

PERFORMANCE-BASED WORK STATEMENT (PWS)
FOR
INTERDISCIPLINARY NATIONAL SCIENCE PROJECT INCORPORATING
RESEARCH AND EDUCATION EXPERIENCE
(INSPIRE)
KENNEDY SPACE CENTER

1.0 BACKGROUND

Numerous national studies have documented the nation's critical need to encourage the future generation to pursue an education in the sciences, technology, engineering and mathematics (STEM) fields. In addition, the National Academy of Sciences specifically recommended NASA plan for its future workforce needs through the training and development of this future generation.

To help address these challenges, and to support NASA's Strategic Plan provided in Attachment 01, the Office of Education is implementing a national program called the Interdisciplinary National Science Project Incorporating Research and Education Experience (INSPIRE) project which utilizes NASA's unique mission to spark the interest of students in NASA STEM-related education and career opportunities. INSPIRE will place a heavy emphasis on the recruiting of underserved and underrepresented students to ensure a diverse pool of candidates throughout the U.S. from grade 9th through freshmen year of college and their parent/guardian. INSPIRE will be implemented Agency-wide through the participation of the 9 NASA centers and the Jet Propulsion Laboratory (JPL), herein referred as "centers". This performance work statement (PWS) includes the work required by the contractor to implement and manage this contract.

INSPIRE provides participants a rich on-line community, as well as opportunities to compete to participate in NASA/STEM Experiences. The on-line community will provide resources and activities/educational modules, as well as the mechanism for the students and parents to interact, ask questions, and share knowledge – building a community of practice. The activities will provide grade appropriate NASA content to add relevancy to courses being taught in school. INSPIRE students will also have the opportunity to participate in video teleconferences with the centers during the year. These video teleconferences will provide direct connection to the centers and feature additional NASA unique content as well as speakers and role models. INSPIRE students will be required to mentor to lower grade students (a.k.a., "near-peer" mentoring). In addition participation in community service and educational activities offered by other organizations will be encouraged to further enhance the student's knowledge and experiences. To apply for participation in INSPIRE, students must be a U.S. citizen, be in the appropriate grade at the start of the program and have at least a 2.5 Grade Point Average (GPA) overall un-weighted on a 4.0 scale. To compete for grade appropriate NASA/STEM Experiences, students must be a current INSPIRE participant and have achieved a minimum of a 3.0 GPA overall un-weighted on a 4.0 scale.

2.0 PROGRAM MANAGEMENT

2.1 The contractor shall provide (unless otherwise indicated) all personnel, vehicles, fuel, equipment, tools, material, supplies, and services to implement the INSPIRE project nationally and to support NASA centers and the INSPIRE Project Manager.

2.2 The contractor shall design, implement and maintain a *Management Plan* for the INSPIRE project. The contract shall manage INSPIRE in accordance with its management plan and this contract.

2.3 The contractor shall implement and manage INSPIRE for the NASA centers listed in Table 2.3-1. Each center will select INSPIRE participants from their respective areas of service.

Table 2.3-1

NASA Center	Area of Service
Ames Research Center in Moffett Field, California	Alaska, Northern California (southernmost counties of Inyo, Kings, Monterey, Tulare), Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming
Dryden Research Center at Edwards AFB, California	Arizona, Southern California (northernmost counties of Kern, San Bernardino, San Luis Obispo)
Jet Propulsion Laboratory in Pasadena, California	CA
Glenn Research Center in Cleveland, Ohio	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Goddard Space Flight Center in Greenbelt, Maryland	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
Johnson Space Center in Houston, Texas	Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas
Kennedy Space Center in Merritt Island, Florida	Florida, Georgia, Puerto Rico, U.S. Virgin Islands
Langley Research Center in Hampton, Virginia	Kentucky, North Carolina, South Carolina, Virginia, West Virginia
Marshall Space Flight Center in Huntsville, Alabama	Alabama, Arkansas, Iowa, Louisiana, Missouri, Tennessee
Stennis Space Center located near Biloxi, Mississippi	Mississippi

2.4 INSPIRE participants are categorized under three tiers. The contractor shall implement and manage INSPIRE for the following tiers:

- 2.4.1 Tier 1 is composed of 9th and 10th grade students and their parent/guardian.
- 2.4.2 Tier 2 is for 11th and 12th grade students and their parent/guardian.
- 2.4.3 Tier 3 is for entering college freshmen students and their parent/guardian.

