safe and healthful working conditions are maintained in the work area and employees are **not** performing their jobs/tasks/operations in an unsafe manner in accordance with MPR 8715.1 and MWI 8715.12. (**NOTE:** Onsite safety visits shall be performed once per month per supervisor and documented in the MSFC SSWP. Offsite safety inspections shall be performed as required by OSHA. Include the frequency these safety inspections are conducted offsite, when applicable.)
 3. A description of how employees are allowed to report conditions that appear hazardous without fear of reprisal and to receive a timely response to eliminate the hazard. Include how these reports are documented and tracked. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, can use MWI 8715.13 as their employee reporting system.)
 4. A description of how the contractor ensures all mishaps and close calls are reported, documented, and investigated to the extent necessary to determine root cause in accordance with MWI 8621.1. (Reference DRD 1163SA-003, *Mishap and Safety Statistics Report*).
 5. A description of the contractor's policy to conduct post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to the mishap in accordance with NPR 3792.1, "Plan for Drug-Free Workplace." (**NOTE:** In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000 post-mishap drug and alcohol testing can be required and the results of these tests shall be provided to the MSFC Contracting Officer.)

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

DATA TYPE: 2

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15. DATA PREPARATION INFORMATION (CONTINUED):
c. Hazard Prevention and Control:

1. A description of how the contractor evaluates the severity of hazards and the risk the hazards pose to employees in determining the methods of hazard prevention, elimination and control (e.g., engineering or administrative controls, safety devices, safe work practices, personal protective equipment, generation of operating plans and procedures). (**NOTE:** MSFC Industrial Safety Branch concurrence is required for all onsite hazardous procedures. At MAF the MSFC S&MA representative located at MAF provides this concurrence. MSFC requires these procedures and plans to be reviewed annually and updated as necessary.)
2. A description of how the contractor intends to fully comply with the MSFC SHE documented programs listed in 15.2 that contain requirements applicable to this contracted effort while working onsite (e.g., Personal Protective Equipment (PPE), Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tagout, Bloodborne Pathogens). (**NOTE:** MSFC SHE documented programs listed in 15.2 are also applicable to work conducted at MAF. Include contractor programs for work conducted offsite, when applicable.)
3. A description of the actions taken or the disciplinary policy implemented by the contractor when management or employees are discovered (1) **not** performing their jobs/tasks in a safe and healthful manner, (2) **not** protecting property or the environment, or (3) **not** complying with MSFC SHE program requirements and (4) how this is clearly communicated and equitably enforced to managers and employees. Include how these actions or disciplinary program is flowed-down to subcontractors or teammates, when applicable.
4. A description of how the contractor intends to implement an emergency management program to respond to all types of emergencies (e.g., fire, chemical spill, accidents, natural disasters) at their worksite. When contractor is located onsite include a list of emergency points-of-contact that will be onsite. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, can use MPR 1040.3 as their emergency management program.)
5. A description of how the contractor intends to provide safety, health, and environmental services that are applicable to this contracted effort if they are **not** provided by MSFC or by MAF when applicable (i.e., hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication, etc.). Provide a list of services that are **not** to be provided by MSFC or by MAF when applicable.

d. Safety, Health and Environmental Training:

1. A description of how the contractor ensures each contractor employee receives initial and refresher MSFC SHE training when required. (**NOTE:** This applies to onsite contractors and contractors located at MAF.)
2. A description of how the contractor ensures each contractor employees are trained (1) to be knowledgeable of hazards in the workplace, (2) to recognize hazardous conditions, signs and symptoms of workplace-related illnesses, (3) to suspend or stop work when they notice safety, health or environmental conditions that warrant such action, (4) in safe work practices, and (5) the disciplinary actions taken when safety and health policies, procedures and rules are violated in accordance with MPR 3410.1, and MPR 8715.1.
3. A description of how the contractor evaluates each job/task/operation to ensure employees are trained to perform the specific job/task/operation they are assigned and receive specific job related training in accordance with the applicable parts of 29 CFR 1910 or 29 CFR 1926, when applicable. Include how this specific job related training required by OSHA is documented. (**NOTE:** Onsite employee and employees located at MAF, when applicable, training assessments shall be performed using the SHE Training Assessment located on the MSFC SSWP and documented in the MSFC SSWP.)
4. A description of how the contractor ensures employees receives MSFC safety certifications for all operations performed by the contractor that require a MSFC Safety Certification in accordance with MWI 3410.1, "Personnel Certification Program." (**NOTE:** Onsite contractor and contractors located at MAF, when applicable, safety certifications required by MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK).

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TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1163SA-001

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15. DATA PREPARATION INFORMATION (CONTINUED):

5. Provide a copy of any training developed by the contractor to the MSFC Industrial Safety Branch that is intended for use by the contractor as training for a MSFC Safety Certification required by MWI 3410.1 in lieu of MSFC provided training for approval prior to use. Provide a copy to the MSFC S&MA representative located at MAF for approval prior to use for any contractor developed training for MAF, when applicable.
 - e. Environmental Compliance – A description of how the contractor ensures compliance with environmental laws and regulations CFR Title 40 Parts 1-1068, Alabama Department of Environmental Management (ADEM), and MPR 8500.1 for any hazardous or toxic substances that are procured, stored, issued, used, or generated under this contracted effort by:
 1. Reporting hazardous and toxic substance use in accordance with MWI 8550.5.
 2. Implementing and reporting green procurements in accordance with MWI 8540.2.
 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with MWI 8550.1.
 4. Minimizing stormwater pollution in accordance with MWI 8550.2.
 5. Ensuring equipment and processes permitted by applicable laws in accordance with MWI 8550.4.
 6. Disposing of solid and liquid materials as permitted by applicable laws in accordance with MWI 8550.1.
- 15.4 **FORMAT:** Contractor format is acceptable, but it is recommended to follow the MSFC SHE CPR order as listed in 15.3 or provide a Matrix that clearly links where each MSFC SHE CPR sub-element is addressed in the contractor's SHE Plan.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|--|
| <p>1. DPD NO.: 1163 ISSUE: Revision C</p> <p>3. DATA TYPE: 1</p> | <p>2. DRD NO.: 1163SA-002</p> <p>4. DATE REVISED: 07-23-09</p> <p>5. PAGE: 1/2</p> |
|--|--|
6. **TITLE:** Personnel Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the contractor to ensure a certification program is implemented.
8. **OPR:** QD12/QD21/ED01 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP), (including phase-in period)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** Where the contractor is operating under its own quality management system and processes, manufacturing special/critical process personnel qualification/certification controls are not included in this plan, they will be documented as specified in PWS paragraph 1.1.7, DRD 1163QE-001, and contract attachment J-20, NASA MSFC Safety & Mission Assurance Surveillance Plan.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.1.2 and 1.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Certification Plan provides for training, certification, and re-certification of personnel engaged in the performance of MSFC critical processes. The purpose of a certification program is to assure that all personnel are capable of performing these MSFC critical processes and work assignments without endangering themselves, fellow employees, equipment and/or facilities. It is mandatory that these MSFC critical processes are performed by experienced and certified personnel and that test facility operations activities be performed by certified personnel.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|------------|--|
| MWI 3410.1 | <i>Personnel Certification Program</i> |
| NPR 8715.3 | <i>NASA Safety Manual</i> |
- 15.3 **CONTENTS:** The Personnel Certification Plan shall provide insight to the contractor's certification program. The plan shall include criteria which the contractor can relate directly to work classifications and the required skills, education, experience, training, and other qualifications necessary to perform work in these classifications. The contractor shall assure work performed by these classifications is performed with high quality workmanship to produce a high quality produce in a safe and efficient manner. The plan shall include the contractor methods to track these certifications. The contractor can elect to track their certifications for critical MSFC owned process in MSFC CERTRAK database in accordance with MWI 3410.1. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
- a. Certification program:
1. General:
- (a) Program description.
 - (b) Program administration.
 - (c) Certification duration.
 - (d) Definitions.
 - (e) Job description summaries.
 - (f) Task assignments per job description.
 - (g) Skills required per job description.

DRD Continuation Sheet

TITLE: Personnel Certification Plan

DRD NO.: 1163SA-002

DATA TYPE: 1

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15. DATA PREPARATION INFORMATION (CONTINUED):

- 2. Certification requirements/skills:
 - (a) Education.
 - (b) Experience/work history.
 - (c) Specialized training.
 - (d) Physical condition/attitude.
- 3. Certification process:
 - (a) Supervision responsibilities.
 - (b) Certifying authority.
 - (c) Formal/informal examination.
 - (d) Proficiency demonstration.
- b. Certification documentation.

Specific critical MSFC owned process skills requiring certification and proficiency include the following:

- a. High pressure tubing fabrication and assembly.
- b. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- c. Control system operations.
- d. Schematic drawing comprehension.
- e. Other processes identified by the Statement of Work (SOW).

The following certifications, if required, are obtained in accordance with MWI 3410.1.

