

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Management and Staffing Plan</b>  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PM-01</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Document how the work performed by the MPIC contractor will be managed and staffed, and how the quality of work performed will be controlled	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>  DRD MPIC-PM-02
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** The Management and Staffing Plan provides a description of the contractor’s approach for accomplishing the SOW inclusive of organization, staffing and quality control. The Plan shall describe a MPIC contractor management system that integrates all of the individual management systems used by the prime contractor as well as by any subcontractors or other organizations performing MPIC work for the Prime contractor. The Plan shall identify the processes and procedures used by the contractor to adhere to regulations and requirements set forth in the solicitation and the resulting contract.

Upon approval, the Management and Staffing Plan will become a part of the contract as Attachment J-3.

The MPIC Management and Staffing Plan shall address as a minimum:

(a) Management:

(1) Describe your overall management approach for fulfilling the contract requirements. Document how you will coordinate and integrate work performed under individual Task Orders spanning Program Office, PP&C and SE&I requirements. Address how you will assist MPCV in implementing affordability objectives and initiatives identified in the White Paper, Affordability in the Orion-MPCV Program, available in the MPIC Technical Library.

(2) Identify any subcontractors and suppliers providing content and describe how you will manage subcontractors and suppliers including making changes in subcontractor and supplier work and personnel.

(3) Describe your proposed organizational structure, including a chart depicting the proposed organization and provide the rationale. Subcontractors and suppliers should be clearly identified. Describe the organizational elements considered critical (or key) to satisfactory performance and provide rationale.

(4) Describe your plan for work definition and authorization, scheduling, budgeting, data accumulation, Safety and Mission Assurance, material control, indirect cost management and baseline control.

(5) Describe your plan for coordinating and interfacing with other Exploration Systems Development Division Programs Space Launch System at MSFC and Ground Systems Development Operations at KSC. Additionally, in the event that you propose to involve other organizations in performing Program-To-Program work, explain envisioned

contributions and relationships including coordination of efforts and integration of work product.

(b) Staffing

(1) Describe the methods and techniques you will use to deal with fluctuating workloads, including cross-training/utilization of personnel to accommodate the dynamic needs of the MPCV Program Office.

(2) Discuss any efficiencies anticipated due to the use of standardized products and simplified processes for PP&C work and describe how savings realized could be re-invested.

(3) Describe your recruitment policy, approach and methods including how you will staff positions requiring specific technical skills, and how the contractor will meet or exceed the minimum qualification standards to satisfy the Standard Labor Categories. Discuss how you will manage the effects of staffing level changes on contract performance. Describe how you will communicate and obtain Government concurrence for changing priorities and associated workforce adjustments.

(c) Quality control

(1) Describe the processes you will use to identify, monitor, measure and control cost, schedule, technical and performance risks. Identify any specific risks relative to performance of work under the SOW and any plans to mitigate those risks.

(2) Describe how you will measure and report contractor performance and customer satisfaction for all SOW work being performed under each Task Order. Describe how you plan to continuously improve contractor performance and customer relationships.

**FORMAT:** Contractor's format is acceptable.

**9. OPR:** Contracting Officer's Technical Representative

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronic. Changes shall be incorporated as required by change page or complete reissue.

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> Phase-in Plan  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  June 22, 2012	<b>3. DRL Line Item No.</b>  MPIC-PM-02	<b>RFP/Contract No. (Procurement completes)</b>  NNJ12414367R
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> Document how the MPIC contractor will prepare over a 30-day period to perform the work prescribed by Task Order(s) issued by the Government following contract award.	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>  DRD MPIC-PM-01
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** This Phase-In Plan defines tasks, schedule, responsibilities, and agreements for both the contractor and the Government, necessary to transition to the processes and services accepted by the Government during the proposal and contract award process.

**CONTENT:** The Contractor is expected to meet full performance requirements from the start date of the base contract period. Prior to performance of work ordered by the government under this contract, the Contractor shall manage transition activities, hire personnel, obtain personnel badges, clearances and access to IT systems, train personnel, schedule the performance of ordered work, ensure approval of safety plan, and compliance with contractual Data Requirements Descriptions.

The Phase-In Plan documents the MPIC contractor’s approach for transitioning from current Orion Project Integration Contract (OPIC) activities being performed under Task Order TA43T-Revision 8, to work performed under Task Orders issued under the MPIC contract. The plan should address, at a minimum, the following information with rationale:

(a) Plan for maintaining continuity of services within the MPCV Program for any Task Orders issued 30-day period prior to contract start.

(b) Schedule for all phase-in steps and milestones to be accomplished, and approach to how the schedule will be met. Included in the schedule shall be a plan to support the proposal to, and negotiation of, the first task order to be placed under the resultant contract.

(c) Priority of positions for staffing,

(d) Plan for badging and obtaining personnel clearances

(e) Plan for orientation and training personnel.

(f) Relationships during phase-in with incumbent contractors and NASA, including support, resources, and interfaces expected from each.

(g) Proposed Firm Fixed Price for your Phase-in Plan, in accordance with the Cost/Price Proposal Instructions and Excel

Pricing Template "Phase-In Plan" [Section L.14.6 (d)].

**FORMAT:** Contractor's format is acceptable.

**9. OPR:** Contracting Officer's Technical Representative

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronic, as required

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> Close-out Plan  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  June 22, 2012	<b>3. DRL Line Item No.</b>  MPIC-PM-03	<b>RFP/Contract No. (Procurement completes)</b>  NNJ12414367R
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Document how the work performed by the MPIC contractor will be closed-out	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** Document the information necessary to transition the MPIC contract to any follow-on contract and to close out the existing contract.

