

ANNEX 1.0

ADMINISTRATIVE SERVICES

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1.0 ADMINISTRATIVE SERVICES

1.1 GENERAL INFORMATION

1.1.1 Annex Description

This Annex identifies the Administrative Services that cannot be identified with a single annex or may be related to the performance of services throughout this Contract. Even though this Annex contains certain guidelines, the Contractor has the responsibility to establish a management program, which is innovative and uses to full advantage the facilities and equipment provided by the Government. The Contractor shall respond to changing service requirements and prioritize tasks to best accomplish the requirements of the contract in terms of mission support, multi-agency initiatives at SSC, and customer service.

For each annex, the Contractor shall furnish all necessary management, labor, facilities, materials and equipment (except as specified to be furnished by the Government). This shall include a full range of management duties, including project management, configuration management, planning, scheduling, work control, report preparation, safety and quality control.

1.1.2 Facilities, Utilities, and Information Technology

The Government will provide facilities and utilities to the Contractor as defined below for performance of work defined in this Contract.

1.1.2.1. Facilities. Government facilities, or portions thereof to be made available to the Contractor are identified in Attachment J-10, List 3.

1.1.2.2 Reserved

1.1.2.3. Utilities. The Government will provide all utilities for Government facilities assigned to the Contractor for the performance of services identified in this Contract. The Contractor shall exercise reasonable efforts to conserve energy and comply with the requirements of the National Energy Conservation Policy Act, EO 12759, Federal Energy Management, E012902, Energy Efficiency and Water Conservation at Federal Facilities.

1.1.2.4 Information Technology (IT). The Government shall provide to the Contractor desktop computers, telecommunications, network connectivity, and allied services required in the performance of services covered by this contract as the Contractor may reasonably request. This does not include the computer services required for the Contractor's internal operations such as corporate accounting or other contract accounting, which are included in the Contractor's General and Administrative (G&A) or Overhead expense.

Radio Communications. The Contractor shall use the existing assigned radio frequencies for the respective annex functions, and shall be responsible for providing efficient communications on these frequencies. These frequencies are jointly used by the SSC Civil Service Work Force. Routine and emergency communications shall be effectively established and professionally accomplished.

There should be no expectation of privacy for contractor specific data utilizing the center's networks and telecommunications systems. Additionally, server systems supporting the contractor's IT resource requirements may be supported by other NASA contractors.

Configuration management of IT resources may be the responsibility of the ODIN support services contractor. Office automation support software and services, documents, data-sets, and/or data exchange formats being used by the Contractor to support the SSC mission shall be reviewed and approved by the Contracting Officer. Electronic data and information submitted by

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the contractor to the government will be submitted in the applicable agency standard interoperability formats and protocols that are in effect at the time. The ADP hardware and software required to support the FOS Contractor, except for Energy Management Control System (EMCS), will be maintained by the ODIN Contractor. The EMCS will be the responsibility of the FOS Contractor. Access to Government provided IT resources must be available to the NASA IT support contractor(s) (i.e. ODIN) as needed for repair, inventory control, and/or configuration management as needed.

Security of IT resources shall be in adherence to the SSC IT Security standards as outlined in the SPG 2410.9. The Contractor shall implement and provide evidence of an IT Security Plan and Procedure and all owned, maintained, or operated IT components. All interfaces to government furnished equipment must be addressed by the Contractor's IT Security Plan. An annual audit of the Contractor's IT Security Plan will be conducted by the Government.

The Contractor shall submit annual IT Services forecasts to the Contracting Officer and shall submit timely written requests to the Contracting Officer for such services in accordance with such forecasts.

The Government reserves the right to adjust the amount of such IT services authorized by the Contracting Officer pursuant to the provisions of the "Changes" clause of this contract. In any such case, the Contracting Officer, upon timely written request of the Contractor, shall equitably adjust this contract in accordance with the procedures to the extent set forth in the General Provision entitled "Changes" clause in Section I of this contract.

Year 2000 Compliance

The items or services acquired under this contract are required to include accurate processing of the date-related data (including but not limited to calculating, comparing, and sequencing) by all hardware and software products delivered under this contract, individually and in combination, upon installation. This also include the manipulation of data with dates

prior to, through, and beyond January 1, 2000, and shall be transparent to the user.

Hardware and software products provided under this contract shall, individually, and in combination, successfully transition into the Year 2000 with the correct system date, without human intervention, including leap year calculations. Such products shall also provide correct results when moving forward or backward in time across the Year 2000 or subsequent years. Refer to Schedule Article H-14 of this contract. Guidelines for Year 2000 compliance are provided in the TRL under NASA Year 2000 Agency Test and Certification Guidelines and Requirements Volume 1.

1.1.2.5 System Administrator Security Certification

In addition to any other requirements of this contract, all individuals who perform tasks as a system administrator or have authority to perform tasks normally performed by system administrator shall be required to demonstrate knowledge appropriate to those tasks. This demonstration, referred to as the NASA System Administrator Security Certification, is a NASA funded two-tier assessment to verify that system administrators are able to –

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- 1. Demonstrate knowledge in system administration for the operating systems for which they have responsibility.**
- 2. Demonstrate knowledge in the understanding and application of Network and Internet Security**

Certification is granted upon achieving a score above the certification level on both an Operating System test and the Network and Internet Security Test. The Certification earned under this process will be valid for three years. The criteria for this skills assessment has been established by the NASA chief Information Officer. The objectives and

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procedures for this certification can be obtained by contacting the IT Security Awareness and Training Center at (216) 433-2063.

A system administrator is one who provides IT services, network services, files storage, web services, etc. to someone else other than themselves and takes or assumes the responsibility for the security and administrative contracts of that service or machine. A lead system administrator has responsibility for information technology security (ITS) for multiple computers or network devices represented within a system; ensuring all devices assigned to them are kept in a secure configuration (patched/mitigated); and ensuring that all other system administrators under their lead understand and perform ITS duties. An individual that has full access or arbitrative rights on a system or machine that is only servicing themselves does not constitute a “system administrator” since they are only providing or accepting responsibility for their system. An individual that is only servicing themselves is not required to obtain a System Administrator Certification. (MOD NO. 99)

1.1.3 Definitions, Acronyms and Abbreviations

Definitions are identified on Table 1-1. The latest edition of Webster’s New Collegiate Dictionary will be used for defining words not specifically addressed.

1.1.4 Contractor Personnel

The Government's minimum requirements, qualifications, training, certifications, and other requirements are identified in the applicable annex. These minimum requirements do not relieve the Contractor of the responsibility of complying with all Federal, State, SSC, and Local laws regarding licenses, certifications, training, etc., of employees performing the specified services. Contractor personnel shall conduct themselves in a proper, courteous, and business-like manner. Contractor personnel shall wear attire which is neat,

clean, and suited to the work or situation being performed. Contractor personnel shall be uniformed per applicable annex.