- a. Forklift, crane and hoist operators.
- b. Cryogenic and other hazardous pressure system operators.
- c. Propellant & Explosive Handlers.
- c. Hazardous chemical/toxic material handling.
- d. Confined space entry.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping.
 - 2. Cabling, Harnessing, and Wiring.
 - 3. Soldering including Surface Mount Technology (SMT).
 - 4. Staking and Conformal Coating.
 - 5. ESD Control.
- f. Welding inspection and nondestructive evaluation (NDE).
 - 1. Penetrant Testing.
 - 2. Magnetic Particle Testing.
 - 3. Eddy Current Testing.
 - 4. Radiographic Testing.
 - 5. Thermal/Infrared Testing.
 - 6. Visual Testing.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1163 | ISSUE: Revision C | 2. DRD NO.: 1163SA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 07-23-09 |
| | | 5. PAGE: 1/3 |
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** ES01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
- a. **Safety Statistics** for the previous month shall be submitted by the 10th of each month after contract award to the MSFC Industrial Safety Branch. Safety statistics for work performed at Michoud Assembly Facility (MAF) shall be submitted to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF.
 1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system.
 2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. **Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness. For these types of mishaps the initial notification can be made by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. At MAF call (504) 257-2526.
 - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to the MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by:
 1. Direct input through the "SHE Report" located on the Safety, Health & Environmental (SHE) webpage located on "Inside Marshall." On the SHE webpage select the "Mishaps, Questions and Concerns" pull-down menu, then select "Report Mishaps/Close Calls/Concerns." (At MSFC this is the preferred method of reporting), or
 2. Calling the Safety Hotline (256) 544-0046, [at MAF call (504) 257-2526] or
 3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to IRIS database can be obtained from the MSFC S&MA IRIS administrator located in the MSFC Industrial Safety Branch after contract award.
 - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls** for contractors working **offsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative.
 1. If a contractor employee has any type mishap while visiting a MSFC controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
 - e. **Initial reporting for Type C and D and Low-Visibility Close Calls** for contractors working **offsite** shall be reported via the Safety Statistics Report submitted monthly.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1163SA-003

DATA TYPE: 3

PAGE: 2/3

11. INITIAL SUBMISSION (CONTINUED):

- f. **Initial reports for all mishaps and Close Calls** shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with MWI 8621.1 and NPR 8621.1.
- g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
 - 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
- h. **Follow-up reporting for ALL contractors:**
 - 1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 - 4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
- i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **onsite** shall be reported per MPR 8715.1 and MWI 8715.13.
- j. Mishaps and Close Calls that occur at MAF shall be reported within the times specified in sections a thru g to the MSFC S&MA representative located at MAF by calling (504) 257-2526.
- k. Follow-up reporting for mishaps and Close Calls reported at MAF shall be reported within the times specified in section h to the MSFC S&MA representative located at MAF.

- 12. SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10th of each month to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF. **All Mishaps:** Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF.

13. REMARKS:

- 14. INTERRELATIONSHIP:** DRD 1163SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 1.3

15. DATA PREPARATION INFORMATION:

- 15.1 SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 APPLICABLE DOCUMENTS:

- | | |
|-------------|---|
| NPR 8621.1 | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1 | <i>Marshall Safety, Health, and Environmental (SHE) Program</i> |
| MWI 8621.1 | <i>Mishap and Close Call Reporting and Investigation Program</i> |
| MWI 8715.13 | <i>Safety Concerns Reporting System (SCRS)</i> |

- 15.3 CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1163SA-003

DATA TYPE: 3

PAGE: 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

15.4 FORMAT: The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in a.2.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per MWI 8621.1.

15.5 MAINTENANCE: None required

15.6 DEFINITIONS: NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

Offsite. Location or facility **not** owned or controlled by MSFC.

Onsite. Location or facility owned or controlled by MSFC.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000037		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (if other than item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 0AFL2 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM03AA20C		10B. DATED (SEE ITEM 13) 02/12/2008	

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 this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(c).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 53.246-2 Changes - Cost Reimbursement (Alt. I 1)
	D. OTHER (Specify type of modification and authority)



E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned remains unchanged at \$584,406. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at (b)(4). Total Funding Allotted decreases by \$40,000 from \$38,101,451 to \$38,061,451.

See Page 2 for further description of modification.

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) STEVEN W. TATE, GENERAL MGR (STATE IM)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S Carson	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 8/4/2009	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED AUG 04 2009

A. The purpose of Modification No. 37 is to:

1) De-obligate funding in the amount of \$40,000.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby decreased in the amount of \$40,000 from \$38,101,451 to \$38,061,451. Clause B.5 shown in Mod 36 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 37), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$584,406	(b)(4)			\$38,101,451
This Mod			\$0				(\$40,000)
Revised Total			\$584,406				\$38,061,451

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200292133	136905.10.60.30.10.10	62ET50	EXPX22009D	\$ (40,000.00)

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

Section	Pages Deleted	Pages Added/Revised
B.5	B-4 (Mod 36)	B-4 (Mod 37)

E. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$37,154,120. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: November 30, 2009

(b) An additional amount of \$907,331 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 584,406	\$ -	\$ 584,406
Total Sum Allotted:	\$ 38,101,451	\$ (40,000)	\$ 38,061,451

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. 000038		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Steve Tate 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE 0AFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. I 1)
	D. OTHER (Specify type of modification and authority)



E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increases by (b)(4). The Provisional Estimated Cost decreases by (b)(4). The Award Fee Earned increases by \$183,041 (Fee Period 1 increased by \$67,203, Fee Period 2 increased by \$115,838) from \$584,406 to \$767,447. The Potential Award Fee remains unchanged at (b)(4). The Total Fee increases by (b)(4). The Contract Value increases by (b)(4). Total Funding Allotted remains unchanged at \$38,061,451.

See Page 2 for further description of modification.

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) STEVEN W. TATE, GM (Interim)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Iosco	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 9/10/2009	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 9/10/09

A. The purpose of Modification No. 38 is to:

1. Update Clause B.1, Estimated Cost and Award Fee, to definitize InfoPro Corporation's Base Year Fee Proposal, Revision 1 submitted June 3, 2009 for an overrun/cost growth.

❖ Table B-1, ESTIMATED COST AND AWARD FEE, shown in Mod 35 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B.2 (Mod 38), is substituted in lieu thereof.

2. Modify Attachment J-1, Performance Work Statement, to define "Other Operations" materials.

❖ Section 1.2.9, Contractor Procurement, shown in Mod 36 is hereby deleted in its entirety and the revised Section 1.2.9, shown on the enclosed replacement pages J-1-6 and J-1-6a (Mod 38), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost	Provisional Estimated Cost	Award Fee Earned	Potential Award Fee	Total Fee	Contract Value	Total Funding
	(a)	(b)	(c)	(d)	(c+d)	(a+b+c+d)	Allotted
Previous	(b)(4)		\$584,406	(b)(4)			\$38,061,451
This Mod			\$183,041				\$0
Revised Total			\$767,447				\$38,061,451

C. Purchase Request No./Accounting & Appropriation Data: N/A

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

Section	Pages Deleted	Pages Added/Revised
B.2	B-2 (Mod 35)	B-2 (Mod 38)
Attachment J-1	J-1-6 (Mod 36)	J-1-6 and J-1-6a (Mod 38)

E. Contractor's Statement of Release

In consideration of the modification agreed to herein as complete equitable adjustment for the contractor's proposal for adjustment listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustment attributable to such facts or circumstances giving rise to said contract changes and/or contractor proposals, and for such additional obligations as may be required by this modification.

Contract
Change Identification

Modification 38

Contractor
Proposal Number

Base Year Fee Proposal,
Revision 1 submitted June 3, 2009

F. All other terms and conditions remain unchanged and in full force and effect.

If granted, approval to use the Government facilities will be provided on a non-interference basis with other Government work. Authorizing such use of the facilities does not waive any rights of the Government to terminate the Contractor's right to use the facilities.

The Contractor shall indemnify the Government and hold it harmless against claims for injury to persons or damage to property of the Contractor or others arising from the Contractor's possession or use of the facilities. A copy of the indemnification notice shall be included in each subcontract issued by the Contractor. The Contractor is fully liable for all damages to Government property being used for commercial purposes.

Rental rates for the facilities shall be 10 percent of each individual commercial contract. However, the Contractor may use, with the written approval of the COTR, the rates set forth in FAR 52.245-9, "Use and Charges" if the Contractor determines 10 percent to be inequitable. The Contractor shall credit future payment vouchers for rental costs incurred.

1.2.9 Contractor Procurements – Per NFS 1852.245-71, all items procured under this contract are accountable to the Government and the contractor assumes user responsibilities. The contractor shall establish a record of property procured using contract funds and transfer to the Government within 5 working days after receipt of the property. The contractor will use DD1149 (or equivalent) along with the contractor's Purchase Order (PO) and provide to the installation central receiving area prior to delivery by the vendor. The contractor will be accountable and liable for the property until it is transferred to the Government's accountability (Reference MWI 4200.1, "Equipment Control" and NFS 1852.245-71).

1.2.9.1 Operations - The Contractor shall procure general operating supplies, materials, tools and equipment necessary for the accomplishment of this PWS. Any equipment purchases must be coordinated with the COTR, Technical Monitors, and Contracting Officer and shall not include any equipment \$1M in value or higher. Procurement costs shall be charged to the WBS element to which it specifically supports.

