

DATA REQUIREMENTS LIST

DRL Number	Revision
Project/System Grounds and Landscaping Maintenance and Pest Control Contract	
Contract Number	Preparation Date <div style="text-align: right;">05-08-2008</div>
Contractor	Technical Approval
Attachment Number	Exhibit Number

ITEM NO.	TITLE	CHANGE STATUS
1	Recurring Mowing Plan and Schedule	
2	OSHA VPP Application	
3	Pesticide Herbicide MSDS and Usage Report	
4	Trouble and Service Call Report	

DRL Number	The four-digit DRL number assigned by the Installation DATA Manager's (IDM) office will be entered.
Revision	When a negotiated Contract Data Package is revised, a two-digit revision number, sequentially assigned starting with 01, will be entered by the IDM office.
Project/ System	The title of the project and the system will be entered as provided in the Statement of Work (SOW).
Contract Number	Enter the contract number or the RFP number, whichever is applicable, as established by the Procurement Office.
Preparation Date	Enter the date (month, day and year) as established by the IDM office.
Contractor	Enter the contractor name as established by the SOW. If none is assigned leave blank. If the task is an intercenter function, enter the center concerned (e.g. APO, MSC, MSFC)
Technical Approval	The technically cognizant person responsible for the overall context of the CDP will sign in this block.
Attachment Number	When the DRL is an attachment to a contract or RFP, the attachment number assigned by the Procurement office will be entered.
Exhibit Number	When the DRL is on exhibit to a contract or RFP, the exhibit identification assigned by the Procurement office will be entered.
ITEM NO.	The three-digit line item number assigned by the IDM office will be entered.
TITLE	The title of the data item, as shown in the SOW, the RFP and/or as directed by the CTM will be entered.
CHANGE STATUS	<p>This column serves to record changes to line items during the contract year and/or between formal negotiations cycles. Changes will be recorded by the IDM office as follows:</p> <p>When a line item is added enter: (A) Date (month, day and year) and office symbol of authoritative source, Example: "(A) 7/14/70 - IS-PRO-1".</p> <p>When a line item is deleted enter: (D) Date (month, day and year) and office symbol of authoritative source, Example: "(D) 7/14/70 - IS-PRO-1".</p> <p>When a line item is revised enter: (R) Block identification designator(s) of DRD block(s) being revised, Date (month, day and year) and office symbol of authoritative source, Example: "(R) Blk 6 - 7/14/70 - IS-PRO-1".</p>

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL -1	A. Item No.
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B. Line Item Title:
Section Attachment 1 Performance Work Statement- Recurring Mowing Plan and Schedule

C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA	3	6	MO	Contract Effective Date plus 30 Days	30/10

J. Remarks:

K. Distribution	Totals	
TA	No.	Type

DATA REQUIREMENT DESCRIPTION

1. Title	2. Number
Recurring Moving Plan and Schedule	DRD-1
3. Use This documentation will be critical to perform Contract surveillance for this effort.	4. Date
	5. Organization
7. Interrelationship	6. References
	TA

8. Preparation Information

Contractor shall submit to the Government for approval an annual time-phased plan showing when the recurring mowing requirements will be accomplished through the year. The plan initial submission will be no later than 30 days after receipt of Notice to Proceed.