Contractor personnel operating automotive, weight handling, material handling, or miscellaneous equipment shall be properly qualified, trained and licensed.

1.1.5 Directives

SSC will issue and enforce directives, manuals and instructions intended to establish policies and guidelines for organizations and persons on site or utilizing site facilities/services. Attachment J-11 incorporates a list of applicable manuals directives, etc. All Contractor personnel shall comply with all such directives, manuals and instructions. When two or more directives or instructions apply, Contractor personnel shall comply with the more stringent of the directives or instructions.

1.1.6 Restrictions, Limitations and Special Conditions

The Government may undertake or award other contracts for additional work at or near the site of the work under this Contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performance of the work under this Contract to accommodate the additional work, subject to direction that may be provided by the CO.

The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the CO. Temporary buildings (e.g.; storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the CO and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at the Contractor’s expense upon completion of the work. With the written

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consent of the CO, the buildings and utilities may be abandoned and need not be removed.

The Contractor shall use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the CO. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair any damaged curbs, sidewalks, or roads.

1.1.6.1 Contractor Vehicles. Use of Contractor and Contractor employee vehicles on SSC shall be subject to State of Mississippi and SSC Vehicle Regulations. Roadable vehicles must be state registered & licensed.

1.1.6.2 Hazardous Materials. The Contractor shall immediately bring to the attention of the CO any material suspected of being hazardous which he encounters during execution of the work. A determination will be made by the CO as to whether the Contractor shall perform tests to determine if the material is hazardous and the CO will direct any follow-on action.

1.1.6.3 Observance of Legal Holidays. The Contractor shall observe legal holidays as specified in NFS Clause 1852.242-72.

Note: Any holiday falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday.

1.1.6.4 Logos. The Contractor shall correctly represent the NASA logo and other resident agency logos and insignia in all exhibits, materials, and publications in accordance with established agency standards.

1.1.7 Installation Accountable Government Property (IAGP) For On-site Use

1.1.7.1 IAGP. The Government property identified in Attachment J-10, List 1 is provided to the Contractor pursuant to the FAR Clause 52.245-5.

This equipment may be replaced and repaired as a direct charge to the Government. The Contractor is responsible for operation, maintenance and repair of the equipment as specified in applicable Annexes.

1.1.7.2 IAGP identified in Attachment J-10, List 2, will be made available to the Contractor on a “as is” basis. If there is any change in the condition of such Government property from the time inspected or made available for inspection to the time of issuance to the contractor, and such change will adversely affect the contractor, the contractor will be allowed a cut off period of 60 days from commencement of the contract on August 28, 1999, during which time a claim may be made. The Installation Accountable Government Property (IAGP) Facilities are identified in Attachment J-10, List 3. Refer to NFS 1852.245-71 (Schedule Article G.5), NFS 1852.245-77 (Schedule Article G.6), and Schedule Articles 6.7, H-17 and H-18.

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1.1.8	Government-Furnished Facilities	Government-furnished facilities are identified in Attachment J-10, List 3.		
1.1.8.1	Keep Government-furnished facilities in a clean and safe condition and exercise reasonable care, security, and protection of same	When occupied or utilized, comply with all energy and water conservation directives. NOTE: Custodial services are covered in Annex 4 and facilities maintenance is covered in Annex 5.	Nothing additional	No instances of safety violation, fire protection discrepancy, or energy or water conservation regulation violation
1.1.8.2	Maintain physical security of all assigned facilities and provide keys	The Government will issue keys for assigned facilities upon award of Contract.	Nothing additional	
1.1.8.3	Reserved			
1.1.8.4	Maintain Facilities Utilization Records by indicating on drawings contract functions, personnel and use of Government-Furnished Facilities	Provide and maintain floor plans showing accurate locations of contract functions in the various Government-furnished facilities. Contract functions should be identified by annex and sub-annex level on drawings.		
1.1.8.5	Authorize Access to SSC Propulsion and Test Support Areas	Designate personnel who will be authorized to grant access for FOS contractor & subcontractor personnel to test complex area in accordance with NASA PTD-OI-T29 & PTD-OI-T18.	1 Listing	Listing due with first week of contract award.

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1.1.9 ISO-9001

1.1.9.1 Scope of Work

The Contractor shall be responsible for providing a quality management system in compliance with the provisions of “ANSI/ASQC Q9001-1994, “Quality System Model for Quality Assurance in Design, Development, Production, Installation and Servicing”. The Contractor Quality Manual (DR 1-RA01) shall define the activities and systems requiring quality systems surveillance. Once the Contractor’s Quality Manual has been approved by NASA, it will become the governing quality systems document for the Contractor.

The scope of ISO-9001 registration at SSC currently includes Propulsion Test and the validation and verification process for Commercial Remote Sensing Programs.

1.1.9.2 General Requirements

The Contractor must be compliant to ISO 9001 within 6 months after contract award. The Contractor must receive ISO 9001 third party independent registration in the company’s name, within a minimum of 18 months after contract award. The independent registration must be performed by an accredited ISO-9001 registrar (company).

The Contractor will be required to develop work instructions necessary to implement SSC’s Level 1 and Level 2 ISO documents. Examples of areas requiring work instructions include: engineering, purchasing, fluid component processing facility, source and receiving inspections, welding, nondestructive testing.

SSC utilizes a distributed document management system with a design that allows for management of all types of documents. This Tech Doc system provides for electronic revision control of approved documents and has a centralized search engine. All Level 1 and 2 documents are currently maintained in Tech Doc, and Level 3 documents will be added during the life of the contract. This system will be used by the FOSC. Documentation on this system is included in the TRL.

Contractor management is expected to participate as a member of the SSC ISO Steering Committee. This group, chaired by the SSC Deputy Center Director, is comprised of senior managers from NASA and its major support contractors. This group meets a minimum of four times each year.

The Contractor is required to participate in the SSC internal audit program which is designed to maintain SSC’s Quality Management System. The recent frequency of internal audits can be obtained from the SSC’s Annual Audit Plan located in the Technical Reference Library (TRL). The frequency of internal audits is anticipated to be four times a year. The duration of each audit including audit preparation through final closeout is approximately one week. The recent level of FOSC employee participation in the SSC internal audits is indicated in the Annual Audit Plan located in the TRL.

The Contractor is expected to conduct FOSC internal audits in accordance with ANSI/ISO/ASQC Q9001-1994. Under SSC NASA/Contractor registration and the contractor internal audit program, duplicate audits will not be performed. The SSC NASA/Contractor internal audit plan will be adjusted based on the successful performance of the contractor internal audit program.

ANSI/ISO/ASQC A9001-1994 Element No. 19 (Servicing) will not be required on this contract.

Implementing documents, such as ANSI/ISO/ASQC Q9001-1994, can be obtained by writing or calling ASQC, 611 East Wisconsin Avenue, P. O. Box 3005, Milwaukee, Wisconsin 53201-3005, Telephone No. (414) 272-8575 or 1-800-248-1946, Fax No. (414) 272-1734.