**CONTENT:** The content of the deliverables shall include:

- (a) Implementation Strategy
- (b) Task description and schedule
- (c) Staffing profile
- (d) Cost Estimate, including the following:
  - 1. Labor resources:
    - a. List of all direct labor skills by labor category segregated by current Work Breakdown Structure (WBS)
    - b. The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS
    - c. Seniority level of all skills on the current contract
  - 2. Non-labor resources:
    - a. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
    - b. Provide a discussion associated with the major items identified above
  - 3. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
  - 4. List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
    - a. Description of the equipment (include make and model #)
    - b. Location of the equipment (address, building and room #)

**FORMAT:** Contractor's format is acceptable

**9. OPR:** Contracting Officer

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronically

12. COPIES/DISTRIBUTION: See DRL

13. REMARKS: None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Total Compensation Plan</b>	<b>2. Date of current version</b> <p style="text-align: center;"><b>June 22, 2012</b></p>	<b>3. DRL Line Item No.</b> <p style="text-align: center;"><b>MPIC-PM-04</b></p>	<b>RFP/Contract No. (Procurement completes)</b> <p style="text-align: center;"><b>NNJ12414367R</b></p>
<b>1.b Data Type: 1</b>			

<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> To describe the offeror’s approach to providing the quality of professional services needed for contract performance.	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b> FAR 52.52.222-46, “Evaluation of Compensation For Professional Employees” FAR 52.237-10, “Identification of Uncompensated Overtime” NFS 1852.231-71, “Determination of Compensation Reasonableness”	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> MPIC-BM-01 MPIC-BM-02
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** The Total Compensation Plan will identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The Total Compensation Plan will be required for both the prime and all subcontractors that meet the criteria in NFS 1852.231-71(d). The Plan will address the requirements of the Service Contract Act and commit to the compliance of all wage determinations. The compensation templates shall be provided in the cost volume.

Upon approval, the Total Compensation Plan will become a part of the contract as Attachment J-7.

**CONTENT:**

1. Provide a discussion of the qualification criteria (education and experience) that is normally associated with the labor classifications identified. Explain how the Offeror’s proposed compensation plan recognizes the differences in skills and complexities of varied disciplines as well as job difficulty. Discuss the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted.
2. Provide the Offeror’s company’s salary range/wage information for each labor classification identified. Salary ranges will also reflect the impact of employment tenure. Describe planned escalations for exempt and non-exempt employees.
3. Discuss the Offeror’s company’s fringe benefit policies and practices, including leave programs. Indicate any differences in fringe benefits among working groups. Inclusive of, but not limited to, address the Offeror’s company policy on short and long term disability insurance, and life insurance, including information on the types of benefits offered, and the company share of premium costs.
4. Describe the Offeror’s company policy on health insurance coverage, including information in the types of health insurance benefits offered, the company’s share of premium costs, what co-pays are required, the deductibles,

- the effective date of coverage, and the anticipated escalation of insurance costs. Also include the offeror's policy on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions, and the Offeror's policy on spouse and family benefits.
5. Describe the Offeror's policy on retirement/savings plans, including how much the company provides toward the plan and information on vesting. Address escalation and employer/employee cost sharing ratios.
  6. Discuss other salary payment policies, such as cost-of-living adjustments, overtime pay, holiday pay, and other premium pay anticipated.
  7. If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, "Identification of Uncompensated Overtime". If proposed, the Offeror shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The Offeror will provide a copy of the company policy for uncompensated overtime with proposal.
  8. The Offeror will describe incentives to motivate and reward performance and to encourage the retention of personnel. The Offeror will describe the policies, procedures, and experience related to these incentives.
  9. Describe how wage/salary ranges were established. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed Total Compensation Plan. The Offeror shall provide written support to demonstrate that its proposed compensation is reasonable.
  10. The Offeror shall describe their commitment for compliance with the Service Contract Act and all wage determinations. The Offeror shall include the rationale for any conformance procedures used or those Service Contract Act employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

**FORMAT:** Contractor's format is acceptable but must include the content listed above.

**9. OPR:** Contracting Officer

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronically

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Organization Conflict of Interest Avoidance Plan</b>  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PM-05</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> To ensure that conflict of interest mitigation exists, and to ensure that the contractor provides unbiased impartial advice and adequately protects sensitive, proprietary data belonging to other contractors.		<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
<b>6. References (Optional)</b> National Aeronautics and Space Administration's Guide on Organizational Conflicts of Interest March 2010	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>  <a href="http://www.hq.nasa.gov/office/procurement/OCIGuide.pdf">http://www.hq.nasa.gov/office/procurement/OCIGuide.pdf</a>		
<b>8. Preparation Information (Include complete instructions for document preparation)</b>  <p><b>SCOPE:</b> In accordance with NFS 1852.237-72, Access to Sensitive Information, the contractor shall deliver a Organizational Conflict of Interest (OCI) Avoidance Plan with the proposal. This plan shall become part of the contract after review and approval by NASA as Attachment J-8.</p> <p><b>CONTENT:</b> The OCI Avoidance Plan shall discuss the following:</p> <p>(a) Situations anticipated that may impair the contractor's objectivity or biased judgment.</p> <p>(b) Company/team conflicts of interest avoidance techniques.</p> <p>(c) Conflicts of interest that cannot be avoided or mitigated.</p> <p>(d) Mitigation of utilization any sensitive information coming into the contractor's possession only for the purposes of performing the services specified in this contract which may improve the contractor's competitive position in another procurement.</p> <p>(e) Safeguards for sensitive information coming into its possession from unauthorized use and disclosure.</p> <p>(f) Safeguards for allowing access to sensitive information only to those employees that need it to perform services under this contract.</p> <p>(g) Mitigation precluding access and disclosure of sensitive information to persons and entities outside of the contractor's organization.</p> <p>(h) Training of employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.</p> <p>(i) Plans to obtain a written affirmation from each employee that he/she has received and shall comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.</p> <p>(j) Strict segregation/firewall of all personnel having access to sensitive information, including identification by name of those individuals who have been segregated for purposes of accessing sensitive information. The contractor shall keep this list current and make this list available to the Government. Individuals on this list shall be employees with a "need to know." Disclosure of sensitive information to non-Government individuals not on this list is strictly prohibited.</p> <p><b>FORMAT:</b> MS Word</p>			