1.2.9.1.1 Secondary Operations, Fee Bearing – Operations materials that are within scope of the contract but do not meet the intent of the definitions spelled out in WBS 1.2.9.1 Operations, 1.2.9.2 Direct, and Attachment J-6-3. All "Secondary Operations, Fee Bearing" purchases shall be identified on a case by case basis, and approved by the CO, **prior** to the material purchase. The Contractor shall submit a written request through the COTR to the CO seeking approval of the material purchase, subject to a (b)(4) fee. Fee on "Secondary Operations, Fee Bearing" purchases shall be included in the negotiated fee pool. If the contractor does not submit a written request to the CO for a "Secondary Operations, Fee Bearing" purchase determination prior to the purchase, the purchase shall be categorized as "Operations" and be non-fee bearing.

1.2.9.2 Direct - The Contractor shall procure direct materials (e.g. aluminum, titanium, stainless and carbon steels, etc) and incidental services (e.g. necessary for completion of fabrication shop customer orders) as necessary to accomplish requirements of this PWS.

1.3 Safety, Health and Environmental. The Contractor shall establish and implement an industrial safety, health, and environmental program and provide a plan in accordance with DRD 1163SA-001, Safety, Health, and Environmental (SHE) Plan. The Contractor's industrial safety, health, and environmental program shall incorporate the following:

- a) Management leadership and employee involvement.
- b) Worksite analysis.
- c) Hazard prevention and control.
- d) Safety and health training.
- e) Environmental compliance.

The contractor shall report mishaps and safety statistics to the MSFC Industrial Safety Branch in accordance with DRD 1163SA-003. The contractor shall submit directly into the NASA Incident Reporting Information System (IRIS) or shall use the forms listed in section 15.4 of DRD 1163SA-003 or electronic equivalent to report mishaps and related information required to

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

		MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
CLIN	PERIOD COVERED	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)									\$307,169	\$8,424,488
	Fee Period 2*										\$460,279	\$12,612,175
	Total Base										\$767,448	\$21,036,662
OPTION YEAR 1												
Fee Period 3*	TBD										\$9,131,412	
Fee Period 4*	TBD										\$9,307,581	
Total Option 1	\$0										\$18,438,993	
Overall Contract												

* 6-month evaluation periods

- (a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

		MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
CLIN	PERIOD COVERED	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. 000039		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Increase: \$4,876,118.19

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. I 1)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 3 copies to the issuing office.

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

The Negotiated Estimated Cost increases by (b)(4) The
Provisional Estimated Cost increases by (b)(4) The Award Fee
Earned remains unchanged at \$767,447. The Potential Award Fee increases by (b)(4) from
(b)(4) The Total Fee increases by (b)(4) The
Contract Value increases by \$5,040,327 from \$39,475,655 to \$44,515,982. Total Funding
Allotted increases by \$4,876,118 from \$38,061,451 to \$42,937,569.

See Page 2 for further description of modification.

Delivery Location Code: MSFC
NASA/Marshall Space Flight Center
Continued ...

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) STEVEN W. TATE		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Iosco	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 9-18-2009	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 9-18-09

A. The purpose of Modification No. 39 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to 1) incorporate Option 1 Task Orders Plans 3.3-2009-012 Rev. 1 and 3.5-2009-011 Rev. 2 issued for IDIQ services and 2) provisionally increase the estimated cost of the contract pending definitization of a cost growth proposal.
 - ❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 34 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 39), is substituted in lieu thereof.
2. Incrementally fund the contract in the amount of \$4,876,118 through January 15, 2010.
 - ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$4,876,118 from \$38,016,451 to \$42,937,569. Clause B.5 shown in Mod 37 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 39), is substituted in lieu thereof.
3. Update Section J, Attachment J-7, "Task Order by Reference," to include all approved Task Order Plans
 - ❖ Attachment J-7, TASK ORDER BY REFERENCE, shown in Mod 34 is hereby deleted in its entirety and the revised Attachment J-7, shown on the enclosed replacement page J-7-2 (Mod 39), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$767,447	(b)(4)		\$39,475,655	\$38,061,451
This Mod			\$0			\$5,040,327	\$4,876,118
Revised Total			\$767,447			\$44,515,982	\$42,937,569

C. Purchase Request No./Accounting & Appropriation Data:

PR	WBS ELEMENT	COST CENTER	FUND	AMOUNT
4200305119	253225.074.04.20.04.08	62ER32	EXPX22009D	\$ 500.00
	627989.06.02.01.04.12	62ET20	EXCX22009D	\$ 18,036.03
	401769.06.08.02.04.02	62ES21	EXCX22009D	\$ 750.00
	522632.08.01.01	62ET01	EXCX22009D	\$ 280,000.00
4200305961	095240.04.04.22.03.08	62ER33	EXPX22009D	\$ 17,200.00
	136905.02.06.08.05	62ES42	EXPX22009D	\$ 2,092.00
	136905.08.05.07.01.08	62ER33	EXPX22009D	\$ 1,363.00
	736466.11.01.08.40	62ER24	CASX22009D	\$ 385.00
	136905.08.04.02.08.02.02	62EM10	EXPX22009D	\$ 3,480.00
	136905.08.05.05.01.08	62ER23	EXPX22009D	\$ 28,123.00
	136905.08.05.06.03.08	62ER33	EXPX22009D	\$ 383.00
	136905.08.05.12.01.08	62EM40	EXPX22009D	\$ 3,632.00
	136905.08.05.12.02.08.02	62EM30	EXPX22009D	\$ 67,247.00
	136905.08.05.12.02.08.03	62EM20	EXPX22009D	\$ 1,200.00
	136905.08.05.12.02.08.05	62EM50	EXPX22009D	\$ 2,230.00
	136905.08.05.12.08.07	62EM10	EXPX22009D	\$ 124,649.00
	136905.08.05.12.02.08.07	62EV35	EXPX22009D	\$ 4,663.00

136905.08.05.12.08.07	62ET50	EXPX22009D	\$	210,259.00
136905.08.05.12.08.07	62EM30	EXPX22009D	\$	77,216.00
136905.08.05.12.02.08.08	62ES23	EXPX22009D	\$	557.00
136905.08.05.12.07.08	62EM40	EXPX22009D	\$	10,376.00
136905.08.05.12.07.08	62ET50	EXPX22009D	\$	116,847.00
136905.08.05.06.01.08	62ER33	EXPX22009D	\$	1,305.00
136905.08.05.13.02.01.08	62ER51	EXPX22009D	\$	68,729.00
136905.08.05.04.04.08	62ER33	EXPX22009D	\$	1,143.00
136905.08.05.12.02.08.09	62EM40	EXPX22009D	\$	710.00
136905.08.05.12.08.07	62EM40	EXPX22009D	\$	123,436.00
136905.08.05.12.02.08.10	62EM40	EXPX22009D	\$	20,209.00
136905.08.05.12.06.08	62EM30	EXPX22009D	\$	2,593.00
524238.08.01.01.03	62EM10	EXCX22009D	\$	9,270.00
524238.08.01.01.03	62EM30	EXCX22009D	\$	4,876.00
524238.08.01.01.03	62EM40	EXCX22009D	\$	9,399.00
136905.08.05.12.07.08	62EM40	EXPX22009D	\$	36,000.00
136905.08.05.12.07.08	62ES23	EXPX22009D	\$	292,717.00
136905.08.05.11.03.01.08	62ES23	EXPX22009D	\$	276,658.00
346620.04.04.01.01.19	62EM50	SCEX22009D	\$	2,373.00
253225.04.04.40.01	62ER23	EXPX22009D	\$	2,077.00
401769.06.03.03.02.07	62ES23	EXCX22009D	\$	195.00
401769.06.03.07.02.02	62ES23	EXCX22009D	\$	2,700.00
401769.06.03.07.02.02	62EM50	EXCX22009D	\$	5,346.00
401769.06.08.02.04.02	62ES23	EXCX22009D	\$	339,505.00
439906.04.01.06.04.05	62ES61	EXPX22009D	\$	3,811.00
522094.08.01.01.03.01	62ER42	EXCX22009D	\$	5,707.00
524238.08.01.01.03	62ES23	EXCX22009D	\$	8,468.00
524238.08.01.01.03	62EM10	EXCX22009D	\$	10,248.00
524238.08.01.01.03	62EM30	EXCX22009D	\$	3,268.00
524238.08.01.01.03	62EM40	EXCX22009D	\$	9,399.00
736466.11.01.08.40	62ER33	CASX22009D	\$	1,000.00
869021.04.08.01.13	62EM30	CASX22009D	\$	15,488.00
869021.03.08.01.10	62ER31	CASX22009D	\$	40,000.00
530007.07.01.12	62ES23	ESAX22008D	\$	886.00
736466.11.01.08.40	62ER42	CASX22009D	\$	26,000.00
736466.11.01.08.40	62ER01	CASX22009D	\$	10,000.00
136905.08.05.09.01.08	62ES52	EXPX22009D	\$	22,246.00
736466.11.01.08.39	62ES01	CASX22009D	\$	15,000.00
401769.06.08.02.04.05	62ES43	EXCX22009D	\$	225,000.00
736466.11.01.08.42	62ES43	CASX22009D	\$	25,000.00
595551.01.08.01.VP10.09	62ES43	CASX22009R	\$	3,200.00
522632.08.01.01	62ES43	EXCX22009D	\$	50,000.00
401769.06.08.02.04.05	62ES23	EXCX22009D	\$	70,000.00
401769.06.08.02.04.05	62ES61	EXCX22009D	\$	119,063.00
136905.08.04.02.08.08.03	62EM10	EXPX22009D	\$	57,580.00
136905.08.05.12.02.08.01	62ES23	EXPX22009D	\$	21,891.00
136905.08.05.12.02.08.07	62ES23	EXPX22009D	\$	37,202.00
136905.08.05.12.07.08	62ET50	EXPX22009D	\$	111,254.00
136905.08.05.12.07.08	62ES23	EXPX22009D	\$	200,000.00
524238.08.01.01.03	62ES23	EXCX22009D	\$	6,547.00
136905.08.05.12.08.07	62EM10	EXPX22009D	\$	27,106.00
136905.08.05.12.07.08	62EM40	EXPX22009D	\$	89,875.00