SSC’s ISO 9001 Level 1 and 2 documents can be found in the Technical Reference Library (TRL).

1.1.9.3 Definitions/Acronyms

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ANSI: The American National Standards Institute (ANSI) is the U.S. member body of ISO.

ASQC: The American Society for Quality Control (ASQC) is the U.S. member of ANSI responsible for quality management and related standards.

ISO 9001 Compliance: The FOSC must develop a Quality Management System based on the ISO-9001 standard compliance by the contractor's attained by implementing all applicable ISO-9001 elements. This compliance is based on the successful implementation of their documents and verification by an internal audit program.

ISO 9001 Registration: Concurrence by an accredited third party Registrar that the processes within the scope of the audit conform to the ISO-9001 standard.

Quality Management System: A Quality Management System is the organizational structure that is established, maintained and documented as a means to ensure that products and services conform to specified requirements. At SSC the quality management system documentation consists of SSC's Customer Service Manual (CSM) (equivalent to a Quality Manual), System Level Procedures (SLPs) and detailed work instructions. Many of the plans and procedures required to satisfy ISO-9001 already existed when SSC determined it would pursue ISO Registration. Those documents have been updated and validated and in some cases new procedures have been developed.

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1.1.9.4	Quality Management System (QMS)	<p>Provide, implement and maintain a Quality Management System that has sufficient authority and organizational freedom to identify quality problems as well as to initiate, recommend, or provide solutions.</p> <p>Management measures must provide for checking, auditing, or otherwise verifying that an activity has been correctly performed, independent of the individual or groups directly responsible for performing the specific activity.</p> <p>The Contractor shall be in compliance with ANSI/ISO/ASQC Q 9001-1994 within six (6) months, after contract award.</p> <p>The Contractor shall be ANSI/ISO/ASQC Q 9001, 1994 third party registered within eighteen (18) months after contract award.</p>	1 QMS System	<p>Manage a Quality Management System that identifies and corrects problems in an independent and unbiased fashion, provides timely strategies to manage potential problems.</p> <p>Perform all activities in compliance to ANSI/ISO/ASQC Q9001, 1994.</p> <p>This registration shall be retained through out the life of the contract.</p>
1.1.9.5	Quality Manual (DR 1-RA01)	<p>Develop Quality Manual in compliance with ANSI/ISO/ASQC Q 9001-1994 Element 4.2.1.</p> <p>The Contractor quality system must be defined in a Quality Manual.</p> <p>The Quality Manual must define the type, levels, and inter-relationships of the documentation that defines the organization quality system. A “tree” diagram showing various types of policies, plans, procedures and work instructions related to one another could be used.</p>	1 Quality Manual	<p>Quality Manual submitted with offeror’s proposal</p> <p>Conformance with DR</p> <p>The Quality Manual and associated operating procedures must be in compliance with ANSI/ ISO /ASQC Q 9001, 1994, and consistent with the Contractor documented Quality Policy and objectives.</p>

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1.1.10	PERSONNEL REQUIREMENTS			
1.1.10.1	Sufficient Qualified Personnel Staffing	<p>Personnel must be properly trained and qualified to perform the types of work requiring specific knowledge and skills as identified in all annexes.</p> <p>Contractor personnel assigned to operate either Government-owned or Contractor-owned/leased motor vehicles/equipment in the performance of this Contract shall be certified by the Contractor as being fully qualified to operate the vehicles/equipment to which they are assigned and be licensed as required by State and local Governments.</p> <p>The Contractor shall use Industry Standards and Federal, State, SSC and local qualifications for licensing or certifications, or as otherwise may be required in specific annexes. Training is updated and maintained current for activities that require periodic re-certification. Employee shall not be allowed to perform a task for which the certification is not current.</p>	<p>Contractor determined</p> <p>Contractor determined</p>	<p>No incident of an unqualified person being assigned.</p> <p>No instances of lapsed certification or license.</p>
1.1.10.21	Maintain Personnel Records	The Contractor is responsible for compliance with all Federal, State, and Local laws regarding licenses, certifications, training, etc., of employees performing the specified services to the same degree had requirements been fulfilled on non-Federal property. Records shall be maintained on certifications and licenses of required trades personnel. The Contractor is responsible for the operation of a system of records	Contractor determined	Personnel records are accurate and complete. No instances of violation of Privacy Act.

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		on the medical history of individuals at SSC in accordance with the Privacy Act of 1974, Public Law 93-579 (5 U.S.C.552a). Refer to Annex 8, Occupational Health Services		
1.1.10.3	Certified Operators	Operators shall be trained and certified for systems equipment and process they operate. The Contractor shall document all operator training and certification and provide adequate drills and exercises in conjunction with the Contractor Quality Control (QC) Program that confirms operators knowledge, skills, safety, and understanding of operational requirements. Drills, certification, testing and scheduling shall be Contractors responsibility. Operators shall exercise due care while operating equipment and accomplish appropriate pre-operational inspections of the equipment.	Nothing additional.	No incident or occurrence of unqualified operators or operational errors.
1.1.11	Emergency Management Plan, develop, comply with, manage and accomplish Contractor Supporting Procedures of the SSC Emergency Preparedness Plan.	Establish and Implement an Emergency Management Program to ensure compliance with SSC NASA/SSC Emergency Preparedness Plan, SPG 1040.1. The FOS Emergency Preparedness Plan shall be inclusive of all required Emergency Plan Annexes, Appendices, and Procedures that support overall NASA/SSC Emergency Preparedness Plan. Update and maintain Contractor's Plan annually. Accomplish plan per DR 1-GA03.	1 plan (annually).	Manage and comply with NASA/SSC Emergency Preparedness Plan across all contract functions. Conformance to DR

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1.1.12	FUNCTIONAL METRICS	The Contractor shall develop, acquire, maintain, record and report all metrics' requirements for designated functional requirements. These metric and reporting requirements are in addition to other metrics, on-line electronic data, reports, and submittals that are required in the various annexes of Attachment J-1. The planning and implementation of these contract metrics will be achieved through a government/contractor partnership that will continue throughout the life of the contract. The contractor shall report the various metrics, as further defined in DR 1-MA07.	Monthly Report. 12 Reports	Metrics Reports to be received by the 10 th of each month and per dates required in DR 1-MA07.