**9. OPR:** Contracting Officer

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronically

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> NF 533 Cost Reporting  <b>1.b Data Type: 2</b>	<b>2. Date of current version</b>  June 22, 2012	<b>3. DRL Line Item No.</b>  MPIC-BM-01	<b>RFP/Contract No. (Procurement completes)</b>  NNJ12414367R
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Obtain information for contractor cost planning and performance management	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b> NASA Procedural Requirements (NPR) 9501.2D, NASA Contractor Financial Management Reporting	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>  MPIC-BM-02
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** The NASA Form 533 (NF533) reports provide data necessary for the following:

1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.
2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements

**CONTENT:** Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2D entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow:

<u>Cost Elements</u>	<u>Definitions</u>
<i>Labor</i>	Reported to NASA as hours are incurred.
<i>Equipment &amp; Materials (commercial off the shelf)</i>	Generally reported to NASA when received and accepted by the contractor.
<i>Manufactured Equipment</i>	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to

	calculate the cost accrual amount.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease.
<i>Travel</i>	Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub- contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
<i>Prompt Payment Discounts</i>	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

**FORMAT:** An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to precede has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

Prior period cost adjustments should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a footnote discussing the reasons for and amounts of the adjustments.

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the contractor must submit a revised NF533 report in the month the cost change is recognized.

Electronic NF533 Requirement

In addition to submitting the NF533M or NF533Q in a hardcopy format, the contractor, upon request, shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using the Government prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information from the hardcopy.

<u>Data Element</u>	<u>Description</u>
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the NF533 report
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative Date Signed	Date the NF533 is approved and signed by the authorized Contractor Representative
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)

Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete (column 8c on the NF533)
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract (column 9a on the NF533)
Grand Total Contract Value (9b)	Contractor distribution of contract value by the reporting categories (column 9b on the NF533)
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period (column 10 on the NF533)

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the contractor shall use to comply with this data requirement.** The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for specific layout details).

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

Category

The flat file shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict

accordance with the specific format described in the attached Agency Defined File Format document.

Distribution:

- LF6 Cost Accounting (1 hardcopy)
- \_\_\_\_\_ Contracting Officer (1 hardcopy)
- \_\_\_\_\_ Budget/Program Analyst (1 hardcopy)
- \_\_\_\_\_ Technical (1 hardcopy)
- \_\_\_\_\_ Upon Request, E-Mail Account (1 electronic copy)

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample file name.

**MACFPS001\_NAS00-0001\_yyyy\_mm\_dd**

**SAP 2 Center Abbreviation for JSC is JO**

**9. OPR:** Contracting Officer

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronically

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None



## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Workforce Reporting</b>  <b>1B. Data Type: 2</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-BM-02</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> The report is used by NASA to provide workforce information to center management. The supplemental report is used by NASA Headquarters to support congressional inquiries		<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
<b>6. References (Optional)</b>	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> NF 533 Cost Reporting, MPIC-BM-01		
<b>8. Preparation Information (Include complete instructions for document preparation)</b>  <p><b>SCOPE:</b> The reports provide workforce data by geographic location.</p> <p><b>CONTENT:</b> The nominal workforce report should provide Equivalent Personnel (EPs) by location, specifically on or near site (NASA center), and by state for workforce outside of the responsible NASA center area. The report shall include contract labor, subcontract labor, and purchased labor. The data shall be reconcilable to other financial deliverables, specifically the NF 533. The content and frequency of the supplemental workforce report may vary based on specific direction provided by NASA Headquarters to support congressional inquiries. It's most common form is an annual request to provide workforce data by state, congressional district, or Zip Code.</p> <p><b>FORMAT:</b> Specific formatting will be mutually agreed upon by the Contractor and NASA.</p> <p><b>9. OPR:</b> Contracting Officer</p> <p><b>10. DELIVERY:</b> See DRL</p> <p><b>11. MAINTENANCE:</b> Electronically</p> <p><b>12. COPIES/DISTRIBUTION:</b> See DRL</p> <p><b>13. REMARKS:</b> None</p>			