- 2.5** The contractor shall fully implement the On-line Community, described in paragraph 4, for all tiers and the infrastructure to provide the NASA/STEM Experiences outlined in paragraph 5 during the base contract period.
- 2.6** The contractor shall develop and maintain an INSPIRE Implementation Plan for the On-line Community, described in paragraph 4, and each of the NASA/STEM Experiences described in paragraph 5.
- 2.6.1** At a minimum, the INSPIRE Implementation Plan shall describe all the tasks involved in the implementation of the INSPIRE program at each NASA Center, how the contractor intends to administer and monitor all activities associated with the INSPIRE program and a schedule which demonstrates when the contractor intends to accomplish the implementation of the INSPIRE program.
- 2.7 SAFETY, HEALTH, & SECURITY PLAN:** The contractor shall develop, implement and maintain a Safety, Health, and Security, which includes proposed methods of handling medical, man-made, and natural disasters and emergencies.
- 2.8 RECRUITMENT PLAN:** Contractor shall develop, implement and maintain a Recruitment Plan that addresses active support in the recruitment of students and other organizations that can contribute to INSPIRE including the development and use of materials to publicize INSPIRE. These activities shall include, at a minimum:
- 2.8.1** Contacting school officials, community leaders, and other organizations involved with middle and high school students.
- 2.8.2** Explore potential areas with newspapers, magazines, and broadcast networks for mutually beneficial stories that highlight STEM needs and the opportunities offered through INSPIRE
- 2.8.3** Outlining the services and products they will offer to assist NASA to implement and manage a recruitment program that specifically demonstrates a heavy emphasis on recruiting underserved and underrepresented students to ensure a diverse applicant pool.
- 2.8.4** Participation at STEM related conferences targeted to middle and high school students and educators.
- 2.9 SEEKING PARTNERSHIPS (SUSTAINABILITY):** The contractor shall, in conjunction with NASA, establish a support network infrastructure within communities, including partnerships among education authorities and organizations, informal science organizations, civic and business groups, colleges and universities, and other entities involved in STEM education to expand the opportunities for hands-on activities and enrichment experiences for participants.
- 2.10 Privacy Act and other Federal Regulations:** the contractor shall address how they will comply with applicable statues and regulations associated with the automated collection and distribution of information from the public such as the Paper Reduction Act, Privacy of Information Act and the Children's On-Line Privacy protection Act.

2.11 INSPIRE Performance Reports

- 2.11.1 The contractor shall provide on a quarterly basis an INSPIRE Metrics Report in accordance with DRD #TBD.
- 2.11.2 The contract shall provide at the end of the Fiscal Year, no later than the third week of the new Fiscal Year, the INSPIRE Annual Report in accordance with DRD #TBD.

3.0 INSPIRE APPLICATION

3.1. Application Website: The submission of an on-line INSPIRE application enables NASA and the contractor to gauge potential volume of applicants and for the students to easily check status. Students will apply to participate in INSPIRE's On-line Community. Once selected for the On-line Community, students will have the opportunity to apply for the NASA/STEM Experiences. The contractor shall provide an application website as follows:

- 3.1.1 The contractor shall provide a central place open to the public for students to download INSPIRE application packages, obtain instructions, and submit preliminary applications to be considered for the INSPIRE On-line Community.
- 3.1.2 The contractor shall provide a central place for INSPIRE On-line Community participants to download NASA/STEM Experience application packages, obtain instructions, and submit preliminary applications to be considered for a NASA/STEM Experience.
- 3.1.3 The contractor shall provide an on-line mechanism by which the student can check status of their application.
- 3.1.4 The contractor shall provide a secure central database for centers to access student INSPIRE and NASA/STEM Experience applications and coordinate evaluation and selection, as well as, collect and report appropriate metrics.