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1.2	Work Control			
1.2.1	Work Management Program Establish and implement a Work Management Program.	Collect, receive, manage, track, account for, Performance Work Statement (PWS) work services and maintain identification and status for all contract work, including work from resident agencies. Ensure that service and equipment requests are initiated by authorized requesters. The Government will provide listings of authorized requesters. Work management includes all work requirements in this contract.	Contractor determined.	Services are easily accessible and identifiable; Ensure the program is capable of separating/ identifying work by annex, sub-annex and item Number.
1.2.2	Customer Guide	Develop a customer guide to Facility Operating Services at SSC for SSC customers. Refer to DR 1-GA02	One Guide	In conformance with DR
1.2.3	Provide Work Control Provide work control center(s) for receiving, scheduling, tracking and reporting all work services.	Minimum work control requirements are identified in each functional annex. The Contractor shall ensure the number of work control center(s), location(s), and access by customers allows for easy use by the customer with minimal impact. Work control center(s) location and phone number(s) shall be published or otherwise made available to all customers receiving Contract Services.	Nothing additional	Operate center(s) with individuals who are knowledgeable of the services(s) being requested and capable of answering questions and initiating proper action. No instance of work reception delays.

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1.2.4	<p>Work Control Numbering System</p> <p>Establish a work order numbering system for easy identification and tracking of all Contract Services.</p>	<p>Minimum requirements are identified in each of the functional annexes.</p> <p>Ensure the numbering system for SSC work orders can be distinguished from and does not duplicate or contradict any other Government established numbering systems. The Material Request (MR) and SSC Stennis Work Request (SWR) numbering and documents control procedures are included on the forms. The NASA Center Operations & Support Directorate's work status function will assign NASA control numbers to the SWRs. The Government's numbering systems will be provided in the Management Accounting and Statusing System (MASS) Manual in the Technical Reference Library (TRL).</p>	Nothing additional	All work can be accounted for and a complete audit trail exist.
1.2.5	Work Scheduling and Coordination	<p>The Contractor shall incorporate into work performance-scheduling controls that support SSC's Missions and Goals. As such, the Contractor's scheduling of work shall accommodate SSC's Programs, SSC's Customer Work Schedule, and Mission-related restrictions and limitations.</p> <p>Coordinate work with all customers and Program Managers. The Contractor shall be flexible in accommodating schedule requirements which only allow for access outside core hours, periodic "shut down", etc.; access limitations, restrictions, or</p>	Nothing additional	Ensure work is scheduled in a timely manner within cost estimate, and with minimal impact on the customers and their mission. Ensure notification of and coordination with all customers and Program Managers.

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		<p>constraints imposed by the customer's employee work schedules; and other conditions which may limit access to their areas.</p> <p>Unresolved scheduling conflicts shall be forwarded to the Contracting Officer (CO).</p> <p>Includes coordination and scheduling of any associated Quality Assurance (QA) Inspections, Inventories, audits, follow-up, reworks, etc.</p> <p>Customers shall be notified in writing and by telephone when the actual cost of the work request has reached 85% on SWRs funded for \$500.00 or more. At no time will the estimated funds be exceeded without written approval of the customer.</p>		
1.2.6	<p>Mission And Site Critical Work</p> <p>Schedule work to be accomplished in Mission Critical and Site Critical areas, with the applicable Program Manager.</p>	<p>Notify the Program Manager of uncompleted work, pending systems and return dates and times before leaving the area.</p> <p>Due to the strict access controls in the Test Complex Area, the Contractor should expect some delays in obtaining access. See NASA PTD-0I-T29 & PTD-0I-T18.</p>	Nothing additional	Notify the Program manager prior to beginning scheduled work/inspection.
1.2.7	Work Completion/ Acceptance/Complete Notification	Provide notification of completed work to customers.	Nothing additional	Work shall not be considered complete until notification, inspection, and acceptance are completed.

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1.3 FINANCIAL MANAGEMENT

1.3.1 GENERAL REQUIREMENTS

The Contractor will operate within the negotiated contract value while also adhering to the approved fiscal operating budget and be responsible for providing financial services to comply with the SSC Management Accounting and Statusing (MASS) System to satisfy the reporting requirements of NASA/SSC management, resident users, SSC contractors and others in the management of NASA/SSC resources.

1.3.2 System Requirements

The Contractor's financial management system will report all incurred costs. The contractor's system will interface with the following systems at SSC: Funds Availability System (FAS), MASS, NASA Supply Management System (NSMS), Financial Reporting System (FRS), Site Wide Reporting System (Site Wide) and Computerized Maintenance Management Systems (CMMS). Documentation and/or flow charts on these systems are available in the TRL.

1.3.3 Funds Availability

The Contractor will process reimbursable work orders upon receipt and provide estimates into the FAS and obtain FAS acceptance and reservation of funds before work begins. The contractor will update the FAS when work orders are amended and as cost is incurred. The contractor will not exceed the estimated cost on the work order without obtaining prior written approval from the requester and NASA COTR and an amended work order.

1.3.4 Cost Reporting

The Contractor's system will interface with MASS Release 2 (i.e., FRS and Site Wide) to provide cost by master element (i.e. labor, material, ODC, etc.) and workforce data at the work order level (reference DR 1- MF03).

Cost will also be distributed based on the functional definition specified in FMM 9121-52A, (reference: <http://www.nasa.gov/fmm>.) The cost will be provided monthly for inclusion in the SSC Site Wide in an electronic flat file format (reference **DR1- MF03**). The contractor's system will distribute cost to the work order that describes the actual work performed. The contractor's cost will be consolidated monthly for inclusion in the SSC Site Wide. The cost data is due by COB Tuesday following the end of the SSC fiscal month. (SSC's fiscal year calendar is published before the beginning of each fiscal year by the NASA SSC Financial Management Division. A copy will be provided to the contractor before October 1 of each year.) The contractor's system will be capable of allocating other SSC costs (non-contract) against work orders either as a direct charge or as an add-on (adders) to contract costs. These adders will be developed by a cooperative effort between the contractor and the government. The contractor's system will be required to provide the capability to distribute non-contract costs with no impact to the contract (i.e., monthly occupancy distribution).

1.3.5 Budget Development Support

The Contractor shall respond to requests for support to development of the Program Operating Plan (POP), annual phasing plans and other special budget exercises as required.

1.3.6 Recurring Support

The contractor is required to produce ad-hoc financial reports. For example, total SR&QA cost at the budget category level and budget line item detail by benefitor (approximately 8 annually.)

The contractor will also be required to:

- Analyze and correct weekly FAS cost errors by the end of the following week.
- Complete and maintain monthly customer cost spreadsheets before the following month's cost activity is available.