## DATA REQUIREMENTS DESCRIPTION (DRD)

<p><b>1a DRD Title</b> <b>Safety and Health Plan</b></p> <p><b>1B. Data Type: 1</b></p>	<p><b>2. Date of current version</b>  <b>June 22, 2012</b></p>	<p><b>3. DRL Line Item No.</b>  <b>MPIC-SA-01</b></p>	<p><b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b></p>
<p><b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations</p>		<p><b>5. DRD Category: (check one)</b></p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&amp;QA</p>	
<p><b>6. References (Optional)</b> OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook</p>	<p><b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> MPIC-SA-02, Safety and Health Program Self Evaluation</p>		
<p><b>8. Preparation Information (Include complete instructions for document preparation)</b></p> <p><b>SCOPE:</b> THIS VERSION OF THE SAFETY AND HEALTH PLAN REQUIREMENTS IS RESTRICTED TO SERVICE CONTRACTS PERFORMED PRIMARILY IN NONHAZARDOUS SETTINGS (SUCH AS AN OFFICE ENVIRONMENT)</p> <p><b>FORMAT and CONTENT:</b></p> <ol style="list-style-type: none"> <li>1. Cover page - to include as a minimum, signatures of Contractor's project manager and designated safety official. Once approved by NASA, the plan will be placed on the contract.</li> <li>2. Table of Contents. See content below.</li> <li>3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below. A correlation matrix is recommended.</li> <li>4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. Tailoring is the process of identifying those items that must be performed to assure the safety of the contractor's employees while performing work on the contract. The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:             <ol style="list-style-type: none"> <li>a. Hazards associated with work done on contractual tasks.</li> <li>b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers.</li> <li>c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.</li> </ol> </li> <li>5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in</li> </ol>			

this RFP.

6. The plan must cover the prime contractor and all subcontractors.

**Details:**

**1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION**

1.0 Management and employees work together as a team to provide a safe and healthful workplace. They are part of a larger safety and health program that involves other employers including but not limited to the government. Management and employee synergies often must work together across contractual lines.

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and identify any differences. Provide an explanation of the impact of identified differences and why you have taken this approach. Include all team members participating in the contract in your policy statement.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches that produce a measurable rate of improvement in employee participation. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.

1.2.2 Describe methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe how management will demonstrate its commitment to safety and health compliance through visible management activities and fulfill its line management responsibilities for safety and health. Describe specific processes and techniques for implementation in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. As a minimum, the Contractor will identify the following:

1.5.1 Safety Representative - identify by title the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of medical data and who will be the primary contact for the company in the event any

employee suffers a work related injury or illness by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Promptly notify the JSC Occupational Medicine Clinic of any changes.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes) to JSC/Safety & Test Operations Division, mail code NS. Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety & Test Operations Division, mail code NS, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe your approach to maintain consistency of this plan throughout the life of the contract with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be described and implemented as appropriate.

1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:

1.8.1 [RESERVED.]

1.8.2 Safety and Health Self Evaluation Report - a written self-evaluation report to be delivered at least once per year. (Note: This self-evaluation is not the same as the Contractor performance self-evaluation but may be used for that purpose if specifically required by the contract.) The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan. The report is required by the JSC Safety and Test Operations Division, mail code NS, by September 30 of each year.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees - identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

a. Date of report, Contractor identity, and Contract number.

- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS) - the Contractor must deliver MSDS for any hazardous materials it brings onto Government property or included in products delivered to the Government. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository (maintained by the JSC Occupational Medicine Occupational Health contractor) along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory – when so directed by Government contract administrators, the Contractor shall compile an inventory report of all hazardous materials in its possessions on Government property. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall state in its plan that all safety and health documentation (including relevant personnel records) are to be made available without impediment for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act and information security requirements are met. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative (COTR) in accordance with established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that subcontracts contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 [RESERVED.]

## 2. WORKSITE ANALYSIS

2.0 Worksite analysis is needed to identify hazards and other safety and health threats to employees and valuable assets. The Government has already determined the Contract will provide nonhazardous services which contain a limited number of hazards. Analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect its employees from hazards in their work areas; inspections of the workplace; investigations of mishaps and close calls; and the submission of safety and health data to the Government.

2.1 ANALYSIS OF Worksite Hazards. The Contractor shall perform the following analyses:

2.1.1 Job Hazard Analysis for Offices. The Contractor is recommended to use the office job hazard analysis template at TBD to establish its office safety program. The template may be amended as need; changes to the JHA will be delivered to JSC Safety and Test Operations Division for review and concurrence. The Office JHA will be reviewed periodically with contract personnel and updated as needed. The reviews will be documented and tracked so that each contract employee's review is fully demonstrated.

2.1.2 Hazards from Nearby Operations not in the Contractor's control. The Contractor will be co-located with other Government personnel and contractors who may perform hazardous operations. The contractor will assess these nearby operations for potential threats to its employees and establish controls for their mitigation. This may require coordination with the owner of the nearby operations.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC authorities responsible for industrial hygiene at JSC-administered installations. This includes workplace exposures such as ergonomics. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 [RESERVED.]

2.4 Inspections. The contractor's plan will include assignments, procedures, and frequency for regular inspection and evaluation of its assigned work areas for hazards and accountability for implementation of corrective measures. In general, 100% coverage of work areas will be inspected every three months. The completion of all inspections will be recorded in the JSC Building Inspection Tracking System (BITS).

2.4.1 The Contractor will describe administrative requirements and procedures for implementation of regularly scheduled inspections of their assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed.

