

NNM09263608R

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

NASA Integrated Communications Services (NICS)

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

April 20, 2009

DATE

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
<i>DOCUMENT CHANGE LOG</i>					NO. ISSUE	
					1294 Draft RFP	
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 04-20-09		SUPERSEDING:
						PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRDs.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRDs.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRDs)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRDs of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CF	Cross Functional
LS	Logistics/Support
MA	Management
QE	Quality Engineering
RM	Reliability and Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRDs have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRDs are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRDs.

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all revision actions that pertain to the DPD.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government.
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DRD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an “ITAR Notice” as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals, in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the “EAR Notice” as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the “Limited Rights Notice” may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the “Restricted Rights Notice” may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the “SBIR Rights Notice” may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

- 2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:
- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules)
 - b. Printable electronic files or hardcopy data.
- 2.3.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at http://cio.msfc.nasa.gov/repository/repository_submittal.html. Document submitters must register for a Documentum user account through the [NASA Account Management System](#) (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response

document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).

2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.

2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.

2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.

2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.

2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.

3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.

3.3 DPD Change Procedures

3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.

3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. The date that was in the "as of" block shall be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.

3.4 DPD Reissues

3.4.1 The DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

**NASA Integrated Communications Services (NICS)
Data Requirements List**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data			
1294CD-001	2	Option Decision Package	IS01
1294CD-002	3	Technology Reports	ED03
CF – Cross Functional			
1294CF-003	2	I ³ P Service Asset and Configuration Management (SACM) Plan	OCIO
1294CF-004	2	I ³ P Release and Deployment Management (RDM) Plan	OCIO
1294CF-005	3	I ³ P Application Inventory (AI) Report	OCIO
1294CF-006	2	I ³ P Capacity Management Plan	OCIO
1294CF-007	3	I ³ P Service and Component Capacity Report	OCIO
1294CF-008	2	I ³ P Availability Management (AM) Plan	OCIO
1294CF-009	3	I ³ P Availability, Reliability, and Maintainability (ARM) Analysis Report	OCIO
1294CF-010	2	I ³ P IT Service Continuity Management (ITSCM) Plan	OCIO
1294CF-011	3	I ³ P Interface Definition Agreement (IDA)	OCIO
LS – Logistics Support			
1294LS-001	2	Government Property Management Plan	AS41
MA – Management			
1294MA-001	1	Management Plan	IS01
1294MA-002	1	Infrastructure Project Plan	IS01
1294MA-003	1	Transition Plan	IS01
1294MA-004	1	Earned Value Management System Description	CS40
1294MA-005	1/2/3	Documentation	IS01
1294MA-006	2	Work Breakdown Structure (WBS) and WBS Dictionary	CS40
1294MA-007	2	NISN Systems Readiness Report	IS01
1294MA-008	2	Service Performance Report	IS01
1294MA-009	2	Cost Reports	IS01
1294MA-010	2/3	Export Control Plan and Reports	IS01
1294MA-011	3	Financial Management Report (533M and 533Q)	CS40/RS20
1294MA-012	3	Contractor Self-Assessment Report	IS01
1294MA-013	3	Cost Performance Report	CS40
1294MA-014	3	Badged Employee and Remote IT User Listing	AS50
1294MA-015	3	Contractor Employee Clearance Document	AS50
1294MA-016	3	Position Risk Designation for Non-NASA Employee	AS50
1294MA-017	3	Organizational Conflicts of Interest (OCI) Avoidance Plan	IS01
1294MA-018	3	NICS Monthly Status Review Report	IS01
QE – Quality Plan			
1294QE-001	1	Quality Plan	QD21
RM – Reliability and Maintainability			
1294RM-001	1	Operability/Maintainability Plan	IS01
SA – Safety			
1294SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1294SA-002	3	Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294CD-001 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Option Decision Package
7. **DESCRIPTION/USE:** To provide Option Decision Package to NASA for all NICS services.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Option Decision Package ten (10) months prior to the effective date of each Option.
12. **SUBMISSION FREQUENCY:** Options 1, 2, and 3 Decision Packages ten (10) months prior to the effective date of the option(s).
13. **REMARKS:** The package is the contractor's opportunity to deliver any cost, schedule, or other information relevant to the Option decision(s).
14. **INTERRELATIONSHIP:** Clause F.3, *Option to Extend*. PWS paragraph 2.12.h
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Option Decision Package provides a cost reduction proposal and any additional information that will be requested by the Contracting Officer.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Option Decision Package shall include a cost reduction proposal and the contractor's technical, cost, and schedule performance, as well as contract performance, for all services provided to NASA. The package shall include any additional information the contractor considers relevant to NASA's decision to exercise future options. For options periods 2 and 3, the contractor shall provide an assessment of CLIN maturity and suitability for transition of Incentive Fee CLINS to Firm Fixed Price with defined performance incentives. Additional content requirements are delineated in Clause F.3, and Contracting Officer letter.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CD-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3

6. **TITLE:** Technology Reports

7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.

8. **OPR:** ED03 9. **DM:** IS01

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:**
Technology Reporting Plan: Upon Contracting Officer's request.
Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of reportable item.
Interim NASA New Technology Summary Report (NTSR) Form: 12 months from the effective date of the contract.

12. **SUBMISSION FREQUENCY:**
Technology Reporting Plan: Upon Contracting Officer's request.
Disclosure of Invention and New Technology (NASA Form 1679): For each reportable item.
Interim NASA New Technology Summary Report (NTSR) Form: Every 12 months.
Final NASA New Technology Summary Report (NTSR) Form: Immediately or within three months after completion of contracted work. Final Payment is contingent upon submission of the Final NTSR.