	136905.08.05.13.02.01.08	62JP30	EXPX22009D	\$ 6,353.00
	253225.04.04.20.04.08	62ER32	EXPX22009D	\$ 55,632.00
	399131.02.01.02.15	62VP62	SCEX22009D	\$ 3,400.00
	401769.06.03.07.02.03	62ES23	EXCX22009D	\$ 78,555.00
	401769.06.08.02.04.02	62ES23	EXCX22009D	\$ 75,000.00
	736466.11.01.08.42	62ES23	CASX22009D	\$ 165,000.00
	736466.09.01.08.09.07	62EV43	CASX22009D	\$ 4,059.00
	136905.08.05.08.02.08	62ES33	EXPX22009D	\$ 6,000.00
	401769.06.08.02.04.05	62ES43	EXCX22009D	\$ 75,000.00
4200306592	136905.02.04.08.17	62ET40	EXPX22009D	\$ 48,618.88
4200306664	136905.08.05.04.03.08	62ER33	EXPX22009D	\$ 10,000.00
	520871.08.01.01.02	62ER35	EXCX22009D	\$ 2,847.00
	522632.08.01.01	62ER35	EXCX22009D	\$ 4,714.00
	736466.11.01.08.38	62ER33	CASX22009D	\$ 10,000.00
	136905.10.10.80.40.20	62ER23	EXPX22009D	\$ 7,004.00
	736466.11.01.08.38	62ER24	CASX22009D	\$ 2,092.87
	197009.10.01.01.12	62ER42	EXCX22009D	\$ 1,754.00
	136905.02.04.08.07	62ER42	EXPX22009D	\$ 3,980.75
	869021.05.08.07.08	62ER42	CASX22009D	\$ 1,811.00
	735200.02.01.08	62SF02	EXCX22009D	\$ 18,125.00
	136905.08.04.01.08.04	62ER42	EXPX22009D	\$ 1,478.10
4200307510	136905.02.06.08.05	62EM50	EXPX22009D	\$ 58,413
	921179.01.08.01.E534.09	62EM50	CASX22009R	\$ 14,724
	921179.01.08.01.E535.09	62EM50	CASX22009R	\$ 27,098
	921179.01.08.01.E567.09	62EM50	CASX22009R	\$ 10,641
	892182.01.08.0801.01	62EM50	EXCX22008R	\$ 223
	921179.01.08.01.EM70.09	62EM50	CASX22009R	\$ 137
	685676.01.08.10	62EM10	CASX22009D	\$ 20,000
	444543.03.06	62EM10	EXPX22009D	\$ 6,500
4200309653	136905.08.05.10.03.08.21	62ET30	EXPX22009D	\$ 107,219.00
	136905.02.04.08.17	62ET30	EXPX22009D	\$ 24,563.00
	524238.08.01.01.03	62ET30	EXCX22009D	\$ 8,507.00
	136905.08.05.10.03.08.17	62ET30	EXPX22009D	\$ 100.50
	136905.10.30.20.10	62ET40	EXPX22009D	\$ 78,846.00
	136905.08.05.14.02.08	62ET40	EXPX22009D	\$ 532.00
	136905.08.05.06.01.08	62ET40	EXPX22009D	\$ 19,366.00
	136905.08.05.05.01.08	62ET40	EXPX22009D	\$ 5,585.00
	136905.02.04.08.17	62ET40	EXPX22009D	\$ 94,305.33
	136905.02.04.08.17	62ET40	EXPX22009D	\$ 49,126.00
	595551.01.08.01.VP08.09	62ET40	CASX22009R	\$ 2,456.00
	736466.08.01.08.05	62ET40	CASX22009D	\$ 35,000.00
	136905.08.04.02.08.11.01	62ET10	EXPX22009D	\$ 6,900.00
	136905.10.60.30.10.10	62ET10	EXPX22009D	\$ 11,614.00
	892182.01.08.0854.01	62ET20	EXCX22008R	\$ 25,870.57
4200310002	136905.08.05.05.01.08	62ER33	EXPX22009D	\$ 3,897.00
	136905.08.05.04.03.08.01	62ER33	EXPX22009D	\$ 4,755.30
	136905.08.05.05.01.08	62ER33	EXPX22009D	\$ 1,230.00

	136905.08.05.06.01.08	62ER33	EXPX22009D	\$	1,230.00
	136905.08.05.04.03.08.01	62ER33	EXPX22009D	\$	1,230.00
	136905.08.05.04.02.08	62ER33	EXPX22009D	\$	1,230.00
	136905.08.05.04.04.08	62ER33	EXPX22009D	\$	1,230.00
4200310619	136905.08.05.04.04.08	62ER33	EXPX22009D	\$	1,531.00
	136905.08.05.04.02.08	62ER33	EXPX22009D	\$	1,531.00
	136905.08.05.04.03.08.01	62ER33	EXPX22009D	\$	1,531.00
	136905.08.05.06.01.08	62ER33	EXPX22009D	\$	1,531.00
	136905.08.05.05.01.08	62ER33	EXPX22009D	\$	1,531.00
	292360.09.20.02.14.02	62JP60	EXPX22009D	\$	40,000.00
	197009.10.01.01.10	62ER43	EXCX22009D	\$	13,876.50
	522632.08.01.01	62ER35	EXCX22009D	\$	2,152.00
	136905.08.05.13.02.01.08	62ER52	EXPX22009D	\$	1,125.00
	136905.08.05.04.03.08	62ER33	EXPX22009D	\$	1,342.57
	136905.08.05.04.02.08	62ER33	EXPX22009D	\$	2,559.02
	136905.08.05.06.01.08	62ER33	EXPX22009D	\$	4,781.77
4200310869	833011.02.08.01.VP32.09	62ES31	CASX22009R	\$	1,916.00
	136905.02.04.08.06	62EV33	EXPX22009D	\$	57,981.00
	136905.02.04.08.17	62ET10	EXPX22009D	\$	40,001.00
	136905.02.06.08.06	62ES42	EXPX22009D	\$	4,118.00
	206518.02.20	62EV33	EXPX22009D	\$	2,192.00
	869021.04.08.01.13	62EM30	CASX22009D	\$	4,270.00
	736466.11.01.08.42	62ES23	CASX22009D	\$	8,488.00
	916925.02.01	62EV24	SCEX22009D	\$	60,000.00
	197009.10.01.01.10	62EM20	EXCX22009D	\$	13,066.00
	595551.01.08.01.VP10.09	62ES43	CASX22009R	\$	1,320.00
4200313806	595551.01.08.01.VP10.09	62EM10	CASX22009R	\$	2,700
	811540.01.04.08	62EM10	CASX22009D	\$	5,830
	197009.10.01.01.17	62EM10	EXCX22009D	\$	8,873
4200314056	206518.08.02.20	62ER31	EXPX22009D	\$	1,000.00
	253225.04.04.20.04.08	62ER32	EXPX22009D	\$	1,250.00
			TOTAL	\$	4,876,118.19

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 34)	B-2 (Mod 39)
	B-4 (Mod 37)	B-4 (Mod 39)
Attachment J-7	J-7-2 (Mod 34)	J-7-2 (Mod 39)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR	(b)(4)										
	Fee Period 1*										\$307,169	\$8,424,488
	Fee Period 2*										\$460,279	\$12,612,175
	Total Base										\$767,448	\$21,036,662
2	OPTION YEAR 1	(b)(4)										
	Fee Period 3*										TBD	\$14,068,310
	Fee Period 4*										TBD	\$9,411,010
	Total Option 1										\$0	\$23,479,320
Overall Contract											\$767,448	\$44,515,982

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3	(b)(4)							
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4	(b)(4)							
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$41,947,555. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 15, 2009

(b) An additional amount of \$990,014 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$ 584,406	-	\$ 584,406
Total Sum Allotted:	\$ 38,061,451	\$ 4,876,118	\$ 42,937,569

(End of Clause)