2.4.2 All inspection findings and corrective actions will be documented. In addition, hazards that remain open for more than 30 days will be reported to JSC Safety & Test Operations Division through [JSC-safety-report-submittals@mail.nasa.gov](mailto:JSC-safety-report-submittals@mail.nasa.gov). Inspections will identify:

- a. Discrepancies between observed conditions and applicable requirements,
- b. The hazard(s) posed by the discrepancy and the severity and probability of an injury, illness, property damage, or environmental damage.
- c. Corrective measures or controls implemented to eliminate or control the hazard and schedules for completion. This includes interim actions, remedial actions, and final actions.
  - i. Interim Actions are those actions immediately taken to make conditions safe at the point of the inspection.
  - ii. Remedial actions are those actions taken to ensure the same condition does not exist in other areas under the contractor's jurisdiction and if they do, are rendered safe.
  - iii. Final actions are those actions taken to prevent recurrence.
- d. Notification to facility managers, work area supervisors, JSC safety professionals, and JSC health professionals of hazards that pose an imminent or significant risk to safety and health of employees,

operations, or facilities. This may require immediate actions such as evacuations, stop work, or shut down of operations.

e. [RESERVED.]

2.5 [RESERVED.]

2.6 Employee Reports of Hazards - Identify methods to encourage employee participation in JSC's Close Call Reporting System to report observed hazardous conditions and events (e.g., close calls). The Contractor may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and close call information is included in the JSC closed call tracking system. The contractor's approach shall not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.6.1 The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees.

2.6.2 The Contractor will describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.7 Accident and Record Analysis.

2.7.1 Mishap Reporting and Investigation. The Contractor will describe its approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. A full discussion of NASA requirements is found in NPR 8621.1 and JPR 1700.1. Key items from NPR 8621.1 and JPR 1700.1 are identified below and must be included in the safety and health plan.

2.7.1.1 Mishap Notification and Response – the contractor will describe how it will ensure prompt notification of mishaps and how it will respond to such notifications. The expectation is that employees will notify their managers as soon as possible after a mishap to allow a preliminary investigation to secure the scene, identify witnesses, and to safeguard evidence, personnel or property. The contractor will notify the Safety and Test Operations Division, the Contracting Officer, and the Contracting Officer's Technical Representative immediately under the following circumstances:

- a. Fatality, hospitalization, or total or partial permanent disability to one or more persons.
- b. Property damage equal to or greater than \$250,000.
- c. Mishaps involving NASA personnel or NASA property regardless of severity.
- d. Any mission failure.

2.7.1.2 Who performs the investigation – the Contractor shall recognize that the Government may choose to immediately initiate a preliminary investigation including taking custody of the mishap scene and the collection of witness statements as a prelude to a Government investigation. Factual evidence will be made available for the contractor's investigation at a time to be determined by the Government Investigating authority.

2.7.1.3 Initial Reporting – the contractor will provide an initial report within 24 hours of the mishap containing basic information that identifies personnel injured, the property damaged or lost, and the name and contact information of the appointing official and investigator. NASA Form (NF) 1627 (found at <http://jschandbook.jsc.nasa.gov/>) will be used as a guide for the initial report. This report will be required for:

- a. All mishaps and close calls (as defined by NPR 8621.1B) which occur onsite at a JSC-administered establishment. This includes Government owned and contractor operated facilities.

- b. All type A and B mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.
- c. All type C property damage mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.

2.7.1.4 Interim Reporting. The contractor is expected to submit interim reports that bring attention to specific issues such as product safety or performance defects; procedural issues; or other items of an urgent nature requiring an immediate and timely intervention by other parties. The contractor may use its own format for interim reports.

2.7.1.5 Mishap Investigation. The Contractor will investigate all mishaps it incurs while performing contract work. The investigation will include a determination of the root causes, findings, contributing factors, and recommendations for corrective action. The results will be documented in the contractor's format. All mishaps reported to the Government will require delivery of the contractor's mishap investigation report (the standard is within ten working days for routine mishaps). If more time is needed, coordination with the Contracting Officer and NASA safety managers will be required. The Government may establish a delivery date up to 75 days after the mishap investigation begins. The contractor's final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to initiate release of the report in accordance with processes specified in NPR 8621.1.

2.7.1.6 Corrective Actions. The Contractor will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations. Each corrective action will be assigned to a specific assignee with estimated completion dates. The contractor will be responsible for notifying the Government of completion dates and changes in the schedule. Actions assignable to the Government or other parties will be so indicated.

2.7.1.7 Lessons Learned. If requested by the Government, the Contractor will identify develop and submit lessons learned suitable for inclusion in the JSC Lessons Learned Database in accordance with JPR 2310.1, JSC Organizational Learning Program. A negative report that there are no candidate lessons may be acceptable. Candidate lessons (including a negative report as appropriate) will be included with the investigation report as an appendix.

2.7.2 Trend Analysis – Provide trend analysis data as follows.

- a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status and updated monthly until the case is closed. Negative reports are also required monthly. Report frequency is monthly; date due is the 10<sup>th</sup> days of the month following each month reported. Report to be delivered to the Safety and Test Operations Division, mail code NS, or by attaching to an e-mail and transmitting to [JSC-Safety-Report-Submittals@mail.nasa.gov](mailto:JSC-Safety-Report-Submittals@mail.nasa.gov).
- b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 If the Contractor is exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log but in Contractor's format is acceptable. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following) or as soon as possible after contract termination.

### 3. HAZARD PREVENTION AND CONTROL

3.0 Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in JSC's center wide Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls. The contractor will select and implement controls necessary to mitigate hazards to an appropriate level of risk. Refer to the hazard reduction precedence sequence for details (see JPR 1700.1). Describe how you will identify and accept any residual risk. Describe how you will verify the initial and ongoing effectiveness of controls. The Contractor will describe how it will coordinate the acceptance of risk with facility managers and safety, health, and emergency authorities at NASA.

