

CONTRACT DATA REQUIREMENTS LIST
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| 1. LINE ITEM NO. 1 | 2. DRL TITLE Monthly Progress Report | 3. FREQUENCY Monthly | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION Electronic submittal to: COTR: Code JSG M/S 220-17 CO: Code JAC, M/S 241-1 New Technology Representative, Code V, M/S 202A-3 (1 copy) Task Requester listed on task order | | | 8. REMARKS The Contractor shall submit separate monthly status reports of all work accomplished during each month of contract performance. Reports shall be in narrative form and brief and informal in content. Monthly reports shall include: safety issues and reviews (including results of required walk-thru of Contractor employee areas), a brief status of progress; a discussion of issues or problems that may impede performance with potential resolutions, and recommended action items for both the Government and the Contractor. | |
| 1. LINE ITEM NO. 2 | 2. DRL TITLE Contractor Monthly Accident Report (CMAR) | 3. FREQUENCY Monthly | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/ | | | 8. REMARKS The Contractor electronically shall submit the Monthly Accident Report data to the Contractor Monthly Accident Report web-based system within 10 working days after each full month of completed service. A negative report is required. | |
| 1. LINE ITEM NO. 3 | 2. DRL TITLE Mishap Report | 3. FREQUENCY See Remarks | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION COTR; Code JSG, M/S 220-17 (1 electronic) CO; Code JAC, M/S 241-1 (1 copy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (original filed through IRIS at http://nasa.ex3host.com/IRIS) | | | 8. REMARKS The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.ex3host.com/IRIS within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call. | |

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| 1. LINE ITEM NO. 4 | 2. DRL TITLE New Technology Reports (NFS 1852.227-70) | 3. FREQUENCY As needed | 4. SUBMISSION DATE | 5. COPIES See Distribution |
| 6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| Technology Utilization Representative, Code VP, M/S 202A-3 (1 copy) Patent Representative, Code DL, M/S 202A-3 (1 copy) COTR, Code JSG, M/S 220-17 (1 copy) CO, Code JAC, M/S 241-1 (1 copy) | | | Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i> , or equivalent, may also be used in accordance with NFS 1852.227-70, <i>New Technology</i> . A negative report is required even if there is no New Technology to report. | |
| 1. LINE ITEM NO. 5 | 2. DRL TITLE Non-Disclosure Agreements | 3. FREQUENCY Once | 4. SUBMISSION DATE Prior to Starting Work | 5. COPIES See Distribution |
| 6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 electronic) COTR, Code JSG, M/S 220-17 (1 electronic) Task Requester listed on Task Order (electronic) | | | 8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements which shall be submitted at the end of the Phase-In period and may be required to sign additional agreements for new Task Orders and modification to Task Orders. The prime contractor is responsible for ensuring all subcontractors complete this requirement and provide a copy to the Government. | |
| 1. LINE ITEM NO. | 2. DRL TITLE | 3. FREQUENCY | 4. SUBMISSION DATE | 5. COPIES |
| 6 | NASA Position Designation Record, NASA Form (NF) 1722 | See Remarks | See Remarks | See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 electronic) COTR. Code JSG, M/S 220-17 (1 electronic) Protective Services Office, Code JP (1 electronic) | | | 8. REMARKS In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1722 for each employee and new hire. The NF 1722 shall be completed within 10 working days from date of hiring. | |

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| 1. LINE ITEM NO. 7 | 2. DRL TITLE Quarterly Report of Purchases | 3. FREQUENCY See Remarks | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 electronic) COTR, Code JSG, M/S 220-17 (1 electronic) Supply and Equipment Management Officer (SEMO), M/S 255-2 | | | 8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter. | |
| 1. LINE ITEM NO. 8 | 2. DRL TITLE Safety and Health Plan | 3. FREQUENCY See Remarks | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (electronic) COTR, Code JSG, M/S 220-17 (electronic) | | | 8. REMARKS The Contractor shall provide Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health. | |
| 1. LINE ITEM NO. 9 | 2. DRL TITLE Conference-Related Expense Reporting | 3. FREQUENCY Monthly | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (electronic) | | | 8. REMARKS Submission shall be no later than the 10th working day after end of accounting month being reported (in conjunction with the 533M). Contractors shall not incur or commit to any conference related expense resulting from NASA Direction without prior written approval of the cognizant CO (after concurrence by the COTR). Contractor expenses for conferences that are not included in or necessary for the performance of a contract or task order, and are not incurred at NASA direction, are not subject to this approval. Contractors shall report monthly, due on all funds expended or committed for conference attendance or support resulting from NASA direction. | |

| 1. LINE ITEM NO. | 2. DRL TITLE | 3. FREQUENCY | 4. SUBMISSION DATE | 5. COPIES |
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| 10 | IT Security Training Progress Report | Monthly Updates | See Remarks | See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 electronic) COTR. Code JSG, M/S 220-17 (1 electronic) | | 8. REMARKS Provide a monthly count of contractor employees who have completed the Information Technology (IT) Information Technology (IT) security training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network. | | |
| 11 | IT Security Plan | Once | See Remarks | See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR. Code JSG, M/S 220-17 (1 cy electronic) | | 8. REMARKS The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract. | | |

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| 1. LINE ITEM NO. 12 | 2. DRL TITLE Centrally Reportable Equipment (DOD Industrial Plant Equipment Requisition System (DD 1419)) | 3. FREQUENCY As Needed | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION | | | 8. REMARKS | |
| Through COTR. Code JSG, M/S 220-17 Through CO, Code JAC, M/S 241-1; to Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy) | | | The Contractor shall submit a DD Form 1419, <i>DOD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property. The DD Form 1419 will be prepared, for each item of centrally reportable equipment to be acquired over \$1,000, in accordance with NFS 1845.502-70 and the preparation instructions in NFS 1845.7102. | |
| 1. LINE ITEM NO. 13 | 2. DRL TITLE Organizational Conflicts of Interest Avoidance Plan | 3. FREQUENCY See Remarks | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required | | | | |
| 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR. Code JSG, M/S 220-17 (1 cy electronic) | | | 8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.12, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required. | |

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| 1. LINE ITEM NO. 15 | 2. DRL TITLE Phase-Out Plan | 3. FREQUENCY Once | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| | 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | 8. REMARKS | |
| | 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR. Code JSG, M/S 220-17 (1 cy) | | The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. The Phase-Out Plan is required 60 days before the end of the contract's period of performance. | |
| 1. LINE ITEM NO. 16 | 2. DRL TITLE Employee Roster | 3. FREQUENCY As needed | 4. SUBMISSION DATE See Remarks | 5. COPIES See Distribution |
| | 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required | | 8. REMARKS | |
| | 7. DISTRIBUTION Electronic submittal to: COTR: Code JSG M/S 220-17 CO: Code JAC, M/S 241-1 ARC Security Dispatch Office, Code JP, M/S 241-30 (2 copies) | | First submittal is due thirty (30) calendar days after contract award. Submit updates to roster as changes occur. Report must include name, location, and work schedule | |