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- Input monthly NIPS data within one workday of receipt.
- Maintain on a monthly basis open commitment reports and procurement request binder.
- Input data into the monthly cost to obligations report within one workday of receipt.
- Input data into the monthly prompt payment report within two workdays of receipt.
- Input billing data into MASS Release 1 (accounting system) within two workdays of receipt.
- Input payment information in Electronic Certification System.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARD</u>
1.3.7	Financial Operations			
1.3.7.1	Contractor Financial Status	Report cost and workforce data. Per DR 1-MF01	1 Monthly Report Quarterly	Accurate data delivered on time.
1.3.7.2	Operating Budget Status	Status of contractor's monthly and fiscal year-to-date cost and workforce as compared to the fiscal year operating plan. Per DR 1-MF04	1 Monthly Report	Accurate data provided on due date providing mutually understandable explanations of deviations from plan.
1.3.7.3	Monthly Cost Data	Electronic flat file containing work hours and cost for current fiscal month. Per DR 1-MF03	1 data file per SSC fiscal month	File format compatible to match Site Wide input parameters and delivered no later than close of business on the Tuesday following close of SSC fiscal month.
1.3.7.4	Occupancy Report	Cost data by NASA Budget line item and Stennis Work Order to aid in the development of the yearly occupancy rate based on SSC's prior fiscal year cost for the contract. Per DR 1-MF05	1 Annual Report	Accurate data due on November 15. Provide explanation of variances from prior year.
1.3.7.5	Work Order Status Report	Cost data on open work orders that are at least 85% complete. Per DR 1-MF02	1 Monthly Report	Accurate data due by 3 rd Monday after each fiscal month-end.

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1.4 DOCUMENTATION AND RECORDS MANAGEMENT

1.4.1 GENERAL INFORMATION

The contractor shall provide a comprehensive records and files management program that will provide for the appropriate filing, storage, retrieval, and disposition of records to include photographic and audiovisual materials. A plan for operation of the program shall be developed by the contractor and submitted to NASA as specified in DR 1-DM01. A document index shall be maintained and submitted in accordance with DR 1-DM02. The documentation plan shall be prepared to comply with established records management regulations and guidelines:

NASA Records Management, NPD 1440.6; NASA Records Retention Schedules (NRRS), NPG 1441.1; General Records Schedules (GRS); 36 CFR – Chapter XII, Subchapter B, Records Management; and applicable supplemental guidelines from the National Archives and Records Administration (NARA), the NASA Records Officer, or the SSC Records Management Officer. The contractor shall provide a Repository for photographs and audiovisual materials created at SSC to be maintained and archived per NASA and NARA regulations.

1.4.2 Records, Reports & Submittals

The Government via Data Requirements (DRs) requires records, reports, and submittals. Submittals may include but are not limited to plans, procedures, Standard Operating Procedures (SOPs) and are identified in the applicable Annexes. Other records, reports, and submittals are further defined as:

1.4.2.1 Records

For the purpose of this Contract, required databases are considered as records. All logs, records, files, databases, and workload data identified in the Annexes shall be maintained throughout the life of the Contract and as otherwise may be required by law or regulatory authority. Records shall be

available for review by the CO, or designated technical representative and auditors, and upon termination of the Contract, shall be turned over to the Government. All records shall contain documentation to provide a complete audit trail. A Records Master List/Files Index shall be developed and maintained by the contractor as required in DR 1-DM04. Records shall be maintained according to established regulations and guidelines: NASA Records Management, NPD 1440.6; NASA Records Retention Schedules (NRRS), NPG 1441.1; General Records Schedules (GRS); 36 CFR – Chapter XII, Subchapter B, Records Management; and applicable supplemental guidelines from the National Archives and Records Administration (NARA), the NASA Records Officer, or the SSC Records Management Officer.

1.4.2.2 Reports

Selected reports and outline instructions for the development of the format are contained on individual DRs in Attachment J-2. All DR numbers will be preceded by the number of the applicable Annex, for example, 6-SA13. Due dates are specified for each report.

1.4.2.3 Submittals

Detailed plans, manufacturer's installation, testing and product data, and other submittals which are required on an infrequent or one-time basis are identified in the applicable annexes. Typically, the required submittals require the Contractor to propose or define his plan or methodology of providing a specified service. Updates are required whenever changes to the stated plan occur. Selected submittals and outline instructions for the development of the format are contained on individual DRs in Attachment J-2. Due dates are specified for each separate submittal. When the due date falls on a Saturday, Sunday, or holiday, the submittal is due by 8:00 a.m. Monday, or the day following the holiday.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARD</u>
1.4.2.4	Records, Reports, And Submittals	The following additional Data Requirements (DRs) are required by the Government and included in Attachment J-2 of this contract: 1-DM01, 1-DM02, 1-DM03, 1-GA01, 1-GA02, 1-MA01, 1-MA02, 1-MA03, 1-MA04, 1-PC01, 1-PC02, 1-PC03, 1-DM04	Per DRs	In Compliance with DRs
1.4.2.5	Configuration Management Plan	PROVIDE A PLAN TO ASSURE PROPER CONFIGURATION IDENTIFICATION, CONTROL AND ACCOUNTING AS RELATED TO THE SSC FACILITIES, DOCUMENTATION, RECORDS AND EQUIPMENT FOR FOS IN ACCORDANCE WITH DR 1-CM01	Per DR	No deviation from ISO 9001 requirements

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1.5 ACQUISITION MANAGEMENT

The Contractor shall manage acquisition services at John C. Stennis Space Center in support of NASA and other resident agencies. The Contractor shall provide a sound subcontracting management program that supports NASA's commitment to providing maximum practicable opportunities to small, small disadvantaged, and women-owned small business concerns.

1.5.1 GENERAL REQUIREMENTS

The Contractor shall be knowledgeable of Federal Acquisition Regulations (FAR) and be experienced in the acquisition and management of supplies and services in support of the Government. The Contractor shall maintain a single point of contact to manage the acquisition activities. The Contractor shall establish and ensure continuous certification of a Government approved purchasing system for John C. Stennis Space Center in accordance with the FAR and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303.2(a)(8).

1.5.1.1 Subcontracted Construction Services

In accordance with FAR Part 12, the Contractor and its subcontractors at all tiers shall incorporate, to the maximum extent practicable, commercial items or nondevelopmental items as components of items supplied to NASA and its resident agencies.

The Contractor may perform with its own employees work falling within the "Construction" category, as defined in FAR Part 22, Subpart 22.4 up to ~~\$100,000~~ \$250,000 (Mod No. 119, Eff. 7/2/04) per project including labor and materials. This type of Davis-Bacon work under ~~\$100,000~~ \$250,000 (Mod No. 119, Eff 7/2/04) may also be subcontracted out using competitive acquisition practices. Davis-Bacon work over ~~\$100,000~~ \$250,000 (Mod. No. 119, Eff 7/2/04) per project shall be sub-contracted out. Locally approved NASA construction projects, valued at less than \$500,000.00, may be forwarded to the Contractor for subcontract services at the

discretion of the NASA/SSC Facilities Engineering Office. Other Minor Construction Projects, valued between ~~\$500,000.00 and \$1,500,000.00~~, \$1,000,000.00 to \$5,000,000.00 (Mod. No. 119, Eff. 7/2/04) may be forwarded periodically to the Contractor for subcontract action. On rare occasions, major construction projects (discrete projects) may be forwarded to the Contractor for subcontract action. The preponderance of subcontracted construction services will fall within the locally approved construction projects. The Contractor will be reimbursed for the actual cost of subcontracted construction services without the addition of any burden, handling, or other charges in accordance with the cost principles and procedures set forth in FAR Part 31. Refer to Section B of the contract for special cost provisions. The Contractor will initiate a subcontract construction acquisition upon receipt of a funded Stennis Work Request (SWR), SSC Form 704, as authorized by the C.O. and NASA Facilities Engineering Office.