13. **REMARKS:** Copies of NASA Form 1679 and the NASA New Technology Summary Report (NTSR) Form (Interim and Final) may be obtained and/or filled out at: <http://entre.nasa.gov/>. These forms may also be obtained from the New Technology Representative ([mailto: Carolyn.E.McMillan@nasa.gov](mailto:Carolyn.E.McMillan@nasa.gov)).

14. **INTERRELATIONSHIP:** PWS paragraph 3.11.j

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Reportable Item". Per NFS 1852.227-70, "Reportable Item" means any invention, discovery, improvement, or innovation of the contractor, whether or not the same is or may be patentable or otherwise protectable under Title 35 of the United States Code, conceived or first actually reduced to practice in the performance of any work under this contract or in the performance of any work that is reimbursable under any clause in this contract providing for reimbursement of costs incurred prior to the effective date of this contract.

- 15.2 **APPLICABLE DOCUMENTS:**
NFS 1852.227-70 New Technology Clause

DRD Continuation Sheet

TITLE: Technology Reports

DRD NO.: 1294CD-002

DATA TYPE: 3

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

15.3 CONTENTS: The Technology Reports consist of:

- a. Disclosure of Invention and New Technology (Including Software): In accordance with NFS 1852.227-70 (e)(2), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the reportable item was made and the inventor(s) or innovator(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and physical, chemical, biological, or electrical characteristics of the reportable item. The disclosure shall also identify any publication, on sale, or public use of any subject invention and whether a manuscript describing such invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the contractor shall promptly notify the agency of the acceptance of any manuscript describing a subject invention for publication or of any on sale or public use planned by the contractor for such invention. This reporting requirement may be met by completing NASA Form 1679 (latest revision) in hardcopy or online at: <http://entre.nasa.gov/>. Use of this form or the online system is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:
 1. Descriptive title.
 2. Innovator(s) name(s), title(s), phone number(s), and home address(es).
 3. Employer when innovation made (name and division).
 4. Address (place of performance).
 5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
 6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
 7. NASA Contracting Officer's Technical Representative (COTR).
 8. Contractor/grantee New Technology Representative.
 9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
 10. Additional documentation.
 11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
 12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
 13. Patent status.
 14. Dates or approximate time period during which this innovation was developed.
 15. Previous or contemplated publication or public disclosure including dates.
 16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom)?
 - (d) Were prior versions distributed (if yes, supply NASA or contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
 17. Name(s) and signature(s) of innovator(s).

DRD Continuation Sheet**TITLE:** Technology Reports**DRD NO.:** 1294CD-002**DATA TYPE:** 3**PAGE:** 3/3**15. DATA PREPARATION INFORMATION (CONTINUED):**