3.3 [RESERVED.]

3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in procedural documentation. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual or workbook) and be readily available to personnel as required to safely perform their duties.

3.5 to 3.10 [RESERVED.]

3.11 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site to include return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses. Discuss your need for a medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss your approach to Cardiopulmonary Resuscitation (CPR), first aid, and use of emergency fibrillation equipment.

3.12. [RESERVED.]

3.12.2 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers.

3.12.3 [RESERVED.]

3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

3.14 Emergency Preparedness. Provide details on your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather; 29 CFR 1910.120 (HAZWOPER); and local, regional, and

national incidents at JSC as proscribed by JPD 1040.2, JSC Emergency Preparedness Program and JPR 1040.4, JSC Emergency Preparedness Plan. Include how you will protect employees and facilities, and how you will notify JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Include with this plan your pre-planning strategies and how they will be implemented through procedures, training, drills, etc. Identify your methods and schedules to verify emergency readiness. Describe how your employees will be able to locate and be knowledgeable in appropriate emergency action plans.

#### 4. SAFETY AND HEALTH TRAINING

4.0 Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content.

4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, fire drills, etc. Discuss your approach to written exams (a NASA requirement) and other methods to establish trainee proficiency.

4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE) if appropriate.

4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.

4.5, 4.6 [RESERVED.]

4.7 Discuss approach to making all training materials and training records available to NASA and its representatives and other Federal, state, and local agencies for their review upon request.

9. OPR: JSC Safety and Test Operations Division, mail code NS

10. DELIVERY: See DRL

11. MAINTENANCE: Electronically

12. COPIES/DISTRIBUTION: See DRL

13. REMARKS: None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b>  Safety and Health Program Self Evaluation <b>1B. Data Type: 1</b>	<b>2. Date of current version</b>  June 22, 2012	<b>3. DRL Line Item No.</b>  MPIC-SA-02	<b>RFP/Contract No. (Procurement completes)</b>  NNJ12414367R
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Self-evaluation of Contractor's safety and health program performance.	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> MPIC-SA-01, Safety and Health Plan
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**8. Preparation Information (Include complete instructions for document preparation)**

**INSTRUCTIONS:**

1. The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
2. Information required:
  - 2.a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.
  - 2.b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
  - 2.c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
  - 2.d. The goals and objectives of the Contractor safety and health program for the next report period.
  - 2.e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
  - 2.f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
3. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.

**9. OPR:** JSC Safety and Test Operations Division, mail code NS

**10. DELIVERY:** See DRL

**11. MAINTENANCE:** Electronically

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> Planning Data Set	<b>2. Date of current version</b> June 22, 2012	<b>3. DRL Line Item No.</b> MPIC-PC-01	<b>RFP/Contract No. (Procurement completes)</b> NNJ12414367R
<b>1.b Data Type: 2</b>			

<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> A logically singular repository of Planning Data Products and a list of controlled documents	<b>5. DRD Category: (check one)</b> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b> White Paper: MPCV Approach to PP&C SOW 1.1.2.1	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** The Planning Data Set is a logically singular repository of official planning information that is accessible by authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Planning Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.

**CONTENT:** The Planning Data Set is comprised of controlled documents and planning data products. Controlled documents are those that support the Program Baseline and include: 1) Program Plan; 2) WBS Tree and Data Dictionary; 3) Flight Test One and Ascent Abort 2 Flight Test Objectives; and when available, 4) individual plans for Life Cycle and Key Decision Point reviews. The contractor shall maintain the list of controlled documents associated with the Program Baseline in the Planning Data Set, and provide access to each document from the Planning Data Set.

Planning Data Products include: 1) Program Baseline; 2) strategic assessments; 3) Program Baseline attributes including implementation plans, interim product milestones and program events, risks, and assumptions; 4) Summary Master Schedule and schedules for CAMs and products, and 5) estimates of cost or of ranges of costs to include Life Cycle Cost (LCC) and Estimate At Completion (EAC) along with Joint Cost and Schedule Confidence Level (JCL). The Performance Management Baseline is the monetary value used for Earned Value Management calculations at the Program Level.

**FORMAT:** The Planning Data Set shall operate on existing MPCV information technology systems and operating environments, including the Integrated Collaborative Environment (ICE). Individual items of content shall be linked into the Planning Data Set and not re-hosted. Copy is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedures.

**9. OPR:** Controlled documents have an Office of Primary Responsibility. Data and information comprising the Planning Data Set has a data authority responsible for data accuracy and integrity. The NASA Responsible Official (NRO) is the Lead for the Planning function within the Program Planning and Control Office of the MPCV Program Office.

**10. DELIVERY:** Planning Data Products are submitted as input to the Planning Data Set. Data Reports are presented

Monthly. Controlled documents are maintained by the MPCV Program Configuration Management function.

