

CONTRACT DATA REQUIREMENTS LIST

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1. Monthly Status Report	
<p>Electronic submittal to: Distribution: COTR; Code JSL, M/S 255-2 CO; Code JAC, M/S: 241-1</p>	<p>The Contractor shall submit a monthly status report of all work accomplished during each month of contract performance. This report shall include, but be not limited to: environmental, health and safety issues and resolutions (including results of required safety/VPP walk-through inspections of all areas); issues that may have impeded or may impede performance; customer feedback and corrective actions taken/recommended, i.e., customer’s issues/concerns; staffing data; Compliance with SBA Ostensible Subcontractor Rule and FAR 52.219-14, etc. Specific forms are provided below. In addition, specific data may be required for certain contract task orders:</p> <p>Equipment Management Inventory Status:</p> <ul style="list-style-type: none"> • Inventory Accounts • Inventory Schedule Date • Upload Date • Discrepancy (Missing/Overages) Report Date • Missing Item Report (Number of Items) • Number of Missing Items Reconciled • Overages Item Report (Number of Items) • Number of Overage Items Reconciled <p>Property Disposal Management:</p> <ul style="list-style-type: none"> • Excess Turn Ins (separately listing Controlled and Non-Controlled) • Reutilized • Sold by GSA • Transferred to Others • Abandoned/Destroyed • System Inventory <p>Janitorial Facilities Serviced</p> <ul style="list-style-type: none"> • Building Number (ARC/NRP) • Time (Shift Day/Night) <p>Refuse and Recyclable Materials Collection, Removal and Disposal</p> <ul style="list-style-type: none"> • Building Number (ARC/NRP) • Quantity of Bins Collected • Separate Weight of Refuse and Each Classification of Recyclable Materials <p>Extra Trash Cans (ARC/NRP)</p> <ul style="list-style-type: none"> • Quantity • Description of what is being collected (Type of Material) • Location • Collection Schedule <p>Moving Services</p> <ul style="list-style-type: none"> • Cost for miscellaneous mail (e.g., Flyers, Letters for Safety) • Number of receiving discrepancies (i.e., Rejection (R&D), Disposition Report (DISREP), Report of Discrepancy (ROD)) submitted for resolution IAW the received instructions <p>Graphics and Web Design Services</p>

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	<ul style="list-style-type: none"> • Requester name • Service Request number • Brief description of service • Total Cost <p>This report shall be submitted no later than the 5th working day after the end of the month being reported.</p>
2. Contractor Monthly Accident Report (CMAR)	
<p>Electronic Distribution: Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/</p>	<p>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.</p>
3. Mishap Report	
<p>Electronic Distribution: Original filed through IRIS at http://nasa.ex3host.com/IRIS Copies: COTR; Code JSL, M/S 255-2 (1 cy electronic) CO; Code JAC, M/S 241-1 (1 cy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 237-1</p>	<p>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;</p>
4. New Technology Report	
<p>Electronic Distribution: New Technology Representative, Code DK, M/S 202A-3 (original) CO, Code JAC, M/S: 241-1 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1 cy)</p>	<p>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 if there is no New Technology to report.</p>
5. Contractor Requests for Government-Provided Property (DOD Industrial Plant Equipment Requisition System (DD 1419))	
<p>Approval Routing: Through COTR, code , M/S 255-2 Through CO, Code JAC, M/S 241-1; To Property Disposal Officer, Code JSL, M/S 255-2 (1 cy)</p>	<p>This requirement applies only to task orders that may require the Contractor to purchase items, title to which will vest in the government. At least 30 days prior to any purchase of an item, the Contractor shall submit a DD Form 1419, <i>DOD Industrial Plan Equipment Requisition</i>, for Agency-wide screening in accordance with NFS 1845.502-70. See NFS 1845.7102 for preparation.</p>

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6. Non-Disclosure Agreements	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR, Code JSL; M/S: 255-2 Task Requestor listed on Task Order</p>	<p>All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.</p>
7. IT Security Training Progress Report	
<p>Electronic Distribution: COTR; Code JSL; M/S: 255-CO, Code JAC, M/S: 241-1</p>	<p>Provide a monthly count of contractor employees who have completed the appropriate Information Technology (IT) security training. This training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information, and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/</p> <p>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.</p> <p>An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.</p>
8. Phase-Out Plan	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR; Code JSL, M/S 255-2</p>	<p>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.</p>
9. Safety and Health Plan	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR; Code JSL, M/S 255-2</p>	<p>The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Office. The plan shall include health, safety, 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.</p>
10. IT Security Plan	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR; Code JSL, M/S 255-2</p>	<p>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.</p>

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11. NASA Position Designation Record, NASA Form (NF) 1722	
<p>Electronic Distribution: COTR; Code JSL, M/S 255-2 CO, Code JAC, M/S: 41-1 Protective Services Office, Code JP</p>	<p>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.</p>
12. Organizational Conflicts of Interest Avoidance Plan	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR; Code JSL, M/S 255-2</p>	<p>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.</p> <p>The plan shall address all the requirements identified in Section H, paragraph H. 2, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information. The plan is required with proposal submission. 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.</p>
13. Uniform Non-Waste Hazardous Materials Statement	
<p>Electronic Distribution: COTR; Code JSL, M/S 255-2 Transportation Officer Task Manager</p>	<p>Submit information on the amount of each hazardous material procured, used, and inventoried via the Santa Clara County Environmental Office web-based report located at http://128.102.89.219/4DAction/Web_HMIS_ListItem/4772&All&start=1. This report shall be submitted no later than January 20 of each year</p>
14. Cost Reduction Proposal	
<p>Electronic Distribution: CO, Code JAC, M/S 241-1 COTR; Code JSL, M/S 255-2</p>	<p>The contractor shall provide a Cost Reduction Proposal in accordance with NFS clause 1852.243-1, to the Contracting Officer six (6) months prior to the end of each performance period, for future efficiencies.</p>

Attachment J.1(a) 3
CONTRACT DATA REQUIREMENTS LIST (CDRL)

Specific Forms for CDRL 1: Monthly Status Report (cont'd):

NACC Customer Sample Survey Form

On a scale of 0 to 5, with 5 being the highest, how would you rate the following?

1. On an overall basis, how did our facility meet your requirements?
2. How helpful was our staff?
3. How would you rate the network support and/or set-up?
4. How would you rate the facility's atmosphere and decor?
5. How would you rate the quality of any equipment provided?
6. How would you rate the response to any questions and /or complaints?
7. How would you rate the food service?

8. Were you kept informed of all of the details regarding your event?
9. Based on your experience, would you use our facility again?

Comments/Feedback Received

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CDRL #13 - Uniform Non-Waste Hazardous Materials Statement

Chemical Inventory List (**Building N251, Motorpool (Sec 100, Storage, & Fuel) and Building M161, Fuel Depot**)

For Use By All Jurisdictions, Cities, County, Within the Limits of Santa Clara

POC Name:

Date:

Organization Code: JS				Total Records:					
Changes Need Approval	Location	Manufacturer	Chemical Trade Name	Pure or Mixture	Physical State (S,L,G)	Avg. # of Conts	Largest Cont Size	Days on Site	Type of Cont