Contractor shall submit a monthly status report of work accomplished versus plan. The report shall include the recording of current progress of the planned mowing operations, including a plan-vs.-actual comparison for the previous month; the plan for the upcoming month shall indicate any necessary adjustments/deviations from the approved annual plan.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL-2						A. ITEM NO. Deliverable 2	
B. LINE ITEM TITLE: Section Attachment 1 Statement of Work - VPP Application							
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. OT	G. INITIAL SUB. Contract Effective Date + 24 Months	H. AS OF DATE		
J. REMARKS: The OSHA VPP Application due date is 24 months after contract effective date. The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.							
K. DISTRIBUTION						TOTALS	
SA-E						NO.	TYPE
						1	A
DATA REQUIREMENT DESCRIPTION							
1. TITLE Application, VPP					2. NUMBER Deliverable 2		
3. USE To verify the Contractor implementation and compliance to recognized safety and health standards. To assure effective contractor management of Safety and Health programs, implementation of Safety and Health requirements into all elements of the contact including major subcontractors, and compliance to Safety and Health requirements. Meeting and maintaining VPP requirements.					4. DATE		
					5. ORGANIZATION		
7. INTERRELATIONSHIP					5. REFERENCES 29CFR1910 OSHA TED 8.4		
8. PREPARATION INFORMATION							
<p>The Contractor shall prepare the OSHA VPP Star Program Application in accordance with OSHA TED 8.4, Voluntary Protection Programs (VPP): Policies and Procedures Manual.</p> <ul style="list-style-type: none"> • Deliver the VPP Application to NASA for review and concurrence. • Demonstrate to NASA, compliance to VPP Star certification requirements throughout all organizations of the contract including major subcontractors, including: <ul style="list-style-type: none"> a. All contract personnel including major subcontractors are involved in the effort to maintain rigorous, detailed attention to safety and health b. Demonstrate continuous improvement in the operation of the safety and health management systems c. Establish, document, and communicate to all persons within this contact, clear safety and health goals that are attainable and measurable, objectives that are relevant to workplace hazards, the prevention of workplace injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals. d. Maintain a written safety and health management system that documents the elements and sub-elements, procedures for implementing the elements, and other safety and health programs including those required by OSHA standards. e. Providing and directing adequate resources to those responsible for safety and health, so they are able to carry out their responsibilities. f. Employees shall be involved in the safety and health management system in addition to their right to report a hazard, including, participation in audits, accident/incident investigations, self inspections, suggestion programs, planning, training, job hazard analyses, and appropriate safety and health committees and teams. g. A hazard identification and analysis system shall be implemented to systematically identify basic and unforeseen safety and health hazards, evaluate their risks, and prioritize and recommend methods to eliminate or control hazards to an acceptable level of risk. 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL -3						A. Item No.	
B. Line Item Title:							
Section Attachment 1 Performance Work Statement- Pesticide/Herbicide MSDS and Usage							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA	3	6	MO	Prior to time of delivery	30/10		
J. Remarks:							
Inventory is to be updated and resubmitted to the Contracting Officer on a monthly basis. All inventory reporting is to be completed on the Chemical Inventory for Construction Projects at Kennedy Space Center Form (8-313NS).							
K. Distribution						Totals	
TA						No.	Type
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Pesticide/Herbicide MSDS and Usage				DRD-3			
3. Use				4. Date			
This documentation will be critical to perform Contract surveillance for this effort.				5. Organization			
				TA			
7. Interrelationship				6. References			
8. Preparation Information							
Material Safety Data Sheets (MSDS) - The Contractor shall provide a complete and accurate list accompanied by the applicable MSDS of all pesticide/herbicide that will be stored onsite and/or used in the execution of this contract, regardless of the quantity. This information shall be provided to the Contracting Officer (CO) prior to the time of delivery of the materials and chemicals to the site. This inventory is to be updated and resubmitted to the CO on a monthly basis. All inventory reporting is to be completed on the Chemical Inventory for Construction Projects at Kennedy Space Center Form (8-313NS). Appropriate labels and MSDS shall be provided for all pesticide/herbicide shipments.							
Each application of a restricted use pesticide shall be documented and the records maintained at the principal place of business for two years in accordance with KNPR 8500.1. The records shall include: the date and time of treatment, the name of the person directing or authorizing application, location, target area, total acreage to be covered, pest to be controlled, pesticide used and application rate, type of equipment used, and name of applicator.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL -4					A. Item No.
B. Line Item Title:					
Section Attachment 1 Performance Work Statement- Trouble and Service Calls Report					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA	3	6	QU	Contract Effective Date plus 90 Day	90/10
J. Remarks:					
K. Distribution					Totals
TA					No.
					Type
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Trouble and ServiceCalls Report				DRD-4	
3. Use				4. Date	
This documentation will be critical to perform Contract surveillance for this effort.				5. Organization	
				TA	
7. Interrelationship				6. References	
8. Preparation Information					
Contractor shall submit to the Contracting Officer quarterly reports documenting all trouble calls and service calls since the previous report. The report shall include as a minimum a brief description of the service provided, date, response time from the time of notification, and estimate hours required to complete. Initial submission will be no later than 90 days after receipt of Notice to Proceed; recurrence shall be quarterly.					