**Data Products**

**Frequency of Submission**

1. Planning Data Products	Monthly, except as noted
a. Program Baseline	Annual
b. Strategic Assessments	As Requested
c. Program Baseline Attributes	Monthly
i. Implementation Plans	
ii. Program Master Schedule	
iii. CAM schedules	
iv. Product Scheduled	
v. Analysis Schedule	
vi. Interim milestones and events	
vii. Risk	
viii. Technical, Schedule and Cost Assumptions	
d. Program Management Baseline	Annual
e. Cost Estimates with JCL (minimum)	As Requested
f. Cost Evaluations	As Requested
2. Controlled Documents (minimum)	Annual
a. Program Plan	
b. WBS Tree and Data Dictionary	
c. MPCV Requirements Documents	
3. Presentations	Monthly

**Data Report**

Planning Data Set content	Monthly
Process Improvement and User metrics	Monthly
Cost-Benefit/Recommendation for Certification	120 days following contract award

**11. MAINTENANCE:** The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational on MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Performance Data Set</b>  <b>1.b Data Type: 2</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PC-02</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Logically singular repository of past, current and future Program performance data and information	<b>5. DRD Category: (check one)</b> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>  SOW 1.1.2.2 White Paper: Performance Management in the MPCV Program	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>  DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis
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**8. Preparation Information (Include complete instructions for document preparation)**

**SCOPE:** The Performance Data Set is a logically singular repository of technical, schedule, cost performance data and information that is accessible by all authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Performance Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.

**CONTENT:** The Performance Data Set contains:

1. Information reported by Program Suppliers via the Data Management function and information extracted from Supplier presentations via data mining;
2. Functional Data Products; Forecasts and Independent Assessments developed under DRD MPIC-PC-03; and
3. The results of integrated analysis developed under DRD-MPIC-PC-04.

Suppliers report performance information in accordance with Contract and Agreement Data Requirements Descriptions (DRDs) which includes as a minimum: a) business rhythm, b) financial, workforce and subcontract reports, c) Integrated Master Schedule (IMS), d) Earned Value Management, e) Risk, and f) quality audit reports. Information obtained by data mining are technical, schedule and cost data determined to be of value by MPIC personnel for assessing current and future Program performance. The performance measures Functional Data Products, forecasts and independent assessments are defined by DRD MPIC-03, Performance Measures. Integrated analysis is defined by DRD MPIC-PC-04.

**FORMAT:** The Performance Data Set shall operate on existing MPCV information technology systems and operating environments, including ICE. Individual items of content shall be linked into the Performance Data Set and not re-hosted. Copying is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedure.

**9. OPR:** Content comprising the Performance Data Set has a Data Authority responsible for data accuracy and integrity. The Responsible NASA Official (RNO) is the Lead for the Monitoring and Control function within the Program Planning and Control Office of the MPCV Program Office.

**10. DELIVERY:** Data Products are submitted as input to the Performance Data Set. Frequency of delivery of data reports is specified below.

<u>Data Products</u>	<u>Frequency of Submission</u>
1. Data obtained from Supplier Data Reports	Monthly
a. Business Rhythm	
b. Financial, workforce and subcontract reports	
c. Integrated Master Schedule	
d. Earned Value Management reports	
e. Risk reports	
f. Quality Audit reports (e.g., from DCMA)	
g. Other	
2. Data obtained from Mining	Monthly
a. Technical	
b. Schedule	
c. Cost	
d. Other	
3. Performance Measures (See DRD MPIC-PC-03)	
4. Integrated Analysis (See DRD MPIC-PC-04)	
5. Presentations	Monthly

<u>Data Reports</u>	
Performance Data Set content	Monthly
Process Improvement and User metrics	Monthly
Data Packages for reporting to HQ/ESD	Quarterly
Data Packages for MPCV Milestone Reviews	As Requested
Cost-Benefit/Recommendation for Certification	120 days following contract award

**Updates:** The content of the Performance Data Set shall be updated as monthly following Supplier data product submissions and quarterly following Program Reviews.

**11. MAINTENANCE:** The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational through MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** In the performance of SOW WBS Element 1.2, 1.6 and 1.10, obtain source documents that contain Program performance data not otherwise reported; review and extract information; and incorporate it to data already stored in the Performance Data Set. Maintain traceability and integrity for data and information extracted and used.

## DATA REQUIREMENTS DESCRIPTION (DRD)

<p><b>1a DRD Title</b> <b>Performance Measures</b></p> <p><b>1.b Data Type: 2</b></p>	<p><b>2. Date of current version</b>  <b>June 22, 2012</b></p>	<p><b>3. DRL Line Item No.</b>  <b>MPIC-PC-03</b></p>	<p><b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b></p>
<p><b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Data and information that characterizes past, current and future Program performance</p>		<p><b>5. DRD Category: (check one)</b>  <input checked="" type="checkbox"/> Technical  <input type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA</p>	
<p><b>6. References (Optional)</b> SOW 1.1.2.2 White Paper: Performance Management in the MPCV Program</p>	<p><b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-04, Integrated Analysis</p>		
<p><b>8. Preparation Information (Include complete instructions for document preparation)</b></p> <p><b>SCOPE:</b> Performance measures are reports of current and forecast Program-wide technical, schedule and cost performance. There are three individual measures: 1) Functional Data Products, 2) Forecasts and 3) Independent Assessments. Functional Data Products capture and report variance calculated by comparing actual performance, as reported by a Program contractor or NASA participating organization, with planned performance for that function as represented by data in the Planning Data Set (MPIC-PC-01). Variance for an assumption is an assessment of its continuing viability along with an identification of impacts to Program performance, if current viability is different than initially thought. Variance for risk is identification of any changes in technical, schedule, or cost risk, or in mitigation of those identified risks, since the last reporting period along with an assessment of impact. Functional Data Products are historic and are applicable for the time period for which 'actual' values were reported. Forecasts are statements of alternative future performance based on extrapolations of, or projections on, past and current values of Functional Data Products (trends). Independent Assessments are characterizations of current and future performance developed by alternative methodologies such as identifying critical flight-product elements and subsystems, and tracking actual development compared to planned development.</p> <p><b>CONTENT:</b> Functional Data Products are, as a minimum: 1) cost and workforce variance reports, 2) schedule variance reports, 3) flight product development (schedule) discrepancy reports, 4) Earned Value Management (EVM) assessment reports, 5) risk assessment reports, and 6) assumption validity reports. Forecasts are estimates of technical, schedule and cost performance for the next reporting period, and for completion (i.e., verify cost estimate at completion). Independent Assessments characterize expected technical, schedule and cost performance by alternative methods, such as examination of the development status of critical key component parts that drive assembly complete.</p> <p><b>FORMAT:</b> Performance Measures are content in the Performance Data Set.</p>			
<p><b>9. OPR:</b> The Responsible NASA Official (RNO) for technical functional data products and for forecasts and independent assessments is the Lead for Monitor and Control in the PP&amp;C Office. The RNO for Schedule functional products and for integrated cost and schedule products (EVM and IMS) is the Lead for Planning in the PP&amp;C Office. The RNO for (financial) Resource functional products is the JSC Resources Management Office (RMO) matrixed to the Manager of the PP&amp;C Office.</p>			