3.2 Application Processing: The contractor shall process and provide all logistics for students to apply for INSPIRE (both the On-line Community and the NASA/STEM Experiences). The contractor shall perform the following, as a minimum, in processing the INSPIRE applications:

- 3.2.1 The contractor shall provide a central mailing address for applicants to send completed permission forms with signatures, recommendation letters, and transcripts to complete their application package.
- 3.2.2 The contractor shall provide a phone number in the event applicants need assistance or do not have access to the application.
- 3.2.3 The contractor shall accept and retain the applications, acknowledge receipt of applications, and notify applicants of selection status and award.

- 3.2.4 The contractor shall screen applications to filter applicants out that do not meet minimum eligibility requirements.
- 3.2.5 The contractor shall scan and upload all mailed application packages (including signature forms, recommendation letters, and transcripts) in to the application database and insure the database contains all information provided by the applicants.
- 3.2.6 The contractor shall provide NASA a database of completed applicant packages for on-line evaluation and selection. An application package is considered complete when it contains all required forms, letters, and transcripts and is mailed and postmarked by the application deadline.

4.0 INSPIRE ON-LINE COMMUNITY

- 4.1 The contractor shall implement and maintain an On-line Community limited to students and their parents selected to participate in INSPIRE.
- 4.2 **On-line Community System Capabilities:** The contractor shall provide an On-line Community with the following technical functionality:
 - 4.2.1 The contractor shall provide a central place to provide multi-media information, educational modules and activities to INSPIRE student and family participants.
 - 4.2.2 The contractor shall provide a central place for posting events.
 - 4.2.3 The contractor shall provide a subscription capability for automated notification of updates to On-line Community content.
 - 4.2.4 The contractor shall provide the ability to conduct real-time polls of participants.
 - 4.2.5 The contractor shall provide username/password access for INSPIRE students and their parents to access the On-line Community and to join the INSPIRE communities of practice as they share and build on the knowledge they have gained.
 - 4.2.6 The contractor shall provide for tracking of participant interactions within the On-line Community to determine what functionalities and content are being utilized.
 - 4.2.7 The contractor shall provide a capability for students to engage in the sharing of knowledge, information, and experiences acquired through participation in this project such as chats rooms and discussion forums.
 - 4.2.8 Contract shall administer and monitor on-line activities.
- 4.3 **On-line Community Content:** As a minimum, the contractor shall provide the following content for the On-line Community to augment NASA-provided information:

- 4.3.1 Grade appropriate STEM content for each tier that meets national education standards
 - 4.3.2 Information and resources to help students plan and prepare for their STEM academic studies and careers
 - 4.3.3 Information and resources for the INSPIRE parent/guardian to help them be champions of their child's education through each grade level
 - 4.3.4 Any appropriate resources that engage the students and add relevance to their education and career goals, as well as, enhance and promote student interaction and strengthen STEM skills such as prompting on-line discussions, developing educational games, and self-assessments.
- 4.4 On-line Community Video Conferences:** To enhance NASA interactions with INSPIRE participants, each NASA center will conduct four (4) video conferencing workshops (one for each grade, 9th through 12th) every academic year. The video conferences will feature NASA scientist and engineers, educational demonstrations, and activities and encourage student interaction and participation. To support these video conferences, the contractor shall:
- 4.4.1 The contractor shall coordinate the center provided video conference dates with students to determine potential attendance. NASA will provide a list of requirements and methods for connecting to the video conference.
 - 4.4.2 For students interested in attending the video conference that do not have current means of access the video conference, the contractor shall provide the centers a list of available locations (university, museum/science center, NASA Explorer School, etc.) near current INSPIRE students that provide connectivity to these video conferences.
 - 4.4.3 Where connectivity locations near students exist, the contractor shall coordinate, arrange, and schedule locations for students to attend the video conference.