TASK ORDERS BY REFERENCE – Option Year 1

Task Order No.	Revision	Initiating Org	Description	Period of Performance	Estimated Cost	Maximum Potential Award Fee	Total Value
3.4-2009-002	1	ES23	CLV Planner/Scheduler/Coordinator & Trades Service Support	3/1/2009 - 2/28/2010	(b)(4)		\$581,485
3.2-2009-004	0	ET30	Structural Strength Test Support	3/1/2009 - 2/28/2010			\$423,759
3.1-2009-005	0	EM10	MCRF Engineering Technician Test Support	3/1/2009 - 2/28/2010			\$58,053
3.3-2009-006	0	ET40	Structural Dynamics Test Facility Technician Support	3/1/2009 - 2/28/2010			\$231,229
3.12-2009-007	0	VP63	XRCF Support	3/1/2009 - 2/28/2010			\$240,381
3.17-2009-010	0	ES61	Mechanical Leak Test Technician	3/1/2009 - 2/28/2010			\$492,699
3.5-2009-011	2	ES43	Electrical Test, Fabrication and Assembly Technician	3/1/2009 - 2/28/2010			\$228,527
3.4-2009-001	0	ES23	MSFC Mechanical Fabrication-2009	3/1/2009 - 2/28/2010			\$2,727,743
3.4-2009-003	1	ES23	ECLSS STaRs Support	3/1/2009 - 2/28/2010			\$1,455,063
3.6-2009-008	0	ES01	Instrumentation Calibration	3/1/2009 - 2/28/2010			\$2,571,525
3.16-2009-009	0	ET02	Valve and Component Refurbishment	3/1/2009 - 2/28/2010			\$1,689,215
3.3-2009-012	1	ET40	Structural Dynamics Test Facility Technician Support	6/29/2009-2/28/2010			\$91,411

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000040		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 0AFL2 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C		10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule Net Increase: \$144,635.10

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The Negotiated Estimated Cost remains unchanged at (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned remains unchanged at \$767,447. The Potential Award Fee remains unchanged at (b)(4) The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at \$44,515,982. Total Funding Allotted increases by \$144,635 from \$42,937,569 to \$43,082,204.

See Page 2 for further description of modification.

Obligated Amount for this Modification: \$144,635.10
New Total Obligated Amount for this Award: \$43,082,204.73

Continued ...

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Original Signed By Kim Carson (Signature of Contracting Officer)	16C. DATE SIGNED SEP 25 2009

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNM08AA20C/000040PAGE OF
2 4NAME OF OFFEROR OR CONTRACTOR
INFOPRO CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	NEW ACCOUNTING CODE ADDED: Account code: 62ES23/6100.2511/62/FC000000/921179.01.08.01.ES1K/ .09/000/2510/62/CASX22009R/CASP/2/3 Cost Center 62ES23 Amount: \$33,303.00 Percent: .14029 NEW ACCOUNTING CODE ADDED: Account code: 62ES23/6100.2511/62/FC000000/921179.01.08.01.ES1N/ .09/000/2510/62/CASX22009R/CASP/3/4 Cost Center 62ES23 Amount: \$45,191.00 NEW ACCOUNTING CODE ADDED: Account code: 62ES23/6100.2511/62/FC000000/921179.01.08.01.ES1M/ .09/000/2510/62/CASX22009R/CASP/4/5 Cost Center 62ES23 Amount: \$46,254.00 NEW ACCOUNTING CODE ADDED: Account code: 62ES23/6100.2511/62/FC000000/892182.01.08.0893.01/ 000/2510/62/EXCX22008R/SOMD/1/2 Cost Center 62ES23 Amount: \$18,501.00 NEW ACCOUNTING CODE ADDED: Account code: 62ES43/6100.2511/62/FC000000/136905.08.01.03/000/2 510/62/EXPX22009D/234A/1/43 Cost Center 62ES43 Amount: \$677.00 NEW ACCOUNTING CODE ADDED: Account code: 62ER42/6100.2511/62/FC000000/197009.10.01.01.12/00 0/2510/62/EXCX22009D/538A/2/3 Cost Center 62ER42 Amount: \$709.10				

A. The purpose of Modification No. 40 is to:

1. Incrementally fund the contract in the amount of \$144,635 through January 23, 2010.

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$144,635 from \$42,937,569 to \$43,082,204. Clause B.5 shown in Mod 39 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 40), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$767,447	(b)(4)		\$44,515,982	\$42,937,569
This Mod			\$0			\$0	\$144,635
Revised Total			\$767,447			\$44,515,982	\$43,082,204

C. Purchase Request No./Accounting & Appropriation Data:

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200314547	921179.01.08.01.ES1K.09	62ES23	CASX22009R	\$33,303
	921179.01.08.01.ES1N.09	62ES23	CASX22009R	\$45,191
	921179.01.08.01.ES1M.09	62ES23	CASX22009R	\$46,254
	892182.01.08.0893.01	62ES23	EXCX22008R	\$18,501
	136905.08.01.03	62ES43	EXPX22009D	\$677
4200314495	1970003.10.01.01.12	62ER42	EXCX22009D	\$709.10

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 39)	B-4 (Mod 40)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$42,078,410. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 23, 2010

(b) An additional amount of \$1,003,795 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$584,406	-	\$584,406
Total Sum Allotted:	\$42,937,569	\$144,635	\$43,082,204

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 000041		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		(x)		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	
CODE CAFL2		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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: \$414,281.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible).
The Negotiated Estimated Cost remains unchanged at (b)(4) The Provisional Estimated Cost remains unchanged at (b)(4) The Award Fee Earned remains unchanged at \$767,447. The Potential Award Fee remains unchanged at (b)(4) The Total Fee remains unchanged at (b)(4) The Contract Value remains unchanged at \$44,515,982. Total Funding Allotted increases by \$414,281 from \$43,082,204 to \$43,496,485.

See Page 2 for further description of modification.

LIST OF CHANGES:

Obligated Amount for this modification: \$414,281.00

Continued ...

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) Kim S Carson	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED NOV 03 2009
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM08AA20C/000041	PAGE 2	OF 5
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NAME OF OFFEROR OR CONTRACTOR
INFOPRO CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 62ES41/6100.2511/62/FC000000/136905.08.01.03/000/2510/62/EXPX22010D/234A/2/3 Cost Center 62ES41 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$200.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62EV83/6100.2511/62/FC000000/136905.02.04.08.17/000/2510/62/EXPX22010D/234A/1/2 Cost Center 62EV83 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$750.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62VP63/6100.2511/62/FC000000/411672.06.04.01/000/2510/62/SCEX22009D/196V/1/2 Cost Center 62VP63 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$89,500.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62EM50/6100.2511/62/FC000000/411672.06.05.01/000/2510/62/SCEX22009D/196V/1/2 Cost Center 62EM50 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$6,121.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/8.04/000/2510/62/EXPX22010D/234A/2/3 Cost Center 62ET30 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$70,720.00</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNM08AA20C/000041	PAGE	OF
		3	5

NAME OF OFFEROR OR CONTRACTOR
INFOPRO CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/ 8.19/000/2510/62/EXPX22010D/234A/3/4 Cost Center 62ET30 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$24,990.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/ 8.21/000/2510/62/EXPX22010D/234A/4/5 Cost Center 62ET30 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$93,500.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62ET40/6100.2511/62/FC000000/136905.10.60.40.08/00 0/2510/62/EXPX22010D/234A/5/6 Cost Center 62ET40 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$91,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62ET10/6100.2511/62/FC000000/136905.08.05.04.03.0/ 8.01/000/2510/62/EXPX22010D/234A/1/2 Cost Center 62ET10 GI Account 6100.2511 Order FC000000 Quantity: 0 Amount: \$37,500.00</p>				

A. The purpose of Modification No. 41 is to:

1. Incrementally fund the contract in the amount of \$414,281 through December 31, 2009.

- ❖ Clause B.5, **CONTRACT FUNDING**, funding is hereby increased in the amount of \$414,281 from \$43,082,204 to \$43,496,485. Clause B.5 shown in Mod 40 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 41), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$767,447	(b)(4)		\$44,515,982	\$43,082,204
This Mod			\$0			\$0	\$414,281
Revised Total			\$767,447			\$44,515,982	\$43,496,485

C. Purchase Request No./Accounting & Appropriation Data:

<u>PR</u>	<u>WBS ELEMENT</u>	<u>COST CENTER</u>	<u>FUND</u>	<u>AMOUNT</u>
4200316285	136905.02.04.08.17	62EV83	EXPX22010D	\$750
	136905.08.01.03	62ES41	EXPX22010D	\$200
4200316746	411672.06.04.01	62VP63	SCEX22009D	\$89,500
4200316914	411672.06.05.01	62EM50	SCEX22009D	\$6,121
4200317554/1	136905.08.05.04.03.0	62ET10	EXPX22010D	\$37,500
	136905.08.05.10.03.0	62ET30	EXPX22010D	\$70,720
	136905.08.05.10.03.0	62ET30	EXPX22010D	\$24,990
	136905.08.05.10.03.0	62ET30	EXPX22010D	\$93,500
	136905.10.60.40.08	62ET40	EXPX22010D	\$91,000.00

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 40)	B-4 (Mod 41)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

- (d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.
- (e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
- (f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.
- (2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.
- (3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.
- (4) Provisional award fee payments will be made prior to the first award fee determination by the Government.
- (g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$42,478,910. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: December 31, 2009.
- (b) An additional amount of \$1,017,575 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$584,406	-	\$584,406
Total Sum Allotted:	\$43,082,204	\$414,281	\$43,496,485

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE

PAGE OF PAGES

1 2

2 AMENDMENT/MODIFICATION NO.

000042

3 EFFECTIVE DATE

See Block 16C

4 REQUISITION/PURCHASE REQ NO

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

Kathy Christy
Email: kathy.c.christy@nasa.gov
Telephone: (256) 961-1538
Fax: (256) 544-5028

8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

(x) 9A. AMENDMENT OF SOLICITATION NO

9B DATED (SEE ITEM 11)

10A MODIFICATION OF CONTRACT/ORDER NO
NNM08AA20C

10B DATED (SEE ITEM 13)

CODE 0AFL2

FACILITY CODE

02/12/2008

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. 11)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not X is required to sign this document and return 2 copies to the issuing office.