- b. Interim NASA New Technology Summary Report (NTSR): This report shall consist of a listing of reportable items for the reporting period or certification that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of the Interim NTSR shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://entre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
 - c. Final NASA New Technology Summary Report (NTSR): This report shall consist of a comprehensive list of all reportable items for the contract duration or certification that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of the Final NTSR shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://entre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
 - d. Subcontracts: The contractor shall provide copies of subcontracts containing a patent rights clause upon Contracting Officer's request.
- 15.4 **FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest version) or the online system at: <http://entre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Summary Reports may use the NTSR Form (Interim or Final whichever is applicable) utilizing the online system at: <http://entre.nasa.gov/> or provide sufficient information to meet the reporting requirement.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** I³P Service Asset and Configuration Management (SACM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's approach for managing and protecting the integrity of service assets and configuration Items.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Preliminary 120 days after effective date of the contract; Baseline 180 days after effective date of the contract; update as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraphs 2.10 and 3.10.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P SACM Plan provides the Contractor's proposed management approach for managing and protecting the integrity of Service Assets and Configuration Items.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P SACM Plan shall include, at a minimum, the following:
 - a. Process for identifying and maintaining Configuration Items/Service Assets (including relevant attributes, relationships, baselines and detail, and status and changes thereto) in the CMDB.
 - b. Process for verifying and auditing Configuration Items and Service Assets.
 - c. Process for implementing corrective actions to resolve Configuration Item/Service Asset discrepancies.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-004**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** I³P Release and Deployment Management (RDM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's approach for managing release packages and their constituent components, deployment into production, and establishing effective use of the service(s).
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Preliminary 120 days after effective date of the contract; Baseline 180 days after effective date of the contract; update as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P RDM Plan provides the Contractor's approach for managing release packages and their constituent components, deployment into production, and establishing effective use of the service(s).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P RDM Plan shall include, at a minimum, the following:
 - a. Process for performing RDM in coordination and collaboration with Government, I³P contractors, and other contractors.
 - b. Process for notifying the Enterprise Service Desk regarding release and deployment activities.
 - c. Process for building, testing, piloting (if required), and packaging of releases.
 - d. Process for planning for pass/fail situations and executing a back-out plan (if required).
 - e. Process for verifying deployment, stabilizing service(s), and closing deployment.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** I³P Application Inventory (AI) Report
7. **DESCRIPTION/USE:** To collect and provide an inventory of applications being used to support NASA services.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Annually
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Application Inventory (AI) Report includes all applications being used to support NASA services.
- 15.2 **APPLICABLE DOCUMENTS:** TBD
- 15.3 **CONTENTS:** The Application Inventory (AI) Report shall include, at a minimum, the following:
 - a. Application Name.
 - b. Application Description/Services Provided.
 - c. Application Component (third level portfolio from APM Hierarchy).
 - d. primary functionality, and if applicable, secondary functionality.
 - e. Total Cost: Development, Maintenance, Enhancement or Steady State to include:
 1. Hardware Costs.
 2. Licensing Fees.
 3. Recurring Maintenance and Support Agreement Fees.
 4. Application Hosting Costs.
 5. Contractor Work Year Equivalent Cost.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update annually to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-006**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** I³P Capacity Management Plan
7. **DESCRIPTION/USE:** To describe the Contractor's methodology and approach for managing capacity and associated performance issues.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Preliminary 120 days after effective date of the contract; Baseline 180 days after effective date of the contract; update as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P Contractor's Capacity Management Plan describes Contractor's methodology and approach for managing capacity and associated performance issues.
- 15.2 **APPLICABLE DOCUMENTS:** **SIM to add for all DRDs** at a later date
- 15.3 **CONTENTS:** The I³P Capacity Management Plan shall include, at a minimum, the following:
 - a. Process for identifying service and component capacity including trends and profiles.
 - b. Process for recommending effective use of existing capacity.
 - c. Standard templates to support capacity planning.
 - d. Process for coordinating and collaborating with Government, I³P contractors, and other contractors, to support capacity planning.
 - e. Process for providing advice on new technologies.
 - f. Process for notifying the Enterprise Service Desk regarding potential issues.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** I³P Service and Component Capacity Report
7. **DESCRIPTION/USE:** To collect and provide service and component capacity data showing trends and utilization.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 business days following completion of the first monthly reporting period
12. **SUBMISSION FREQUENCY:** Monthly within 10 business days after the end of each calendar month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P Service and Component Capacity Report provides monthly data showing capacity utilization, volumes, and historical trends against forecast and baselines.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P Service and Component Capacity Report shall provide statistics for the current month as well as the two (2) previous months and shall be reported by NASA location and as a total for NASA. The report shall include, at a minimum, the following:
 - a. Results of performance monitoring, service capacity analysis, and service performance tuning.
 - b. Current, historical, and projected capacity thresholds.
 - c. Reporting against Government-established standards and metrics.
 - d. Results of formal reviews of projected capacity requirements.
 - e. Capacity and performance trends and volumes against forecasts and baselines.
 - f. Results of prototyping and sizing exercises.
 - g. Testing and sizing models for capacity impacts.
- 15.4 **FORMAT:** SIM to provide format for all reports.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1294 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 2</p> | <p>2. DRD NO.: 1294CF-008</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** I³P Availability Management (AM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's methodology for managing all availability-related issues, relating to both services and resources, ensuring that availability targets in all areas are measured and achieved.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Preliminary 120 days after effective date of the contract; Baseline 180 days after effective date of the contract; update as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P AM Plan provides the Contractor's proposed approach for managing availability of services and systems.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P AM Plan shall include, at a minimum, the following:
- a. Process for managing product and service availability.
 - b. Process for notifying the Enterprise Service Desk regarding potential issues.
 - c. Process for defining availability, reliability, and maintainability (ARM) targets and measures; and aligning measures with underpinning service agreements.
 - d. Process for establishing service metrics, and tools for measuring and monitoring ARM and associated changes.
 - e. Process for conducting analysis for compliance to ARM Service Levels.
 - f. Process for assisting in identifying, investigating and resolving service availability issues.
 - g. Process for collecting and analyzing ARM data.
 - h. Process for complying with ARM Service Levels.
 - i. Process for evaluating availability improvement opportunities and associated costs.
 - j. Process for meeting Government design and architecture standards, end-to-end service availability requirements and continuity plans.
 - k. Process for supporting end-to-end availability validation test plans.
 - l. Process for planning and scheduling downtime.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-009**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** I³P Availability, Reliability, and Maintainability (ARM) Analysis Report
7. **DESCRIPTION/USE:** To collect and provide Availability, Reliability, and Maintainability data showing service availability historical trends, including service and component failure results and compliance with Service Level Agreements.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 business days following completion of the first monthly reporting period
12. **SUBMISSION FREQUENCY:** Monthly within 10 business days after the end of each calendar month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P ARM Analysis Report provides data showing service availability historical trends, including service and component failure results and compliance with Service Level Agreements.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P ARM Analysis Report shall include, at a minimum, the following:
 - a. Service availability issues, investigative results, and resolution status.
 - b. Historical trends showing service and component failure results (e.g., uptime statistics, Mean Time Between Failures/frequency of outage, and Mean Time to Repair/duration of outage).
 - c. Historical trends showing compliance with Service Level Agreements.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-010**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** I³P IT Service Continuity Management (ITSCM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's method for establishing and maintaining ongoing recovery capability for required IT services and their components.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Preliminary 120 days after effective date of the contract; Baseline 180 days after effective date of the contract; update as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The I³P ITSCM Plan provides the Contractor's proposed management approach for establishing and maintaining ongoing recovery capability for IT services and their components.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The I³P ITSCM Plan shall include, at a minimum, the following:
 - a. Process for managing product and service continuity.
 - b. Process for notifying the Enterprise Service Desk regarding potential issues.
 - c. Process for identifying contingency options and impact mitigation actions and strategies.
 - d. Process for enabling the effective identification, analysis, and management of risk responses.
 - e. Process for development, production, testing, maintenance, and training of the plan.
 - g. Process, including criteria, for invoking the plan, executing recovery plans, restoring service to normal operation, and leading and/or coordinating recovery efforts.
 - h. Process for testing and documenting results of disaster recovery testing.
 - i. Process for identifying required ITSCM contingency services that impact the required IT services.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required annually to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294CF-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** I³P Interface Definition Agreement (IDA)
7. **DESCRIPTION/USE:** To collect and provide data showing interface requirements between Government and Contractor provided computer systems.
8. **OPR:** OCIO 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix 1 to Attachment J-1, Section 7. PWS paragraph 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Interface Definition Agreement (IDA) is required whenever a Contractor chooses to use a non-Government computer system to support their provision of services, e.g., Change Management, Incident Management, Request Management, Problem Management, and Service Asset and Configuration Management.
- 15.2 **APPLICABLE DOCUMENTS:** TBD
- 15.3 **CONTENTS:** The Interface Definition Agreement (IDA) shall include, at a minimum, the following:
 - a. A short description of the computer systems being addressed.
 - b. Cross reference matrix of Government to Contractor data elements, e.g., name, size, format, description, and relationship.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AS41 9. **DM:** IS01
10. **DISTRIBUTION:** Cognizant Property Administrator
11. **INITIAL SUBMISSION:** Preliminary during Phase-In, no later than 30 days prior to effective date of the contract. Final two months after effective date of contract.
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 2.3.1.a
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS:**