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1.5.2	Contractor Purchasing System	The Contractor shall establish and ensure continuous certification of a Government approved purchasing system. The cognizant Defense Contract Management Command Office will be delegated by the C.O. to conduct an initial Contractor Purchasing System Review with the first year of contract performance to determine adequacy of the Contractor's Purchasing System.	Nothing Additional	Approved Purchasing System NLT 1 year after contract award. No instances of lapsed certification thereafter.
		The Contractor shall develop a Purchasing Manual or Purchasing Procedures that covers all aspects of an acquisition, including pre-solicitation planning, solicitation, negotiable, award, administration, and close-out of acquisition documents. The Purchasing Manual shall be updated on a regular basis to adhere to changes the FAR. The Purchasing Manual shall be submitted to the Contracting Officer for informational purposes.	1 Manual	In accordance with FAR, NFS, or in compliance with Contractor's ISO 9001 certification. Purchasing Manual or Procedures submitted NLT 90 days after contract award.
1.5.3	Subcontract Management	The Contractor shall, to the maximum practicable extent, provide small business concerns and small disadvantaged business (SDB) concerns the maximum practicable opportunity to receive a fair portion of subcontract awards in accordance with a negotiated Subcontracting Plan for Small Business, SDB, and Women-Owned Small Business which is incorporated in Section J-6.	Approximately 40 sub contracts and 40 sub contract modification annually	
1.5.3.1	Advance Subcontract Notification	The Contractor shall provide the CO with advance notification of proposed subcontracts in excess of \$25,000 in accordance with DR 1-PC04.	Contractor Determined	2 weeks advance notification prior to placement of subcontract in conformance to DR 1-PC04.
1.5.3.2	Consent-to-Placement of Subcontracts	The Contractor shall submit consent to place file documentation for all subcontracts and purchase	Contractor Determined	File Documentation complete in accordance

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orders in excess of \$100,000.00 or on a cost reimbursement type, T&M, or labor hours basis in accordance with FAR 52.244-2 (b) and (e). No instances of subcontracts awarded without consent of C.O. unless advanced verbal approval given by C.O with subsequent ratification file to follow.
MODIFIED PER CONTRACT MODIFICATION:
#42 DATED 2/5/01
#50 DATED 5/14/01

with FAR 52.244-2.

Ratification file submitted to CO NLT 2 weeks after advanced verbal approval. No instances of subcontracts awarded without consent of C.O. unless advanced verbal approval given by C.O. with subsequent ratification file to follow.

1.5.3.3 Davis-Bacon Act Work

All Davis Bacon work over ~~\$100,000~~ \$250,000 (Mod. No. 119, Eff. 7/2/04) per project including labor and materials, (Mod. No. 130, Eff. 09/30/2004) shall not be performed by prime contract employees.—
~~The Contractor may perform Davis-Bacon work under \$100,000 per project subject to payment of Davis-Bacon wages and adherence to Davis-Bacon provisions.~~ except at the discretion and specifically written direction by the Contracting Officer (Mod No. 105, Eff. 10/30/03).. The Contractor may perform Davis-Bacon work under ~~\$100,000~~ (\$250,000 (Mod No. 119, Eff. 7/2/04) per project subject to payment of Davis-Bacon wages and adherence to Davis-Bacon provisions.

Approximately 20 construction contracts annually

No instances of Prime Contractor employees performing construction work over ~~\$100,000~~ \$250,000 (Mod. No. 119, Eff. 7/2/04) per project.

Subcontract placed in timely manner per SWR requirements.

Historically, during the past 3 fiscal years, the prime contractor's Davis-Bacon construction subcontracts were as follows:

- 11 per year <\$25,000
- 4 per year \$25,000 - \$50,000
- 3 per year \$50,000 - \$100,000
- 2 per year >\$100,000

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		The Contractor shall conduct Davis-Bacon compliance reviews. The Contractor shall ensure that appropriate wage determinations are utilized and weekly-certified Davis-Bacon Payroll Records obtained.	Nothing Additional	No instances of Davis-Bacon violations.
		The Contractor shall submit Davis-Bacon Reports in accordance with DR 1-PC06.	Quarterly & Semi-Annual (Total 6 reports)	Conformance with DR 1-PC06.
1.5.3.4	Participate in Small Business Outreach Activities	The Contractor shall attend four small business/industry conferences annually as requested by the NASA/SSC Small Business Specialist. Set up display/exhibit at each event. The Contractor shall also attend approximately three Small Business Fairs. Historically, these Small Business Fairs have been requested by different congressional districts, e.g. Baton Rouge, LA, Atlanta, GA, and Little Rock, AR.	4 Conferences Annually - Gulf Coast Exposition & Trade Fair (Biloxi, MS) (3-days) - Small Business Acquisition Opportunities (Biloxi, MS) (2-days) - Jackson County Industrial Trade Show (Pascagoula, MS) (2-days) - Annual Gulf Coast Business & Marketing Fair (Pass Christian, MS) (1-day) - 3 Small Business Fairs Annually	Active participation within the dates and times specified. Booths staffed at all times.

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1.5.4 Reports And Submittals

1.5.4.1	Geographic Economic Impact	The Contractor shall submit a report covering all acquisitions placed by the Contractor and the related geographic impact of these acquisitions in accordance with DR 1-PC07.	Annual 1 Report	Conformance to DR 1-PC07.
1.5.4.2	Purchasing and Subcontracting Metrics	The Contractor shall provide two separate metrics reports for all acquisition activity and the use of consolidated contracts in accordance with DR 1-PC08.	Quarterly (8 Reports)	Conformance to DR 1-PC08.
1.5.4.3	Subcontract Reporting	The Contractor shall submit four separate subcontract reports as required by NASA HQ in accordance with DR 1-PC05.	Annual; Semi-Annual & Monthly (Total 17 reports)	Conformance to DR 1-PC05.

Annually: Service is accomplished 1 time during each 12-month period of the contract, at intervals of 11 to 13 months.

As-Building: Updating the master facility drawings to accurately depict existing conditions in the field

Augmentation: The Contractor shall define the method to be used to augment the core work force to handle additional work for each sub-annex.

Backlog of Maintenance and Repair (BMAR): The unfunded facilities maintenance work required to bring facilities and collateral equipment to a condition that meets acceptable facilities maintenance standards

Biannually: Also called 2-year Frequency. Activities accomplished 1 time during each 24 month period of the contract, at intervals of 23 to 25 months. 50% of the Biennial Tasks shall be completed each year under any given task sheet.

Buffer Zone: An area of 125,071 acres surrounding the fee area. All activities within all portions of this zone are subject to specific easement provisions. These provisions specify that habitable buildings cannot be erected, however, farming livestock raising, pulpwood and timber operations, and mining activities are allowed.