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

The Negotiated Estimated Cost increases by (b)(4). The Provisional Estimated Cost decreases by (b)(4). The Award Fee Earned remains unchanged at \$767,447. The Potential Award Fee increases by (b)(4) from (b)(4). The Total Fee increases by (b)(4). The Contract Value increases by \$234,272 from \$44,515,982 to \$44,750,254. Total Funding Allotted remains unchanged at \$43,496,485.

See Page 2 for further description of modification.

Continued ...

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)

CARY A. HILTON, General Manager

David A. Iosco

15B CONTRACTOR/OFFEROR

15C DATE SIGNED

16B UNITED STATES OF AMERICA

16C DATE SIGNED

(Signature of person authorized to sign)

24 Nov 2009

(Signature of Contracting Officer)

11/24/09

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNM08AA20C/000042PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
INFOPRO CORPORATION

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR	(b)(4)										
	Fee Period 1*										\$307,169	\$8,424,488
	Fee Period 2*										\$460,279	\$12,612,175
	Total Base										\$767,448	\$21,036,663
2	OPTION YEAR 1											
	Fee Period 3*										TBD	\$14,302,581
	Fee Period 4*										TBD	\$9,411,010
	Total Option 1										\$0	\$23,713,591
Overall Contract											\$767,448	\$44,750,254

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

000043

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

See Schedule

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

MSFC

7. ADMINISTERED BY (If other than Item 6)

CODE

MSFC

NASA/Marshall Space Flight Center
Procurement Office
Marshall Space Flight Center AL 35812

Kathy Christy
Email: kathy.c.christy@nasa.gov
Telephone: (256) 961-1538
Fax: (256) 544-5028

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

INFOPRO CORPORATION
Attn: Larry Stanley
6705 ODYSSEY DR
HUNTSVILLE AL 35806-2300

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.
NNM08AA20C

10B. DATED (SEE ITEM 13)

02/12/2008

CODE CAFL2

FACILITY CODE

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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:

\$1,011,352.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)
X Unilateral Modification and FAR clause 52.232-22 - Limitation of Funds

E. IMPORTANT: Contractor X is not. is required to sign this document and return 0 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned remains unchanged at \$767,447. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value remains unchanged at \$44,750,254. Total Funding Allotted increases by \$1,011,352 from \$43,496,485 to \$44,507,837.

See Page 2 for further description of modification.

Incremental Funded Amount changed: from
\$43,496,485.73 to \$44,507,837.73

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)

Kim S Carson

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

11/30/2009

A. The purpose of Modification No. 41 is to:

1. Incrementally fund the contract in the amount of \$1,011,352 through January 7, 2010.

- ❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,011,352 from \$43,496,485 to \$44,507,837. Clause B.5 shown in Mod 41 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 43), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$767,447	(b)(4)		\$44,750,254	\$43,496,485
This Mod			\$0				\$1,011,352
Revised Total			\$767,447			\$44,750,254	\$44,507,837

C. Purchase Request No./Accounting & Appropriation Data:

PR#	WBS	Cost Center	Fund	Amount	Totals
4200318349	136905.08.04.01.08.1	62ER32	EXPX22010D	\$ 2,998	
	136905.08.04.02.08.0	62EM10	EXPX22010D	\$ 1,085	
	136905.08.01.11	62EM40	EXPX22010D	\$ 483	
	522632.08.01.01	62ES23	EXCX22009D	\$ 10,000	
	595551.01.08.01.VP10	62ES11	CASX22009R	\$ 863	
	390492.04.02.06	62VP62	SCEX22009D	\$ 3,050	
	869021.04.08.01.13	62ET30	CASX22010D	\$ 7,669	
	524238.08.01.01.03	62EM10	EXCX22010D	\$ 16,226	
	439906.04.01.06	62ES62	EXPX22010D	\$ 50,871	
	595551.01.08.01.VP10	62ES43	CASX22009R	\$ 12,292	
	769347.05.08.05.01.0	62ES43	EXCX22010D	\$ 634	
	833011.02.08.01.VP27	62ES31	CASX22009R	\$ 22,452	\$ 128,623
4200319148	522632.08.01.01	62ET60	EXCX22010D	\$ 130,000	
	401769.06.01.01.05	62VP11	EXCX22010D	\$ 200,000	\$ 330,000
4200319611	522632.08.01.01	62ET30	EXCX22009D	\$ 77,994	
	359257.01.05.03	62ET20	CASX22010D	\$ 20,000	\$ 97,994
4200320540	136905.08.05.10.03.0	62ET30	EXPX22010D	\$ 25,000	
	136905.10.60.30.10.1	62ET10	EXPX22010D	\$ 5,000	\$ 30,000
4200320777	136905.08.05.10.03.0	62ET30	EXPX22010D	\$ 161,000	
	136905.10.60.40.08	62ET40	EXPX22010D	\$ 80,928	
	136905.08.04.02.08.0	62ET30	EXPX22010D	\$ 4,773	

	136905.10.60.30.10.1	62ET40	EXPX22010D	\$	-	
	136905.02.04.08.17	62ET40	EXPX22010D	\$	16,000	
	136905.02.04.08.13	62ET20	EXPX22010D	\$	50,000	
	136905.08.04.02.08.0	62ET20	EXPX22010D	\$	47,739	
	136905.10.60.30.10.1	62ET10	EXPX22010D	\$	59,795	\$ 420,235
4200320959	136905.02.04.08.13	62ET20	EXPX22010D	\$	4,500	\$ 4,500
						\$ 1,011,352

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-4 (Mod 41)	B-4 (Mod 43)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$43,279,660. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 7, 2009.

(b) An additional amount of \$1,228,177 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$584,406	\$183,041	\$767,447
Total Sum Allotted:	\$43,496,485	\$1,011,352	\$44,507,837

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000044		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO	
5. PROJECT NO (If applicable)		6. ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) Kathy Christy Email: kathy.c.christy@nasa.gov Telephone: (256) 961-1538 Fax: (256) 544-5028	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 0AFL2		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B. DATED (SEE ITEM 13) 02/12/2008	

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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. It by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral Modification and NFS 1852.216-76 Award Fee for Service Contracts

E. IMPORTANT: Contractor X is not, is required to sign this document and return 0 copies to the issuing office

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost remains unchanged at (b)(4). The Award Fee Earned was increased by \$495,267 from \$767,447 to \$1,262,714. The Potential Award Fee was decreased by (b)(4). (b)(4). The Total Fee was decreased by (b)(4). The Contract Value was decreased by (b)(4). Total Funding Allotted remains unchanged at \$44,507,837.

See Page 2 for further description of modification.

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) Kim S. Carson		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kim S. Carson	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED DEC 07 2009

A The purpose of this Modification No. 44 is to:

1. Update Clause B.2, Estimated Cost and Award Fee to reflect the Award Fee Findings and Determination dated October 23, 2009. The award fee was processed in this modification for the contractor's evaluation period 3 dated March 1, 2009 – August 31, 2009. Of the total award fee available (b)(4) was applicable to this evaluation period, which equated to an award fee of \$495,267 that left (b)(4) in unearned award fee. The total contract value decreased in the amount of (b)(4)
 - ❖ Clause B.2, page B-1, 1852.216-85 ESTIMATED COST AND AWARD FEE, Mod 35 hereby deleted in its entirety and the revised Clause B.2, shown on the enclosed replacement page B-1 (Mod 44), is substituted in lieu thereof.
 - ❖ Table B-1, page B-2, ESTIMATED COST AND AWARD FEE, shown in Mod 42 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 44), is substituted in lieu thereof.
2. Update Clause B.5, Contract funding, to adjust funding allotted for the incorporation of the Earned Award Fee, in accordance with the Award Fee Determination and Findings approved on October 28, 2009.
 - ❖ Clause B.5, page B-4, CONTRACT FUNDING, shown in Mod 43 is hereby deleted in its entirety and the revised Clause B-5, shown on the enclosed replacement page B-4 (Mod 44), is substituted in lieu thereof.

B. A recapitulation of the contract value and funding is as follows:

	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$767,447	(b)(4)			\$44,507,837
This Mod			\$495,267				\$0
Revised Total			\$1,262,714				\$44,507,837

C. Purchase Request No./Accounting & Appropriation Data: N/A

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-1 (Mod 35)	B-1 (Mod 44)
	B-2 (Mod 42)	B-2 (Mod 44)
	B-4 (Mod 43)	B-4 (Mod 44)

E. All other terms and conditions remain unchanged and in full force and effect.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SERVICES TO BE FURNISHED AND TYPE OF CONTRACT

(a) The Contractor shall provide all resources (except as expressly stated in the contract as furnished by the Government) necessary to furnish the services delineated in the Performance Work Statement (PWS) in Attachment J-1, entitled: "Marshall Engineering Technicians and Trades Support (METTS) Services."