FAR	<i>Federal Acquisition Regulation, Part 45</i>
FAR	<i>Federal Acquisition Regulation, Part 52.245</i>
NFS 1852-245	<i>NASA/FAR Supplement and latest revisions thereto</i>
NFS 1852.245-80	<i>NASA FAR Supplement, Government Property Management Information (PIC 07-09)</i>
NPR 5100.4B	<i>Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899] (REVALIDATED 9/16/2008)</i>
- 15.3 **CONTENTS:** The Government Property Management Plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management approach and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|---|
| <p>1. DPD NO.: 1294 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 1</p> <p>6. TITLE: Management Plan</p> <p>7. DESCRIPTION/USE: To provide a description of the contractor's summary contract management approach and organization for accomplishing the requirements set forth in the contract.</p> <p>8. OPR: IS01 9. DM: IS01</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: Preliminary during Phase-In, no later than 30 days prior to effective date of the contract.</p> <p>12. SUBMISSION FREQUENCY: Final 30 days after effective date of contract and update as necessary.</p> <p>13. REMARKS: This is the contractor's summary of their management approach and its relationship to their organization.</p> <p>14. INTERRELATIONSHIP: PWS paragraph 2.1.a</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 SCOPE: The Management Plan describes the contractor's summary concept plans, practices, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling tasks, experimental work, and management interfaces.</p> <p>15.2 APPLICABLE DOCUMENTS: None</p> <p>15.3 CONTENTS: The Management Plan shall include the following:</p> <ul style="list-style-type: none"> a. Description of all management processes associated with 1st level PWS. b. Organizational plans/processes associated with 1st level PWS. c. Mapping of contractor organization related to the 2nd level PWS. d. Process of setting goals and establishing policies, practices, procedures, and organizational structure to support the NASA CIO and MSFC IT Governance processes. e. Process of setting goals and establishing policies, practices, procedures, and organizational structure to support accomplishment of NICS I³P objectives. As a minimum, this includes both transition and transformation management. f. Process for identification and resolution of as a minimum problems, issues, and weaknesses. <p>15.4 FORMAT: Contractor format is acceptable and shall include no more than twenty (20) pages in Times New Roman 12 font, paper size 8-1/2 x 11, no foldouts.</p> <p>15.5 MAINTENANCE: Changes shall be incorporated by change page or complete reissue.</p> | <p>2. DRD NO.: 1294MA-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
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DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** Infrastructure Project Plan

7. **DESCRIPTION/USE:** To provide a detailed description of the contractor's project plan for the specific Infrastructure Project Plan, unique to each Infrastructure Project (PWS 5.0), in accordance with NPR 7120.7.

8. **OPR:** IS01 9. **DM:** IS01

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Ten-page draft during Phase-In, no later than 30 days prior to the effective date of the contract, for each project in PWS 5.0 or 10 (ten) days after NICS approval to proceed with future IDIQ Infrastructure projects. Microsoft Schedule is not required with draft.

12. **SUBMISSION FREQUENCY:** Final 30 days after effective date of the contract; update monthly as required

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 5.0.h

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Infrastructure Project Plan, unique to each Infrastructure Project (PWS 5.0), describes the details of the contractor's plan for a specific NICS development/modernization or enhancement project. The plan is a living document that will be updated throughout the lifecycle of each project.
- 15.2 **APPLICABLE DOCUMENTS:**