Capital Equipment: An item of equipment with an acquisition cost of \$5,000 or more, that has an estimated service life of 2 years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

Collateral Equipment: See NHB 8831.2A) Facilities Maintenance and Energy Management Handbook

Common Use Areas: Facilities and/or portions of facilities, to which access is afforded and which are constructed, maintained and operated specifically for, but not incidental to, the benefit of all SSC residents. Common use areas include entry and hallways, stairs and stairwells, rest rooms, and vending areas within dedicated facilities. Access restrictions, for security or other reasons, does not alter this definition.

Computerized Maintenance Management System (CMMS): A CMMS is a set of computer software modules and equipment data bases containing facility utilities and structures data with the capability to process the data for Public Works Maintenance Management Functions. These maintenance-related functions typically include, but not limited to:

- Facility/Equipment Inventory
- Facility/Equipment History
- Work Input Control
- Job Estimating
- Work Scheduling and Tracking
- Building Operations and Maintenance (including the normal CMMS functions)
- Preventive Maintenance
- Predictive Maintenance
- Facility Inspection and Assessment
- Material Management
- Utilities Management

Construction: Any and all field work for the purpose of constructing new facilities, and modifying, rehabilitating, or repairing existing facilities.

Contracting Officer (CO): “Contracting Officer” means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer. For the purpose of this contract, when the Contracting Officer is referred to, it shall be understood as the Contracting Officer or a designated technical representative.

Contracting Officer's Technical Representative (COTR): A Government employee with technical training and experience appointed by the Contracting Officer to assist in the following functions:
Ensuring services under the terms and conditions of this contract are accomplished as defined.

Providing technical clarification of work requirements specified in their functional annex. The COTR serves as the central point of contact between the customer, Contractor, and the Contracting Officer.

Consumables: Expendable material and/or supplies used on a recurring basis.

Core Hours: For purposes of this contract, core hours are 0700-1630, Monday through Friday excluding Federal holidays.

Daily (D): Service is accomplished 1 time a day, Monday through Friday (excluding holidays), during each 12-month period of the contract, at intervals of 22 to 26 hours (not including Saturday and Sunday).

Daily, 7 days a week (D7): Service is accomplished 1 time a day, Monday through Sunday, during each 12-month period of the contract, at intervals of 22 to 26 hours.

Day: For purposes of this contract, a day is defined as 1 calendar day unless specified differently in the Annexes.

Debris: Debris is defined as any trash, wastepaper, gum, limbs, leaves or other matter lying scattered about which is foreign to its surroundings; e.g., leaves/rocks in equipment areas, or other items not placed or intended for the given location.

Delinquent Orders: Items or services not received or performed by the due date or completion date

Demand Services: Services provided by the contractor for which the requesting agency fully reimburses NASA SSC on a case-by-case basis. Services provided on a demand basis are within the scope of the contract but are rendered for a specified purpose and timeframe as designated on a Stennis Work Request (SWR).

Direct Buy: Purchase in response to MRs for supplies and services other than replenishment of stock and inventory

Energy Management and Control System (EMCS): A computerized system for monitoring and controlling systems and equipment through an integrated network of microprocessor based controls.

Equipment: For purposes of this annex equipment is defined to mean collateral equipment.

Facilities: A facility is an enclosed structure to protect personnel, material or equipment from the elements and provide associated work or storage space. For purposes of this contract, a facility includes the utility systems inside the facility and extends five feet from the facility or as otherwise defined.

- (1) Architectural. Includes (interior/exterior): doors; windows; flooring (coatings and coverings); stairs and stairwells; interior walls, ceilings, and partitions
- (2) Structural. Includes foundation; structural system; building shell; roof; external attachments (e.g. walkway covers, overhangs, loading docks, etc); and facilities water collection and drainage system.
- (3) Electrical. Includes: electrical wiring and lighting, hardware, and panels; power for equipment up to the point of disconnect, grounding or lightning arresting systems; alarm systems and communication equipment (excluding telephones).
- (4) Mechanical. Includes all equipment, components and controls associated with the following systems as well as components located outside the facility: HVAC; plumbing; compressed air; steam; fire suppression; gas; boilers, furnaces; and generators.
- (5) Building Specialty. Includes: installed equipment within the facility such as food service and processing equipment; appliances; elevators; automatic doors; roll-up doors; blast doors; vehicle gates; waste disposal equipment; shop equipment and hoists.

Fee Area: An area of approximately 25 square miles (13,800 acres) of government-owned land. The property was acquired in "Fee Simple" and includes the underlying mineral rights. It is within this area that NASA and the other resident agencies have constructed the test facilities, laboratories and office and support buildings necessary for conducting their operations.

Fiscal Year: An accounting period of 12 months. NASA fiscal year extends from October 1 through September 30 of the following year.

Government Property: All property owned or leased by the Government or acquired by the Government under the terms of the contract.

Holidays: Federal holidays include: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day, Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; and Christmas Day.

Immediate/Immediately: For purposes of this contract, immediately means with no interval of time or delay.

In-House: For purposes of this contract, “in-house” labor includes all labor performed by prime Contractor employees or employees of subcontractors.

Institution or Base: For purposes of this contract Institution and Base are used interchangeably. Institution refers to those facilities and equipment that are in the fee area, west of a line parallel to and 1000 feet west of D road and excludes all Test Complex structures, facilities and utilities, and the Army Complex.

Integrated Pest Management: The utilization of control measures coordinated for overall environmental protection so as to reduce pest numbers to a controlled level without adverse effects to the surroundings.

IAGP: Installation Accountable Government Property in the possession of, or directly acquired by the Government and subsequently made available to the contractor for use in the performance of work related to this contract.

Location: The Contractor shall define the location where each type of work will be performed (or location based out of).

Maintenance: Includes day-to-day periodic, scheduled or unscheduled work required to preserve or restore a piece of equipment, a system, or utility to such a condition that it may be effectively utilized for its intended purpose, output, redundancy and availability.

Maintenance Level: A designation used to specify the frequency of services and type of grounds maintenance required.

Monitor and Inspect: These terms are used in conjunction with “Operate” to delineate system activities other than actual operations which require periodic staffing. The Government requires that these activities would be accomplished by trained personnel with ability to recognize abnormal conditions and evidence of potential problems.

Monthly (M): Service is accomplished 12 times during each 12-month period of the contract, at intervals of 28 to 32 days.

Mowing: Mowing shall include cutting and trimming, within the designated area, all grasses, weeds and other vegetation, which is 1 inch, or less in diameter (at ground level).

Non-reimbursable Customers: A customer who is funded by NASA direct appropriations.

Occupied Period: Hours in which a facility is in use, to house personnel or other activities which require utility support (may include working and non-working hours).