(b) The services will be procured under two separate portions, Mission Services (MS) and Indefinite Delivery/Indefinite Quantity (IDIQ). The requirement is being procured on a cost-plus-award-fee basis. The contract and supporting data are organized as shown below:

(1) The Mission Services portion covers work identified in 1.0 – 2.0 of the PWS. Project management and administrative resources necessary to manage both the Mission and the IDIQ contract portions are covered in the Mission Services.

(2) IDIQ task orders will be used to procure those services identified in WBS 3.0 of the PWS that cannot be predetermined or quantified in advance.

(End of Clause)

B.2 1852.216-85 ESTIMATED COST AND AWARD FEE (SEP 1993)

(a) The total estimated cost of this contract is \$ [See Table B-1 below]. The total award fee for this contract is \$ [See Table B-1 below].

(b) The amount of award fee earned as identified in this clause, paragraph (c), is common fee to be shared between the Contractor and its teammate/major subcontractor (b)(4). The amounts shown by evaluation period in this clause, paragraph (c) are the maximum award fees allowed the Contractor and identified subcontractors. As award fee is earned for each evaluation period, the contract values delineated in paragraph (c) will be adjusted to reflect the difference between maximum potential award fee and award fee earned. The following is a record of the maximum potential award fee that was available for each period and the award fee earned:

EVALUATION PERIOD	MAXIMUM POTENTIAL AWARD FEE	AWARD FEE EARNED
03/01/2008 – 08/31/2008	(b)(4)	\$321,839
09/01/2008 - 02/28/2009		\$445,609
03/01/2009 - 08/31/2009		\$495,267

(c) Table B-1 reflects the contract values of individual contract line items (CLINs) and is set forth below:

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR	(b)(4)										(b)(4)
	Fee Period 1*										\$321,839	
	Fee Period 2*										\$445,609	
	Total Base										\$767,447	
2	OPTION YEAR 1	(b)(4)										(b)(4)
	Fee Period 3*										\$495,267	
	Fee Period 4*										TBD	
	Total Option 1										\$495,267	
Overall Contract											\$1,262,714	

* 6-month evaluation periods

- (a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2	(b)(4)							
	Fee Period 5*							TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3	(b)(4)							
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4	(b)(4)							
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ 43,192,260. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 7, 2010.

(b) An additional amount of \$ 1,315,577 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$767,447	\$495,267	\$1,262,714
Total Sum Allotted:	\$44,507,837		\$44,507,837

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE		PAGE OF PAGES 1 5	
2 AMENDMENT/MODIFICATION NO 000045		3 EFFECTIVE DATE See Block 16C		4 REQUISITION/PURCHASE REQ. NO See Schedule	
6 ISSUED BY NASA/Marshall Space Flight Center Procurement Office Marshall Space Flight Center AL 35812		CODE MSFC		7 ADMINISTERED BY (If other than Item 6) Kathy Christy Email: kathy.c.christy@nasa.gov Telephone: (256) 961-1538 Fax: (256) 544-5028	
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFOPRO CORPORATION Attn: Larry Stanley 6705 ODYSSEY DR HUNTSVILLE AL 35806-2300		(X)		9A AMENDMENT OF SOLICITATION NO.	
				9B DATED (SEE ITEM 11)	
		X		10A MODIFICATION OF CONTRACT/ORDER NO. NNM08AA20C	
				10B DATED (SEE ITEM 13) 02/12/2008	
CODE OAF12		FACILITY CODE			

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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 telegram or letter, provided each telegram or letter 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)
See Schedule
Net Increase: \$1,554,178.25

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mod: FAR 42.103(a) Mutual Agreement & FAR 52.246-2 Changes - Cost Reimbursement (Alt. 1 & 2)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

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

The Negotiated Estimated Cost remains unchanged at (b)(4). The Provisional Estimated Cost increases by (b)(4). The Award Fee Earned remains unchanged at \$1,262,714. The Potential Award Fee remains unchanged at (b)(4). The Total Fee remains unchanged at (b)(4). The Contract Value increases by (b)(4) to (b)(4). Total Funding Allotted increases by \$1,554,178 from \$44,507,837 to \$46,062,015.

See Page 3 for further description of modification.

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) CARY A. HILTON - General Manager METTS		15A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Iosco	
15B CONTRACTOR/OFFEROR Cary A. Hilton (Signature of person authorized to sign)		15B UNITED STATES OF AMERICA David A. Iosco (Signature of Contracting Officer)	
15C DATE SIGNED 12/21/2009		15C DATE SIGNED 12/21/09	

A. The purpose of Modification No. 45 is to:

1. Update Table B-1, "Estimated Cost and Award Fee," to provisionally increase the estimated cost of the contract pending definitization of a cost growth proposal.

❖ Table B-1, Estimated Cost and Award Fee, shown in Mod 44 is hereby deleted in its entirety and the revised Table B-1, shown on the enclosed replacement page B-2 (Mod 45), is substituted in lieu thereof.

2. Incrementally fund the contract in the amount of \$1,554,178 through January 28, 2010.

❖ Clause B.5, CONTRACT FUNDING, funding is hereby increased in the amount of \$1,554,178 from \$44,507,837 to \$46,062,015. Clause B.5 shown in Mod 44 is hereby deleted in its entirety and the revised Clause B.5, shown on the enclosed replacement page B-4 (Mod 45), is substituted in lieu thereof.

B. A recapitulation of the contract value is as follows:

B-5	Negotiated Estimated Cost (a)	Provisional Estimated Cost (b)	Award Fee Earned (c)	Potential Award Fee (d)	Total Fee (c+d)	Contract Value (a+b+c+d)	Total Funding Allotted
Previous	(b)(4)		\$1,262,714	(b)(4)			\$44,507,837
This Mod			\$0				\$1,554,178
Revised Total			\$1,262,714				\$46,062,015

C. Purchase Request No./Accounting & Appropriation Data:

COST CENTER / / /	WBS ELEMENT / / /	FUND / /	Amount	PR
62ER24/6100.2511/62/FC000000/463169.04.12.02.02/000/2510/62/EXPX22010D/020U/1/3			\$1,000.00	4200321359 Item# 001
62ER24/6100.2511/62/FC000000/463169.04.12.02.02/000/2510/62/EXPX22010D/020U/1/2			\$2,625.00	4200321359 Item# 001
62ER21/6100.2511/62/FC000000/253225.04.04.30.01/000/2510/62/EXPX22010D/020U/1/43			\$336.00	4200321359 Item# 002
62ET40/6100.2511/62/FC000000/136905.08.05.05.01.0/8/000/2510/62/EXPX22010D/234A/1/2			\$3,389.00	4200322603 Item# 001
62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/8.19/000/2510/62/EXPX22010D/234A/2/3			\$12,500.00	4200322603 Item# 001
62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/8.04/000/2510/62/EXPX22010D/234A/3/4			\$12,500.00	4200322603 Item# 001
62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/8.21/000/2510/62/EXPX22010D/234A/4/5			\$12,500.00	4200322603 Item# 001
62ET40/6100.2511/62/FC000000/136905.02.04.08.17/000/2510/62/EXPX22010D/234A/1/43			\$10,000.00	4200322603 Item# 002
62ET20/6100.2511/62/FC000000/136905.08.04.02.08.0/8.04/000/2510/62/EXPX22010D/234A/1/84			\$15,913.00	4200322603 Item# 003
62ET30/6100.2511/62/FC000000/136905.08.04.02.08.0/8.04/000/2510/62/EXPX22010D/234A/2/85			\$1,501.00	4200322603 Item# 003
62ES43/6100.2511/62/FC000000/401769.06.03.03.02.0/7/000/2510/62/EXCX22010D/733B/1/2			\$20,000.00	4200322644 Item# 001
62EM42/6100.2511/62/FC000000/136905.08.01.11/000/2510/62/EXPX22010D/234A/1/43			\$650.00	4200322644 Item# 002
62E511/6100.2511/62/FC000000/595551.01.08.10.VP10/.10/000/2510/62/CASX22010R/CASP/2/44			\$21,746.00	4200322644 Item# 002
62EM10/6100.2511/62/FC000000/524238.08.01.01.03/000/2510/62/EXCX22010D/538A/3/45			\$5,331.00	4200322644 Item# 002
62ET10/6100.2511/62/FC000000/524238.08.01.01.03/000/2510/62/EXCX22010D/538A/4/46			\$813.00	4200322644 Item# 002
62ER24/6100.2511/62/FC000000/463169.04.12.02.02/000/2510/62/EXPX22010D/020U/5/47			\$600.00	4200322644 Item# 002
62ET20/6100.2511/62/FC000000/136905.02.04.08.13/000/2510/62/EXPX22010D/234A/6/48			\$4,500.00	4200322644 Item# 002
62ER33/6100.2511/62/FC000000/095240.04.04.22.03.0/8/000/2510/62/EXPX22010D/020U/7/49			\$16,272.00	4200322644 Item# 002
62E523/6100.2511/62/FC000000/520871.08.01.01.02/000/2510/62/EXCX22010D/538A/8/50			\$49,000.00	4200322644 Item# 002
62ER33/6100.2511/62/FC000000/197009.10.01.01.12/000/2510/62/EXCX22009D/538A/9/51			\$670.00	4200322644 Item# 002
62ER32/6100.2511/62/FC000000/136905.08.04.02.08.1/1.01/000/2510/62/EXPX22010D/234A/10/52			\$2,167.00	4200322644 Item# 002
62E523/6100.2511/62/FC000000/401769.06.03.03.02.0/7/000/2510/62/EXCX22010D/733B/11/53			\$297,584.00	4200322644 Item# 002

