

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

8	DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
	Information Technology (IT) Capital Planning and Investment Control (CPIC)	1/30/04	16	9-BJ4-V50-04-01P

4. Use (Define need for, intended use of, and/or anticipated results of data)

To document the contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements.

5. DRD Category: (check one) Technical Administrative SR&QA

6. References (Optional)

7. Interrelationships (e.g., with other DRDs) (Optional)

8. Preparation Information (Include complete instructions for document preparation)

SCOPE: The contractor's IT CPIC processes, which includes IT Program Operating Plan (POP), IT Fiscal Year (FY) Plans, and IT Standards, document the contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements.

CONTENTS:

8.1 IT CIP Requirements:

- a. The contractor shall comply with the IT CPIC requirements as documented in JSC memo IA-03-032, subject: "JSC's Capital Planning and Investment Control Process", the IT POP, as well as all updates and/or replacements to those documents. The current documents can be viewed on the IRD (JSC CIO) and CFO web sites.
- b. Processes- The contractor shall establish and document processes for complying with the requirements in "a." above. The contractor's IT CPIC processes shall be presented to the Director/IRD for approval.
- c. Submission Frequency: Generally, the IT CPIC process is submitted once; subsequent submittals shall be required only if there are significant changes in the process or if required by the Director/IRD (JSC CIO). IT POP and Fiscal Year Plans are submitted annually. IT Standards are submitted once, and updated if there are significant changes, new standards, or if required by the Director/IRD (JSC CIO).
- d. Contractor Standards
The contractor should evaluate and select, whenever feasible, a JSC IT Standard that will meet their requirements. Requirements that cannot be met sufficiently by a JSC or organizational standard will require submitting a new IT Standard per the approved process.

The contractor standards will be submitted for Director/IRD (JSC CIO) approval, and when approved they will reside on the IRD (JSC CIO) server and will be under IRD/JSC CIO configuration management. Any changes to the approved contractor standards must be accompanied by JSC form 1209, which identifies the standard to change, an updated table with the change, and the reason for the change.

Current IT Standards are documented on the IRD (JSC CIO) web site.

- a. Compliance With Section 508 of the Rehabilitation Act
The contractor must also abide by all Section 508 requirements prior to the purchase of IT. On June 21, 2001, NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility" was published. This PIC provides the Section 508 related requirements JSC must meet when procuring Electronic and Information Technology (EIT). Specifically, enclosures are included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508. A summary of how the PIC applies at JSC is as follows:

The requestor of items and services procured using a NASA Purchase Request (PR) must comply with the PIC.

The requestor of items and services procured using an IDIQ contract with delivery orders initiated after June 25, 2001, must comply with the PIC.

The requestor of items and services procured using an IDIQ contract with delivery orders initiated before June 25, 2001, are exempt.

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The requestor of items and services procured using a contract other than an IDIQ contract that was awarded after June 25, 2001, must comply with the PIC.

The requestor of items and services procured using a contract other than an IDIQ contract awarded before June 25 are exempt.