Operate: This term is used for systems that require periodic operational activities but not continuous staffing. Personnel may be available for other contract activities. Operations include the first hour of trouble-shooting/investigation of a malfunction or availability loss (See Table 5.5-4 for response time), and also includes operational support for planned outages required for Utility PM's.

Outage: The planned or unintentional interruption or termination of a utility service such as electricity, water, sanitary sewage, EMCS control, or natural gas.

Planned Maintenance: Planned maintenance projects: A project which is approved and funded for a fiscal year as a result of the comprehensive inspection process (5.7.3.2 - 5.7.8) or as designated by the CO.

Predictive Testing and Inspection (PT&I): The use of testing techniques (primarily non-intrusive), visual inspection, and performance data to assess equipment condition. Continuing analysis of equipment condition is

used to replace arbitrarily timed maintenance tasks with maintenance that is scheduled based on equipment condition.

Preventive Maintenance (PM): Also called time-based maintenance. PM is the planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement and calibration of components, equipment and systems. Also frequently called time-based, but in the broad sense is extended to include PT&I.

Proactive Maintenance: Maintenance which seeks to reduce maintenance costs through better design, construction/installation, specifications, maintenance procedures, workmanship, and scheduling. Proactive Maintenance employs techniques such as specification of new/rebuilt equipment, precision build/installation, failed part analysis, root-cause failure analysis, reliability engineering, rebuild certification/verification, age exploration and recurrence control.

Pruning: Pruning is selectively removing unwanted growth to make a plant or tree grow or respond in a desired manner. Pruning differs from 'shearing'. Pruning involves selection and judgment. 'Shearing' means clipping all growth on a plant at a uniform distance and shape.

Project Management Plan (PMP): Detail of a specific scope of work relating to design and study services and deliverables

Quarterly (Q): Service is accomplished 4 times during each 12 month period of the contract, at intervals of 80 to 100 days.

Quinquennially: Also called 5-year Frequency. Activities accomplished 1 time during each 60 month period of the contract, at intervals of 58 to 62 months. 20% of the Quinquennial Tasks shall be completed each year under any given task sheet.

Raster Master Drawings: Master facility drawings that have been scanned into electronic format

RCM Criticality Levels:

- Level I - Safety and/or Environmental Impact
- Level II - Mission Operational Impact
- Level III - Significant Operational Impact (replacement cost)
- Level IV - Personnel Costs (loss of facility use)
- Level V - Non-Critical

Ready-for-Issue: In a usable condition and available for immediate use

Recurring Work: Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required an undetermined number of times during the year, but is required at least once. This work will be accomplished as required. An example is implementation of the Hurricane Plan which will be performed (partially) once per year at the start of hurricane season with the resumption and completion of the plan carried out dependent on the number of storms which threaten the Mississippi Gulf Coast

Redline Drawing: A drawing which has had approved modifications/changes not incorporated in the controlled official archives

Reimbursable Customers: A government or non-government customer who provides funding under a reimbursable agreement for goods and/or services received from NASA and/or its contractors. Reimbursable customers must have sufficient funding registered with NASA before costs can be incurred on their behalf. All services must be requested on a Stennis Work Request and must cite the funding authorization that will provide the reimbursement.

Reliability Centered Maintenance (RCM): An on-going structured process which determines the optimum mix of reactive, preventive, PT&I and proactive maintenance practices in order to provide the required reliability at the minimum cost.

Responsiveness: The Contractor shall define the philosophy and method to be used to assure responsiveness to customers' requirements. A clear chain of communication between the customers and the Contractor must be defined.

Selected: Records, reports, and submittals that are further defined by a DR.

Semi-Annually (S): Service is accomplished 2 times during each 12-month period of the contract, at intervals of 160 to 200 days.

Shift: The period of time defined as one third of a 24-hour day.

Site Wide Oriented Repair Documentation (SORD) Drawings: Master facility drawings, hard copy or electronic, that act as the official record of the site's facilities.

Six-Year Frequency: Activities accomplished 1 time during each 72 month period of the contract, at intervals of 70 to 74 months. 1/6 of the Six-Year tasks shall be completed each year under any given task sheet

Specification Control Drawings (SCD): Detailed drawings showing parts and specifications of individual elements of a component or system such as valve, controllers, expansion joints and pipe fittings.

Staff and Operate: This term is used for systems that require continuous staffing during the operational period. Personnel may also operate other systems within the immediate vicinity.

Standard Operating Procedure (SOP): This is a standing procedure that provides step-by-step instructions to operate systems. It is used for activities that commonly occur. The SOP requires Contracting Officer (CO) review and shall be maintained in electronic format easily accessible to the Government. Documents shall become Government property and shall be stored at CEF. (See DR 5-GA09)

Standing Work: Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required a pre-determined number of times during the year. The schedule can be specifically called out as in, once per hour or may be left to the Contractor, as in, once annually. An example is implementation of the Fall/Winter Setback Plan which always occurs once per year during the fall of the year.

Structures: A structure is a constructed unit established for a designated objective. Structures that are part of or inside a facility are included with the facility. For purposes of this contract, structures are generally described as:

- (1) Allowing pedestrian and vehicular transportation. Includes roads and parking areas, paved or gravel surfaces, curbs, shoulders, guard rails, medians, wheel stops, walkways, bridges, sidewalks, and associated hardware.
- (2) Preventing access and maintaining privacy. Includes fences, gates, barbed wire, planters, bollards, chains, and associated hardware and attachments.
- (3) Retaining or directing natural elements. Includes culverts, drainage systems, gravity storm water systems, retaining wall, bulkheads, landscaped borders, head walls, rip rapped areas, retention/detention ponds, spillways, canals, navigational lock, catch basins, and oil/water separators.
- (4) Providing information. Includes signs, pavement markings, flag poles, displays, historical markers, monuments and associated equipment.

(5) Other. Boat ramps, docks, landfill, and associated equipment.

Test Complex: Test complex: For the purpose of this contract, all facilities, equipment and land east of a line parallel to and nominally 1000 feet west of D road extended to the ARMY complex.

Training/Certification: The Contractor shall define the methods to train and certify new and existing employees in areas that require certification and address how the contractor will handle attrition.

Transaction: Single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on an order.

Utilities: For purposes of Annex 5, consist of 13.8KV Electrical System, Potable Water System, Sanitary Sewage System, EMCS System, and the Natural Gas System as defined and described in Table 5.1-1.

Utility Process Plan (UPP): This is a one time per operation. Contractor generated, document that provides step-by-step instructions that establish responsibility and control system configuration changes. It provides details such as lockout/tagout, switch operation, valve operation, coordination, etc. Documents shall become Government property. (See DR 5-FA05)

Utility Systems: A utility is a system for collecting or distributing services between a common point and specific locations both above and below ground. See Annex 5.1, Table 5.1-1 for descriptions of utility systems.

Work Control Center: The central organizational point for receipt, tracking, and management of work generated from all sources.

Yearly: Service is accomplished one time during each 12-month period of the contract, at intervals of 11 to 13 months.