62E523/6100.2511/62/FC000000/401769.06.08.02.04.0/2/000/2510/62/EXCX22010D/733B/12/54	\$115,407.00	4200322644 Item# 002
62E523/6100.2511/62/FC000000/401769.06.08.02.04.0/5/000/2510/62/EXCX22010D/733B/13/55	\$148,067.00	4200322644 Item# 002
62ET10/6100.2511/62/FC000000/136905.08.05.10.03.0/8.19/000/2510/62/EXPX22010D/234A/14/57	\$10,228.00	4200322644 Item# 002
62EM03/6100.2511/62/FC000000/136905.08.05.12.03.0/8/000/2510/62/EXPX22010D/234A/15/58	\$2,023.00	4200322644 Item# 002
62E523/6100.2511/62/FC000000/136905.08.05.12.02.0/8.01/000/2510/62/EXPX22010D/234A/16/59	\$7,812.00	4200322644 Item# 002
62ET50/6100.2511/62/FC000000/136905.08.05.12.07.0/8/000/2510/62/EXPX22010D/234A/17/60	\$107,338.00	4200322644 Item# 002
62EM20/6100.2511/62/FC000000/136905.08.05.12.02.0/8.03/000/2510/62/EXPX22010D/234A/18/61	\$65,881.00	4200322644 Item# 002
62ET50/6100.2511/62/FC000000/136905.08.05.12.02.0/8.07/000/2510/62/EXPX22010D/234A/19/62	\$3,344.00	4200322644 Item# 002
62EM03/6100.2511/62/FC000000/136905.08.05.12.02.0/8.07/000/2510/62/EXPX22010D/234A/20/63	\$12,221.00	4200322644 Item# 002
62E543/6100.2511/62/FC000000/401769.06.03.03.02.0/7/000/2510/62/EXCX22010D/733B/1/84	\$16,684.00	4200322644 Item# 003
62EM40/6100.2511/62/FC000000/136905.08.05.12.01.0/8/000/2510/62/EXPX22010D/234A/1/43	\$8,477.00	4200322644 Item# 004
62EM30/6100.2511/62/FC000000/136905.08.05.12.01.0/8/000/2510/62/EXPX22010D/234A/2/44	\$1,220.00	4200322644 Item# 004
62ER23/6100.2511/62/FC000000/136905.08.05.05.01.0/8/000/2510/62/EXPX22010D/234A/3/45	\$4,898.00	4200322644 Item# 004
62EM10/6100.2511/62/FC000000/136905.08.05.12.02.0/8.07/000/2510/62/EXPX22010D/234A/4/46	\$3,577.00	4200322644 Item# 004
62EM40/6100.2511/62/FC000000/136905.08.05.12.02.0/8.07/000/2510/62/EXPX22010D/234A/5/47	\$46,460.00	4200322644 Item# 004
62EM30/6100.2511/62/FC000000/136905.08.05.12.02.0/8.07/000/2510/62/EXPX22010D/234A/6/48	\$379.00	4200322644 Item# 004
62EM30/6100.2511/62/FC000000/136905.08.05.12.02.0/8.02/000/2510/62/EXPX22010D/234A/7/49	\$21,231.00	4200322644 Item# 004
62EM40/6100.2511/62/FC000000/136905.08.05.12.02.0/8.10/000/2510/62/EXPX22010D/234A/8/50	\$6,942.00	4200322644 Item# 004
62ER23/6100.2511/62/FC000000/136905.08.05.06.01.0/8/000/2510/62/EXPX22010D/234A/9/51	\$23,633.00	4200322644 Item# 004
62JP30/6100.2511/62/FC000000/136905.08.05.06.01.0/8/000/2510/62/EXPX22010D/234A/10/52	\$32,203.00	4200322644 Item# 004
62ET30/6100.2511/62/FC000000/136905.08.05.10.03.0/8.19/000/2510/62/EXPX22009D/234A/1/2	\$15,000.00	4200322786 Item# 001
62EM10/6100.2511/62/FC000000/522094.08.01.01.03.0/1/000/2510/62/EXCX22010D/538A/1/2	\$20,000.00	4200323753 Item# 001
62EM10/6100.2511/62/FC000000/522632.08.01.01/000/2510/62/EXCX22010D/538A/2/3	\$23,000.00	4200323753 Item# 001
62EM40/6100.2511/62/FC000000/522094.08.01.01.03.0/1/000/2510/62/EXCX22010D/538A/3/4	\$34,200.00	4200323753 Item# 001
62EM40/6100.2511/62/FC000000/520871.08.01.01.02/000/2510/62/EXCX22010D/538A/4/5	\$20,000.00	4200323753 Item# 001
62EM60/6100.2511/62/FC000000/522094.08.01.01.03.0/1/000/2510/62/EXCX22010D/538A/5/6	\$11,000.00	4200323753 Item# 001
62EM60/6100.2511/62/FC000000/522632.08.01.01/000/2510/62/EXCX22010D/538A/6/7	\$12,000.00	4200323753 Item# 001
62EM60/6100.2511/62/FC000000/520871.08.01.01.02/000/2510/62/EXCX22010D/538A/7/8	\$11,000.00	4200323753 Item# 001
62ET30/6100.2511/62/FC000000/869021.04.08.01.13/000/2510/62/CASX22010D/512F/1/2	\$160,000.00	4200323842 Item# 001
62EM40/6100.2511/62/FC000000/136905.08.05.12.01.0/8/000/2510/62/EXPX22010D/234A/1/84	\$20,000.00	4200322334 Item# 003
62ER52/6100.2511/62/FC000000/136905.08.05.13.02.0/1.08/000/2510/62/EXPX22010D/234A/1/2	\$356.25	4200322334 Item# 006
62EM10/6100.2511/62/FC000000/432938.11.01.08.40/000/2510/62/CA5X22010D/361N/1/43	\$35,000.00	4200322334 Item# 007
62EM10/6100.2511/62/FC000000/136905.08.04.02.08.0/2.03/000/2510/62/EXPX22010D/234A/2/204	\$33,000.00	4200322334 Item# 008
62EM40/6100.2511/62/FC000000/136905.08.05.12.01.0/8/000/2510/62/EXPX22010D/234A/1/203	\$30,000.00	4200322334 Item# 008
	\$1,554,178	

D. The following pages/sections are deleted in their entirety and the attached revised pages/sections are substituted in lieu thereof:

	<u>Pages Deleted</u>	<u>Sections Added/Revised</u>
Section B	B-2 (Mod 44)	B-2 (Mod 45)
	B-4 (Mod 44)	B-4 (Mod 45)

E. Revisions described above are indicated by a vertical line in the right margin of the enclosed replacement pages.

F. All other terms and conditions remain unchanged and in full force and effect.

TABLE B-1, ESTIMATED COST AND AWARD FEE (AF)

CLIN	PERIOD COVERED	MISSION SERVICES (BY)			IDIQ SUMMATION OF TASK ORDERS (BY)			TOTAL				
		ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	PROVISIONAL ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL PROVISIONAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
1	BASE YEAR											
	Fee Period 1*	(b)(4)									\$321,839	\$8,439,158
	Fee Period 2*										\$445,609	\$12,597,505
	Total Base										\$767,447	\$21,036,663
2	OPTION YEAR 1											
	Fee Period 3*										\$495,267	\$14,215,181
	Fee Period 4*										TBD	\$18,916,969
	Total Option 1										\$495,267	\$33,132,150
Overall Contract											\$1,262,714	\$54,168,813

* 6-month evaluation periods

(a) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	PERIOD COVERED	MISSION SERVICES (BY)		IDIQ SUMMATION OF TASK ORDERS (BY)		TOTAL			
		ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	ESTIMATED COST	MAXIMUM POTENTIAL AWARD FEE	TOTAL ESTIMATED COST	TOTAL MAXIMUM POTENTIAL AWARD FEE	TOTAL EARNED AWARD FEE	TOTAL VALUE
3	OPTION YEAR 2								
	Fee Period 5*	(b)(4)						TBD	\$3,974,802.50
	Fee Period 6*							TBD	\$3,974,802.50
4	OPTION YEAR 3								
	Fee Period 7*							TBD	\$4,105,564.50
	Fee Period 8*							TBD	\$4,105,564.50
5	OPTION YEAR 4								
	Fee Period 9*							TBD	\$4,174,475.00
	Fee Period 10*							TBD	\$4,174,475.00

* 6-month evaluation periods

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Clause B.2, Estimated Cost and Award Fee. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. Provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 70 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

B.5 1852.232-81 CONTRACT FUNDING (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$44,691,316. This allotment is for the Marshall Engineering Technicians and Trades Support Services and covers the following estimated period of performance: January 28, 2010

(b) An additional amount of \$1,370,699 is obligated under this contract for payment of fee.

Incremental Funding:	Previous	This Action	Total
Estimated Cost:	(b)(4)		
Provisional Award Fee:			
Earned Award Fee:	\$1,262,714	\$0	\$1,262,714
Total Sum Allotted:	\$44,507,837	\$1,554,178	\$46,062,015

(End of Clause)