NPR 8000.4	<i>Risk Management Procedural Requirements</i>
NPR 7120.7	<i>NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements</i>
NPR 1600.1	<i>NASA Security Program Procedural Requirements</i>
NPD 2810.1	<i>NASA Information Security Policy</i>
NPD 2830.1	<i>NASA Enterprise Architecture</i>
- 15.3 **CONTENTS:** The Infrastructure Project Plan, unique to each Infrastructure Project (PWS 5.0), shall provide a description of the contractor's management, planned approaches, and schedules necessary for completing the specific PWS 5.0 project. In addition, the plan shall describe the organizational relationships of the contractor, subcontractors, and the Government during the project, including points of contact lists. The Infrastructure Project Plan shall minimize risk to NASA's mission, organizations, operations, and customers during the go live transition of the project to operations, be as transparent to the customer as possible, and minimize service unavailability. The plan shall comply with the policies and procedures as stated in NPR 8000.4 (current rev), NPR 7120.7, NPR 1600.1 (current rev), NPD 2810.1 (current rev), and NPD 2830.1 (current rev).
- 15.4 **FORMAT:** Final format shall be in accordance with NPR 7120.7. Schedule(s) shall be in Microsoft Project.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|---|
| <p>1. DPD NO.: 1294 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 1</p> <p>6. TITLE: Transition Plans</p> | <p>2. DRD NO.: 1294MA-003</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/3</p> |
|--|---|
7. **DESCRIPTION/USE DESCRIPTION/USE:** For each transition, to provide a detailed description of the contractor's approach, transition team, strategy, communications approach with both NICS and the impacted center, schedule, service implementation/verification strategy, transition risk assessment and risk management, and configuration management for transition of center contracts to NICS.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft 30 days prior to each scheduled contract transition (see Attachment J-19).
12. **SUBMISSION FREQUENCY:** Final ten (10) days prior to each scheduled contract transition.
13. **REMARKS:** This is the contractor's description for their approach for transitioning subsequent Center contracts that did not transition during NICS Phase-In (e.g. after full up contract assumption).
14. **INTERRELATIONSHIP:** PWS paragraphs 2.4.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Each Transition Plan includes the human resource, property management, and knowledge transfer activities required to successfully transition in the incumbent personnel/or new hires, government furnished equipment, and current systems without interruption of services.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Each Transition Plan shall, at a minimum, describe the contractor's approach to assuming full contractual responsibility for effort contained in those contracts coming into NICS subsequent to full assumption of responsibility (i.e. after Phase-In as delineated in the contract transition schedule in Attachment J-19). The plans shall ensure continuity and a smooth transition with the incumbent contractors during contract performance while minimizing disruption to critical work and the overall workforce. Each of the unique Transition Plans shall address how ongoing work will be maintained, the proposed management organization, schedule, key milestones, staffing plan, orientation and training of personnel, the extent to which incumbent personnel will be hired, the plan to recruit the remainder of the required workforce, and any other issues deemed critical to a successful transition from the current contract to this follow-on effort. Further the plans shall include a comprehensive risk identification, tracking and closure process. The plans shall also describe any risks associated with such areas as workforce and/or skill mix retention and proposed mitigation strategies. The contractor shall also describe how the information security challenges of each unique transition will be met, particularly any requirements for personnel security clearances and how the logistics and property management functions will transition. The plans shall also address the schedule for receipt and acceptance of the Government-furnished property within each unique transition period. The plans shall also identify and describe any dependencies upon the incumbent contractors and the extent of involvement of NASA personnel during this period. The plans shall also include recommendations for additional or alternative approaches to transition in the Center-specific services.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-004**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Earned Value Management System Description
7. **DESCRIPTION/USE:** To provide a description of the contractor's plan for utilizing ANSI/EIA Standard 748 compliant Earned Value Management System.
8. **OPR:** CS40 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** During Phase-In, no later than 30 days prior to effective date of the contract, and in accordance with NFS 1852.234-1 and NFS 1852.234-2 for projects in PWS 5.0.
12. **SUBMISSION FREQUENCY:** Per the direction of the cognizant Government Contracting Officer; update as required.
13. **REMARKS: NOTE:** This DRD applies only to projects in PWS 5.0. Reference is made to NPD 7120.4B, *Program/Project Management* and NPR 7120.7, *NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements*. Changes to the EVMS shall be processed in accordance with NFS 1852.234-2 for projects in PWS 5.0.
14. **INTERRELATIONSHIP:** NFS 1852.234-1, *Notice of Earned Value Management System* and NFS 1852.234-2, *Earned Value Management System*. PWS paragraph 2.2.h
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Earned Value Management System Description provides a description of the system and the contractor's comprehensive plan for complying with the requirements of ANSI/EIA Standard 748 and the applicable NASA FAR Supplement Solicitation Provisions and Contract Clauses.
- 15.2 **APPLICABLE DOCUMENTS:**

ANSI/EIA Standard 748	<i>Industry Guidelines for Earned Value Management Systems</i>
NFS 1852.234-1	<i>Notice of Earned Value Management System</i>
NFS 1852.234-2	<i>Earned Value Management System</i>
- 15.3 **CONTENTS:** The Earned Value Management System Description shall provide an understanding of each activity required to meet the requirements of ANSI/EIA Standard 748. The document shall briefly, but comprehensively, present the contractor's approach and schedule of internal activities to comply with the requirements and to demonstrate this compliance to a Government/NASA/MSFC Compliance Review Team. The document shall include the contractor's plan for implementation of and activities leading up to the demonstration review with the Compliance Review Team. The contractor shall provide a monthly status of progress toward meeting this plan until the contractor's management system is accepted by the Review Team. The plan shall address the requirements of NFS 1852.234-1 and NFS 1852.234-2. **NOTE: If the EVMS being proposed has been validated and there is an Advance Agreement (AA) in place, then it is acceptable to include a statement to that effect in the proposal and a copy of the AA in lieu of the EVM System Description document. The Government Project Manager retains the right to require acceptance by a Government Compliance Review Team as specified above.**
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|----------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294MA-005 |
| 3. DATA TYPE: 1/2/3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/5 |
6. **TITLE:** Documentation
7. **DESCRIPTION/USE:** To provide necessary information for effectively utilizing and operating hardware and software systems for which the contractor has responsibility.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1
12. **SUBMISSION FREQUENCY:** See Attachment 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** See Attachment 1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Documentation will be provided on all hardware and software covered by the contract to the extent necessary to permit effective utilization.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Documentation shall be in the form of manuals, plans, studies, technical bulletin, user guides, quick references, newsletters, and online files. Information is to be provided in sufficient detail and with such clarity to allow understanding necessary to plan and process work. Administrative, operating, and technical information shall be included with examples as appropriate. A documentation tree shall be maintained for applicable documents. Specific documentation requirements are detailed in Attachment 1.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1 for specific format requirements.
- 15.5 **MAINTENANCE:** Revisions made periodically to reflect current information.