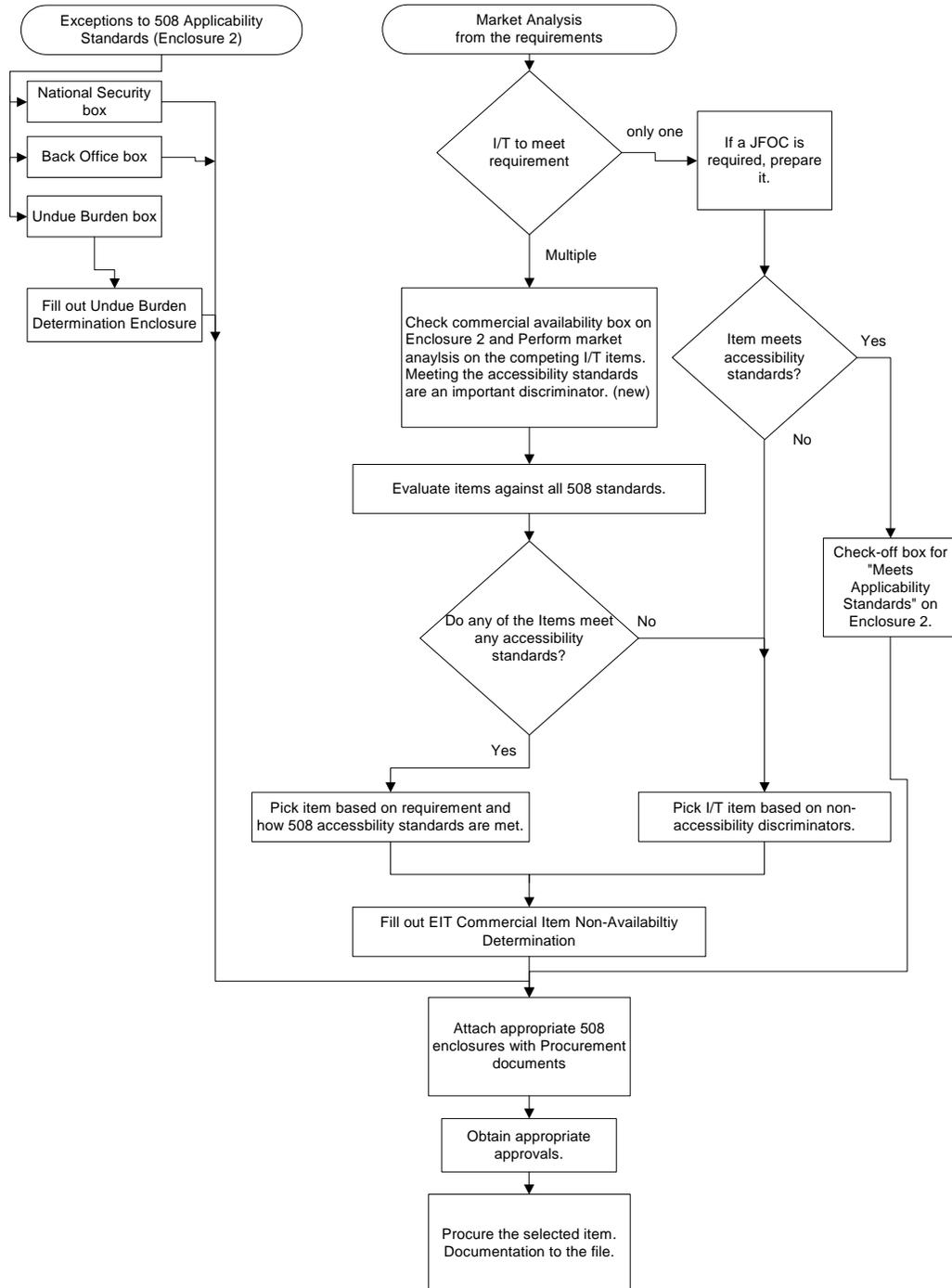
All EIT acquisitions must be assessed for how they meet all the 508 Accessibility Standards. The flowchart below shows the process depending on the selection on the PIC's Enclosure 2, "EIT Market Research Template."

The NASA CIO Office has provided one exception to this. Internal components such as RAM, hard drives, and specialized Analog to Digital cards are not subject to Section 508. As a result of this communication, the Section 508 supporting documentation is not required for this specific class of procurement.

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Flowchart for Evaluation Against Section 508



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At the very least, all acquisitions must be accompanied with PIC Enclosure 2, "EIT Market Research Template." PIC Enclosure 2 has 3 major check boxes:

Meets the applicability standards,

Commercial supply or service that may or not meet any or all the applicability standards, and

Exemptions from 508 compliance due to:

- a. National Security,
- b. IT residing in back office frequented only by maintenance personnel, and
- c. Undue Burden.

Check box 2 requires an additional enclosure, "EIT Commercial Item Non-Availability Determination" to be completed. This enclosure documents all the IT that meets the requirements and how they meet the various Accessibility Standards.

The undue burden check box requires the enclosure, "EIT Undue Burden Exception Determination." Any acquisitions that select Undue Burden must attain the concurrence of the Contracting and Center Legal Officers and the approval of the JSC CIO.

Guidelines for all the above enclosures can be found in the PIC.

8.2 Reference Documents:

- 1) For current IT CPIC planning requirements, the contractor must refer to the IRD (JSC CIO) and CFO web sites. These requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements.
- 2) JSC memorandum IA-03-032, subject: "JSC's Capital Planning and Investment Control Process"
- 3) OMB Circulars A-130 and A-11.
- 4) Executive Order 12845, Energy-efficient Microcomputers
- 5) IT Management Reform Act of 1996 (the "Clinger-Cohen Bill")

8.3 **Maintenance:** Changes shall be incorporated by change page or complete reissue.