5.0 NASA/STEM EXPERIENCES

INSPIRE participants will have an opportunity to apply and compete for NASA/STEM Experiences at each Tier. NASA will evaluate applicants and select awards based on the student's academic achievement and participation in INSPIRE activities and "near peer" mentoring of younger students. Selected participants will be required to provide a written report to NASA and presentation of their experience to other INSPIRE students.

- 5.1 **Tier 1 Experience (NASA Explorers):** Rising 10th grade students, and their parent/guardian, compete to visit a NASA center for a VIP Tour and Workshop. NASA anticipates awarding twenty (20) students per center and one (1) parent/guardian per student (maximum of 400 participants) to participate in this experience. This experience will span 3 days, a day to travel to the center, a

- complete day for the center VIP Tour and Workshop, and a day to travel back to the participants' place of residence.
- 5.1.1 Lodging:** The contractor shall make arrangements and pay for lodging at an appropriate facility close to the Center in accordance with the GSA per diem rates found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.
- 5.1.2 Meals:** The contractor shall provide the selected participants an appropriate meal allowance for breakfast, lunch and dinner in accordance with the GSA per diem rates found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.
- 5.1.3 Transportation:** NASA shall provide the time and date for this event. The contractor shall coordinate, book, and pay for flight and rental car for the family to attend the VIP tour and workshop at the center.
- 5.1.4 Safety & Health:** The contractor shall provide participants' parents and the centers an emergency plan covering medical, man-made, or natural disaster situations.
- 5.1.4.1** The contractor shall create a Risk and Release Form, which shall be signed by the legal guardian of the participating students.
- 5.2 Tier 2 Collegiate Experience:** Rising 11th grade students compete to participate in a two (2) week on-campus residential experience at a selected college/university to expose them to college life, encourage them to pursue careers in engineering, enhance study skills, and provide contact with engineers, professors, and STEM students who serve as positive role models and mentors, and build and enhance positive self-esteem. INSPIRE will partner with NASA's University Research Centers (URCs) to coordinate the universities offering of the residential collegiate experience. The URCs will provide lodging, meals, residential staff, and activities for this experience.
- 5.2.1 Transportation:** The contractor shall provide travel allowance of \$500 to participants living more than 100 mile from the university they will attend for this experience. NASA intends to award 20 students per center (maximum 200 students Agency-wide).
- 5.3 Tier 2 Residential Internship:** Rising 12th grade students compete for a six-week long paid summer internship at a NASA center. Students gain valuable on-the-job experience by working directly with NASA scientists and engineers as well as participate in enriching after work educational and cultural activities. Students within a 50 mile radius of the center can opt out of the residential component (lodging, meals, and transportation) by having their legal guardian sign a waiver. Students opting out of the residential component shall be required to participate in all after work and weekend educational and cultural experiences. NASA intends to award 20 students per center for this experience (maximum 200 students).

- 5.3.1 Stipend:** The contractor shall provide a stipend to participants in three installments (one prior to start of internship, one mid-term, and NASA will approve final installment after the participants have completed their report/presentation). The contractor shall ensure all appropriate documentation is received prior to payment. The contractor shall determine the student's stipend in accordance with the GSA per diem rates found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.
- 5.3.2 Lodging:** The contractor shall make arrangements and pay for lodging in accordance with the GSA per diem rates found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.
- 5.3.3 Meals:** The contractor shall provide nutritious meals (breakfast, lunch, and dinner) during non-work hours (students will pay for lunch using their stipend during the work week).
- 5.3.4 Transportation:** The contractor shall coordinate participants' roundtrip transportation to attend experience.
- 5.3.4.1** The contractor shall coordinate and meet participants at a designated location to start their internship.
- 5.3.4.2** The contractor shall provide daily transportation to and from work to meet work assignment requirements.
- 5.3.4.3** The contractor shall provide group roundtrip transportation from the lodging facility or center to all sponsored group activities after work and weekends.
- 5.3.5 Residential Staff:** The contractor shall supervise students from arrival to start their internship to departure back to their residence, excluding internship work hours for students not opting out of the residential component.
- 5.3.5.1** The contractor shall provide highly motivated, qualified and experienced professional educators in STEM related fields of study that have an interest in encouraging and supporting high school students' pursuit of STEM education and careers.
- 5.3.5.2** The contractor personnel directly involved with students in the Residential Internship Experience shall have completed at least a bachelor's degree.
- 5.3.6 Activities:** Contractor shall provide appropriate organized and structured educational and cultural opportunities for the students during non-work hours.
- 5.3.6.1** The contractor shall provide intensive educational experiences after work and during weekends to enhance their knowledge of STEM fields through tours and presentations. Suggested topics for these activities include other STEM related facility tours, guest speakers, workshops on public speaking,