ATTACHMENT 1

Documentation	Applies to PWS paragraph	Frequency	Data Type	Format	Content
a. Information Systems architecture for computers, applications, and data administration	3.0, 6.0	Maintain current	3	Electronic	
b. Enterprise Architecture Documentation	3.0, 3.11.i, 4.0, 6.0	Baseline 6 months after contract start, then update as needed or at least annually	2	Hardcopy and Electronic	
c. Special Studies	3.11.a, 4.0, 6.0	As Required	3	Hardcopy and Electronic	Trade studies, feasibility studies, trend analyses, business cases, hypothetical investigations, benchmarks, standards migration, pricing, etc.
d. Configuration Documentation/ Drawings	3.10.3, 4.0, 6.0	Baseline generated under previous contracts with updates as needed	3	Hardcopy and Electronic	Design drawings, specifications, technical configurations, diagrams, architectures, processes etc., to include Configuration Management database(s).
e. Asset Management	2.3.1, 4.0, 6.0	Maintain current	3	Electronic	Government property inventory and records.
f. Disaster Recovery Plan	3.7.7.h, 3.12.3.d	Annually	1	Hardcopy and Electronic	
g. Facilities Management Documentation	2.8, 3.8.5	Baseline 6 months after contract start, then update as needed or at least annually	3	Hardcopy and Electronic	Documentation and floor plans for operations areas and office spaces, including HVAC, power, rack space, & environmental.
h. Customer Requirements	3.9, 4.0, 6.0	Semi-Annual Snapshot coinciding with budget cycle, with updates as needed	3	Hardcopy and Electronic /database	Enterprise, Center, and Unique Service Level Agreements.
i. Management and Operations Documentation	3.6, 3.8, 4.0, 6.0	Maintain current	1	Hardcopy and Electronic	Policies and Standard Operating Procedures (SOPs).
j. Contractor Account Management Documentation	2.6.2.e	Maintain current	3	Hardcopy and Electronic	Contractor User account information (userid, access, quotas, requirements), smart cards, secure tokens, etc.

ATTACHMENT 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
k. Collaboration Services Facilities Documentation	3.5	Maintain current	3	Hardcopy and Electronic	Room layout, facility changes, and equipment for ViTS and VoTS facilities.
l. NICS Services Document	3.9, 6.0	Baseline 6 months after contract start, then update as needed or at least annually	1	Hardcopy and Electronic	Maintain existing NISN Services Document (NISN 001-001) and add new NICS services.
m. Connection Database	3.10.3, 4.0, 6.0	Maintain current	3	Electronic	Document appliance, office jack, switch port, network connectivity and etc.
n. User Training Documentation	3.9, 4.0, 6.0	Maintain current	2	Hardcopy and Electronic	Class documentation, videotapes, hardcopy and computer-based tutorial information, reference information for user training and specialized training, including but not limited to, services and systems.
o. Training and Certification Plan	3.7.4	Maintain current	2	Electronic	Training and certification details for mission operations.
p. Consolidated Hardware/Software Maintenance Documentation	3.6.4, 3.8, 4.0, 6.0	Maintain current	3	Electronic; Hardcopy on request	Key contact list, spare parts and materials list, Service records for each system to include date and type of equipment, service performed, list of parts used and costs, staff-hours utilized and downtime, Inventory of hardware and software licenses, including as a minimum expiration dates and price, and vendor documentation for all systems.
q. Telephone Directory	4.x.5*, 6.1	Maintain current	1	Hardcopy and Electronic	
r. Cable Plant Documentation	4.x.5*, 6.1	Maintain current	3	Hardcopy and Electronic	Inter-building cable systems and documentation; cable distribution systems and documentation.
s. Systems Configuration Information	3.10.3, 4.0, 6.0	Maintain current	3	Hardcopy and Electronic	Includes hardware numbers, software revision levels, user interface details, and circuit details, such as circuit numbers, circuit types, originating and terminating locations, installation date, and service request reference number.
t. "Top Five" Report	2.1.c	Bi-weekly	3	Electronic	Significant accomplishments, issues, risks, and problems encountered, to be submitted by 2 nd level PWS.

* 4.x represents the NASA Centers under PWS sections 4.1 – 4.12.

ATTACHMENT 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
u. Customer Satisfaction Surveys Summary Report	3.9	Monthly	2	Online database	Summarize customer satisfaction survey data (number of surveys sent, responses received, action taken, and results) for general, problem resolution, and service request process by PWS level 2.
v. Hostile Probe Database Trending Report	3.12	Weekly Monthly	3	Electronic	Information collected on hostile probes.
w. Nature of NASA Network Traffic Report	3.12	Monthly	3	Electronic	NASA network traffic passing between NASA and partners, including Internet.
x. Russian IT Security Report	6.1.4	Monthly	3	Electronic	Network metrics, web trending reporting, incident response.
y. GSA Vendor Cost, Usage, and Performance Summary Report	3.13	Monthly	3	Electronic	GSA vendor usage and cost by customer, performance reports; recommendations for improvement of carrier performance and resolution of recurring problems.
z. Daily Status Report	3.7.4.k	Daily	3	Electronic	Title: Daily Report for (Date). Section 1: Outages; Section 2: Tests, Simulations, and Supports.
aa. Operational Support Plans	3.7.4.c	As required	3	Electronic	Documentation to support specific mission or project planning, launch, and flight.
bb. Mission Video Distribution Activities Report	3.7.2.f	Weekly	3	Electronic	Documentation of all operations, engineering, maintenance and repair activities.
cc. Mission Video Distribution Activities Daily Log	3.7.2.f	Maintain current	3	Electronic	
dd. Network Scheduling Daily Log	3.6.5, 3.8.3	Maintain current	3	Electronic	
ee. Network Activity and Outage Reports	3.6.5, 3.8.1	Daily, Archived	3	Electronic	As a minimum to include Priority 1 outages, completed activities, scheduled activities, and high profile customer events.
ff. Network Expansion Plans	3.11.d	As required	3	Electronic	Expansion plans based on monitoring of system traffic patterns.
gg. Problem Resolution and Maintenance Status Report	3.6.4.d, 3.8, 4.0, 6.0	As required - Archived	3		As a minimum include automatic log of customer trouble calls, including metrics (e.g., caller queue times, abandoned calls, etc), and operations log of installation, troubleshooting, maintenance, and restoration activities (e.g., component involved, period of downtime, corrective actions).