**10. DELIVERY:** Data Products are submitted as input to the Performance Data Set. Data Reports are presented Monthly.

**Data Products**

**Frequency of Submission**

1. Functional Data Products	Monthly
a. Cost variance report	
b. Workforce variance report	
c. Schedule variance report	
d. Analysis Schedule	
e. Program Earned Value Management report	
f. Assumption validity report	
g. Risk assessment report	
h. Other, as requested	
2. Forecasts	Monthly
3. Independent assessments	Monthly
4. Presentations	Monthly

**Data Report**

Content in Performance Data Set Report	Monthly
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**Additional Submissions**

Performance measures shall be updated monthly following Supplier data product submissions and quarterly following Program Reviews.

**11. MAINTENANCE:** The contractor shall provide access to the Performance Measures through the Graphical User Interface for the Performance Data Set.

**12. COPIES/DISTRIBUTION:** See DRL

**13. REMARKS:** None

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Integrated Analysis</b>  <b>1.b Data Type: 2</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PC-04</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b> Report threats to Program performance to inform the Program Manager in a manner that is actionable		<b>5. DRD Category: (check one)</b> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
<b>6. References (Optional)</b> SOW 1.1.2.2 White Paper: Performance Management in the MPCV Program	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures		
<b>8. Preparation Information (Include complete instructions for document preparation)</b>  <p><b>SCOPE:</b> Integrated Analysis provides a summary of the current status and forecast performance of the overall Program with regard to technical, schedule and cost plans and commitment made to the Agency by the Program Manager. Results are presented to the Program Manager. Feedback from the Program Manager is used to continually improve content and format.</p> <p><b>CONTENT:</b> Integrated Analysis is performed by PP&amp;C and contractor staff using the three Performance Measures documented as DRD MPIC-PC-03. An integrated analysis produces a characterization of current and future Program-wide performance that informs management of threats to 1) staying on budget, 2) maintaining schedule, 3) preserving technical content, and 4) achieving the Program Baseline. The results of Integrated Analysis are reviewed and revised monthly based on updated values of Performance Measures</p> <p><b>FORMAT:</b> The results of an Integrated Analysis are content in the Performance Data Set and presentations to Program management.</p> <p><b>9. OPR:</b> The Responsible NASA Official (RNO) is the Lead for the Monitor and Control function within the Program Planning and Control Office of the MPCV Program Office.</p> <p><b>10. DELIVERY:</b> See DRL</p> <p><b>11. MAINTENANCE:</b> The contractor shall provide access to the results of integrated Analysis including data and presentations through the Graphical User Interface for the Performance Data Set.</p> <p><b>12. COPIES:</b> See DRL</p> <p><b>13. REMARKS:</b> None</p>			

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Professional Services</b>  <b>1.b Data Type: 2</b>	<b>2. Date of current version</b>  <b>June 22, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PC-05</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367R</b>
<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Support the operation of the MPCV Program Office		<b>5. DRD Category: (check one)</b> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
<b>6. References (Optional)</b> SOW 1.1.2.3	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis		
<b>8. Preparation Information (Include complete instructions for document preparation)</b>  <b>SCOPE:</b> Professional services are performed at the MPCV Program Office at the Johnson Space Center, but extend to program participants throughout the United States.  <b>CONTENT:</b> Performance metrics include reports quantifying both the level and quality of service provided, and service-unique reports (e.g., security) identified by the Government.  <b>FORMAT:</b> Processes shall be documented in a manner that shows roles, responsibilities and interdependencies			
<b>9. OPR :</b> The Responsible NASA Official (RNO) is the Lead for Data Management w/ information systems & technology. Each service is currently being performed and each has a defined process—and with some instructions detailing how work is performed.			
<b>10. DELIVERY:</b> Data Reports are as follows			
<u>Data Reports</u> Process Improvement and Use Metrics Reports User Metrics and Status Reports Cost-Benefit/Recommendation for Certification Security Management Reports IT Management Reports		<u>Frequency of Submission</u> Quarterly Monthly 120 days following contract award Annual As Requested	
<b>11. MAINTENANCE:</b> Use Metrics and service reports (e.g., security. etc.) shall be maintained by the contractor for review by the government			
<b>12. COPIES:</b> See DRL			
<b>13. REMARKS:</b> None			