making effective presentations, college preparatory, and team building.

5.3.6.2 The contractor shall provide the students guidance and time to prepare a final report and presentation on their internship experience.

5.3.7 **Schedule:** The contractor shall insure participants who do not opt out of the residential component arrive and depart centers on time to complete daily work assignments.

5.3.8 **Safety & Health:**

5.3.8.1 The contractor shall identify and mitigate any known risk associated with administration of a student program involving students of this age group, including identifying the minimum insurance requirements for such an activity to support this experience.

5.3.8.2 The contractor shall create a Risk and Release Form, which shall be signed by the legal guardian of participating students.

5.3.8.3 The contractor shall provide residential staff, participants' parents, and the centers an emergency plan covering medical, man-made, or natural disaster situations.

5.3.8.4 The contractor shall provide the centers and participants' parents a central telephone number and secure website they can use in the event of an emergency to obtain current information on the student.

5.3.8.5 During an emergency, the contractor shall insure the central emergency telephone number is manned and the website provides the most up to date information.

5.3.8.6 The contractor shall provide residential staff and the centers appropriate emergency contact information, as well as medical and insurance information on each participant.

5.4 Tier 3 Experience (Collegiate Internship): Rising college freshmen compete to participate an eight-week paid summer internship at a NASA center. Applicants for this experience must have been accepted at a college or university and have declared a STEM major. This experience provides valuable on-the-job training and introduces the students to other education and employment opportunities. Lodging, meals, transportation, and activities shall be the responsibility of the participant.

5.4.1 **Lodging:** Contractor shall assist the student in finding suitable housing through the suggested sources, the use of on-line capabilities, and enabling networking with peers traveling to the same location.

5.4.2 **Stipends:** The contractor shall provide each student a \$5,000 stipend in three installments (one prior to start of internship, one mid-term, and NASA will approve final installment after the participants have completed their report/presentation). The contractor shall ensure all appropriate documentation is received prior to payment. NASA intends to award 20 students per center for this experience (maximum 200 students).

5.4.3 Safety & Health:

- 5.4.3.1** The contractor shall create a Risk and Release Form, which shall be signed by the legal guardian of participating students.
- 5.4.3.2** The contractor shall provide participants' parents and the centers an emergency plan covering medical, man-made, or natural disaster situations.
- 5.4.3.3** The contractor shall provide the centers and participants' parents a central telephone number and secure website they can use in the event of an emergency to obtain current information on the student.
- 5.4.3.4** During an emergency, the contractor shall insure the central emergency telephone number is manned and the website provides the most up to date information.
- 5.4.3.5** The contractor shall provide the centers appropriate emergency contact information, as well as medical and insurance information on each participant.