ATTACHMENT 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
hh. Problem Resolution and Maintenance Status Report	3.6.4.d, 3.8, 4.0, 6.0	As required - Archived	3		As a minimum include automatic log of customer trouble calls, including metrics (e.g., caller queue times, abandoned calls, etc), and operations log of installation, troubleshooting, maintenance, and restoration activities (e.g., component involved, period of downtime, corrective actions).
ii. Service Request Status Reports	3.9.r, 4.0, 6.0	Monthly - Archived	3	Electronic	Status of all active service requests.
jj. Tier 2 Help Desk Status Reports	3.6.6, 4.0, 6.0	Monthly	3	Electronic	
kk. Personnel Activity Report	2.12.m	Quarterly	3	Electric and Hardcopy to CO	For each reporting period - Beginning and ending personnel levels (prime and sub), attrition rates (prime and sub), relocation and training expenses, bonuses, terminations (voluntary and involuntary), new hires (exempt and non-exempt), beginning and ending personnel levels for minorities and females, sick leave hours, and jury duty hours.
ll. Contractor Code of Conduct Report	2.5.d	Quarterly	3	Electric and Hardcopy to CO	Procurement control violations (e.g. waste, fraud, and abuse), unsecured doors, speeding/parking tickets, building incidents, etc.
mm. "As Built" NSS Documentation	6.2	One time	3	Electric and Hardcopy	Physical layout and drawings of hardware and infrastructure.
nn. NSS Operations Plan	6.2	One time	3	Electric and Hardcopy	Plan for physical and cyber security of facility, equipment, and data.
oo. Vulnerability Scan Findings and Metrics Report	3.7.7.d, 3.12.3, 4.0, 6.0	Quarterly	3	Electric and Hardcopy	Quarterly reporting of scanning findings and metrics performance.
pp. Intrusion Detection Report	3.7.7, 3.12.1, 4.0, 6.0	Monthly	3	Electric and Hardcopy	Monthly reporting of all detected network intrusions and corrective actions.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294
2. **DRD NO.:** 1294MA-006
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Work Breakdown Structure (WBS) and WBS Dictionary
7. **DESCRIPTION/USE:** To establish a framework for reporting program cost, schedule, and technical performance. To provide a basis for uniform planning, reporting status, program visibility, and assignment of responsibilities.
8. **OPR:** CS40
9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** During Phase-In, no later than 30 days prior to effective date of the contract.
12. **SUBMISSION FREQUENCY:** Update as required. Revised pages shall be submitted 10 calendar days after contract WBS changes (following Government approval).
13. **REMARKS:** NPR 7120.7 (Current Revision), *NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements*, and MIL-HDBK-881, *Department of Defense Handbook Work Breakdown Structure*, shall be used as guides in the preparation of the WBS and the WBS dictionary. This DRD applies to the overall NICS contract.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.h
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Work Breakdown Structure (WBS) establishes a product-oriented logical subdivision of hardware, software, services, facilities, etc., that make up the total project scope of work. The WBS Dictionary provides a narrative description of the tasks and effort to be performed in each WBS element.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The WBS and WBS Dictionary are two distinct project documents used for defining the approved program scope of work. The contents of each document are detailed in the following paragraphs:
 - a. WBS – A logical, hierarchical display of the subdivision of all contract work to be completed. The hierarchical display shall contain a tree diagram chart depicting all WBS elements by their respective element title and number. The WBS hierarchy shall also include a WBS Index containing the following:
 1. Line item number.
 2. WBS elements/tasks listed by title and indented to reflect the level (e.g., level 1 is total contract; levels 2 and following are successively lower levels).
 3. Contract line item associated with the WBS element.
 4. Performance Work Statement (PWS) paragraph numbers associated with the WBS element.
 5. Specification number of the specification that covers the WBS element (if applicable). If the specification is associated with more than one WBS element, indicate the specification paragraph numbers associated with the WBS element.
 6. Contract end item number of WBS element (if applicable).
 - b. WBS Dictionary - The WBS dictionary shall describe the technical and cost content of every WBS element and efforts associated with each element (e.g., design, development, manufacturing). For WBS elements specified elsewhere for cost reporting, the WBS dictionary definitions shall also include the exact narrative of the directly associated PWS paragraphs. The WBS dictionary shall be arranged in the same order as the contract WBS index. Following the description of the WBS element shall be a listing of lower level WBS elements. The WBS dictionary shall include the following for each WBS element:
 1. WBS element title, number, and element task description.