6.0 CONTRACTOR PERSONNEL

- 6.1 Background Investigations.** The contractor shall conduct background investigations on all employees that have direct contact with the students (face-to-face, telephone, or on-line).
 - 6.1.1** The contractor shall provide the NASA-Center's point of contact with appropriate information such as date and place of birth, social security number, and address of employees who require access onto the center at least fifteen (15) days prior to arrival.
- 6.2 Contractor Key Personnel.** The contractor shall notify the government immediately upon any termination or replacement of key personnel.
- 6.3 Contract Manager.** The contractor shall provide a person responsible for the performance of the work. The name of this person and an alternate(s) shall be designated in writing to the contracting officer within 15 calendar days of contract award. The contractor shall designate in writing and provide a current roster identifying personnel to be contacted during non-duty hours within 15 days of award of contract. This roster shall include names, addresses, and phone numbers including cell phones of the contract manager, alternate(s), and any on-call personnel. Changes shall be provided to the CO within 24 hours.
 - 6.3.1** The contract manager or alternate(s) shall be on site during normal duty hours and contingencies requiring work beyond normal duty hours.
 - 6.3.2** The contract manager and alternate(s) shall be fluent in the English language. They shall be able to read, write, speak, and understand English. Presentation and writing skills are mandatory.

- 6.3.3** The contract manager and alternate(s) shall participate in all improvement initiatives, meetings, seminars, teams, and training seminars as requested by the CO.

6.4 Contractor Employee Requirements

- 6.4.1** Contractor personnel shall present a neat appearance, shall dress appropriately for the assignment, and be easily recognized as contractor employees. This shall be accomplished by bearing an identifying badge. Each employee shall wear the badge so that the badge is visible at all times. Any protective clothing and gear needed shall be furnished by the contractor.
- 6.4.2** The contractor shall not employ any person who is an employee of the United States government if the employment of that person would create a conflict of interest.
- 6.4.3** The contractor is prohibited from employing off-duty Government personnel who are performing any surveillance on any contracts/subcontracts awarded to the contractor or any of its subcontractors.
- 6.4.4** At the start of the contract, the contractor shall designate in writing and provide a current roster identifying personnel authorized work on this contract. The contractor shall provide changes, in writing, to the contracting officer and the COTR within one workday after changes occur.
- 6.4.5** The contractor shall not employ any person for work on this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Where reading, understanding, and discussing safety and environmental warnings, or interface with the customer is an integral part of an employee's duties, that employee must be able to understand, read, write, and fluently speak the English language. (The speaking skill is not required if a contractor employee is hearing impaired.)
- 6.4.6** Provide the following reports:
- a. DRD #TBD, *Monthly KSC Headcount*;
 - b. DRD #TBD, *Quarterly Summary of 3rd Step Labor Grievances and Arbitrations*;

7.0 EMERGENCY MANAGEMENT

7.1 The contractor shall:

- a. Develop, implement and update an *Emergency Preparedness Plan* in accordance with DRD #TBD, and in compliance with Joint Handbook (JHB) 2000, *Consolidated Comprehensive Emergency Management Plan*, and Joint

Documented Procedure (JDP)-KSC-P-3014, *Generic Emergency Procedures Document*.

- b. Respond and implement real-time identified requirements that will be provided by the CO or COTR under Center-declared or program-declared emergency conditions.
- c. Designate a contractor Emergency Coordinator responsible for supporting emergency preparedness planning and implementation, and interface with the NASA Emergency Preparedness Officer.
- d. Take immediate action to eliminate hazards to personnel, equipment or environment; prevent loss of or damage to Government property; and restore essential services following a declared emergency condition.

8.0 RECORDS MANAGEMENT

8.1 All records, files, documentation, working papers, and software provided by the government or generated in the performance of this contract becomes and remains government property. The contractor shall not dispose of any records without prior written approval of the CO or COTR. If requested by the government, the contractor shall provide the original record or a reproducible copy of any such record within five working days of receipt of the request. The contractor shall:

- a. Maintain and manage all Government-owned, contractor-held records, including legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government) inherited from the predecessor contractor.
- b. Provide Government representatives access to all contractor-held Government records. At the completion or termination of this contract, the contractor shall leave all Government-owned data at the corresponding NASA Center.
- c. Operate and maintain an electronic archive of all reports, surveys, analysis, inspections and other contract activities conducted on behalf of NASA.
- d. Maintain internal document records of all administrative and operational procedures such as records of employee certification and training, clinic certifications, reports, and other auditable activities.
- e. Maintain a records management program and submit a records management plan in accordance with DRD #TBD *Records Management Program*. The Government reserves the right to inspect, audit and copy record holdings.
- f. Submit a file plan and an annual report to the center records manager in accordance with DRD #TBD *File Plan and Summary of Record Holdings and Transfers*.

9.0 VEHICLE OPERATIONS

9.1 Contractor personnel shall comply with directives pertaining to operation of privately owned vehicles on any NASA Center.

9.2 The contractor shall furnish all vehicles necessary to provide the services in this contract. The contractor shall ensure the fleet is inspected and maintained in safe operating condition

9.3 Contractor vehicle operators shall maintain a valid state driver's license and any other documentation required by NASA guidance to operate a vehicle on the NASA Center in the performance of this contract.

9.4 The contractor shall ensure that employees' private vehicles are not used in the performance of contract requirements.

9.5 The contractor shall meet goals to provide reduced emissions vehicles per Executive Order 13423, *39 Strengthening Federal Environmental, Energy, and Transportation Management*.

10.0 SECURITY

10.1 In performing work under this contract, the contractor shall:

- a. Develop, implement and maintain a safety and health plan in accordance with DRD #TBD *Safety and Health Plan*. The written plan shall include a Confined Space Program according to OSHA 29 CFR-1910, Occupational Safety and Health Standards, a Lock-Out Tag-Out and blocking program according to AFOSH 91-66 General Industrial Operation, (Chapter 4) the details of the contractor's safety organization, responsibilities, method of program implementation, and how corrective actions shall be accomplished. The plan shall describe the policies, procedures and approaches to be used to ensure the safety and occupational health of its employees, to ensure the safety of their operations and to protect property. The plan shall be structured according to the outline contained in NPR 8715.3, NASA General Safety Program Requirements. The safety plan shall be provided to the CO for acceptance at the start of the phase-in period. An updated plan shall be submitted as changes occur at no additional cost to the government.
- b. Record and promptly report, normally within one hour, to the COTR all available facts relating to each instance of damage to government property or injury to either contractor or government personnel.
- c. Take reasonable and prudent action, in the event of an accident/mishap, to establish control of the accident/mishap scene, prevent further damage to persons or property, preserve evidence until released by the accident/mishap investigative

- authority through the CO, and immediately report the incident to the NASA-Center Fire Department at 911.
- d. Cooperate fully and assist government personnel in conducting investigations until the investigation is completed.
 - e. Provide a POC for safety and health related issues. The POC shall be the on-site contract manager or designated representative.
 - f. Comply with NASA Occupational and Environmental Safety, Fire Protection, and Health programs, and local directives. Base fire prevention and safety office personnel may make periodic routine inspections for regulation compliance.

11.0 QUALITY CONTROL

11.1 In compliance with the clause entitled *Inspection of Services--Fixed Price*, FAR 52.246-4, the contractor shall establish, maintain, and adhere to a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The CO will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications, at no additional cost to the government, and obtain acceptance of the plan by the CO before that start of the first operational performance period. The government will monitor contractor compliance of the Quality Control Plan. The plan shall include, but not necessarily be limited to, the following:

- a. **Inspection System.** The contractor shall specify a scheduled frequency of inspections and titles of the individuals who shall do the inspection and their organizational placement.
- b. **Deficiency Prevention.** The contractor shall describe the methods used for identifying and preventing defects in quality of products and services performed before the level becomes unacceptable. The quality control plan shall be designed to intercept inferior products and services before they are submitted to the government.
- c. **Inspection Files.** The contractor shall document all inspections conducted and the necessary corrective or preventive actions taken. This documentation shall be kept on site and made available to the government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.
- d. **Complaints.** The contractor shall document all customer complaints and report the complaint to the COTR within one workday after receipt of complaint. The contractor shall use email or other written memoranda as notification. Each customer complaint reported to the COTR shall have a scheduled completion date subject to COTR approval. The Quality Control Plan shall be updated, at no

additional cost to the government, as required to preclude a recurrence of the complaint.

DRAFT