DRD Continuation Sheet

TITLE: Work Breakdown Structure (WBS) and WBS Dictionary

DRD NO.: 1294MA-006

DATA TYPE: 2

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

2. PWS paragraph number.
 3. Specification (number and title) associated with the WBS element.
 4. Contract line item associated with the WBS element.
 5. Date, revision number, revision authorization and approved changes.
 6. Contract end item/data item number and quantity.
 7. Cost content, description, and associated charge codes.
 8. WBS code and work order/work authorization.
 9. Technical content.
 10. System contractor.
 11. Associate or subcontractor.
 12. Applicable PWS narrative.
- 15.4 **FORMAT:** The WBS shall be in a chart format showing element relationships, arranged in the same order as the WBS provided in the Request for Proposal. The WBS Dictionary shall be ordered in consonance with the WBS index and shall reference each WBS element by its identifier and name.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|-------------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294MA-007 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** NISN Systems Readiness Report
7. **DESCRIPTION/USE:** To report, in support of certification, that the NISN services are ready to support mission and program milestones.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Five (5) business days before the first mission or program milestone after effective date of the contract.
12. **SUBMISSION FREQUENCY:** Five (5) business days prior to subsequent mission or program milestones; update as required by mission or program milestones.
13. **REMARKS:** This report is a formal deliverable to NASA customers that ensures readiness of the NISN infrastructure to support mission or program milestones. These readiness reports are provided to the NISN Configuration Control Board (CCB) or the CCB's delegates who are responsible for ensuring NISN services are ready to support mission or program milestones. Some customers may require signatures to certify readiness.
14. **INTERRELATIONSHIP:** PWS paragraph 3.6.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The NISN Systems Readiness Report provides visibility and commitment of the NISN services to support milestones, as well as product and process status for certifying readiness to support milestones. As a minimum, this includes the customers' Flight Readiness Reviews, the NISN Flight Readiness Reviews, and similar reviews for program milestones.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|------------|--|
| NSTS 08117 | <i>Certification of Flight Readiness Requirements</i> |
| SSP 50108 | <i>Certification of Flight Readiness for Space Station</i> |
- 15.3 **CONTENTS:** The NISN Systems Readiness Report shall include network/system status, support details, issues/concerns, changes since the last readiness review, accomplished level of training, and completeness of testing. Status of major anomalies discovered during testing, training, and/or operations activities shall be provided along with necessary restrictions or workaround(s). The reports shall include data to support the contractor's readiness to support mission milestones as defined in applicable documents in 15.2.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-008**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Service Performance Report
7. **DESCRIPTION/USE:** To provide monthly status of service performance, as defined in Attachment J-1, *Performance Work Statement* and Appendix C, *Performance Specifications*.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fifteen (15) business days after the end of the first month of contract assumption
12. **SUBMISSION FREQUENCY:** Monthly within fifteen (15) business days after the end of each calendar month. GSA reports shall be provided in accordance with GSA reporting requirements.
13. **REMARKS:** The objective is to provide accurate and objective assessments of the contractor's technical performance. These assessments and their feedback to the contractor ensure receipt of the quality and kinds of projects and services required by the contract. Surveillance provides assessments of contractor performance, documentation, plans, schedules, controls, and processes. The accuracy of contractor reporting will be verified either through surveillance of activities or review of each report. Where contractor reporting cannot give sufficient insight, the Government will provide surveillance assessments of contractor activities.
14. **INTERRELATIONSHIP:** DRD 1294MA-018, *NICS Monthly Status Review Report*. PWS paragraphs 2.1.f, 3.2.c, 3.5.1.d, and Appendix C.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Service Performance Report provides the monthly statistics for all performance against specifications for all services.
- 15.2 **APPLICABLE DOCUMENTS:**

NISN-001-001	<i>NISN Service Document (NSD)</i>
NISN SOP-0002	<i>NISN Standard Operating Procedure for Trouble Reporting, Activity Scheduling, Mission Freeze, and Major Outage Notifications</i>
- 15.3 **CONTENTS:** The Service Performance Report shall provide performance against specifications, as defined in Attachment J-1, *Performance Work Statement*, Appendix C, *Performance Specifications*, as described in the PWS, and applicable documents listed in 15.2.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|-------------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294MA-009 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Cost Reports
7. **DESCRIPTION/USE:** To provide current budget guidelines and cost variances for each work package.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft forms submitted with RFP; 30 days after the incurrence of cost.
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's monthly accounting period.
13. **REMARKS:** The draft forms will be used in the evaluation to determine the suitability of the contractor's financial system to provide NASA with monthly reports to track plans versus actuals and projections and tracking of procurements from initiation through purchase order through purchase fulfillment.
14. **INTERRELATIONSHIP:** DRD 1294MA-011, *Financial Management Report*. PWS paragraph 2.2.a and 2.2.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Cost Reports provides, as a minimum for each NASA-defined work package, a month-end snapshot of cost incurred against plan and a yearly projection for each third level PWS, by Center, and customer-requested tracking.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Cost Reports shall be structured to provide, for each work package, projections and tracking of negotiated, accrued, and actual costs for each third level PWS, by Center, and customer-requested tracking. The reports shall also include projected and actual manpower and cost variances from the plan for the current fiscal year, magnitude of variances, reason for variances, and all projected activities that might affect the variances and include, as a minimum, the following:
- a. Labor cost.
 - b. Hardware and Software Procurement cost and status.
 - c. Hardware and Software Maintenance cost and status.
 - d. Travel cost and status.
 - e. Other Direct Costs (ODCs) and status.
- 15.4 **FORMAT:** Contractor format is acceptable with Government approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-010**
3. **DATA TYPE:** 2/3*
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Export Control Plan and Reports
7. **DESCRIPTION/USE:** To provide the contractor's plan for complying with export control requirements and reports of export control activities.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 10 days of effective date of the contract
12. **SUBMISSION FREQUENCY:** Update Export Control Plan as required. Submit reports monthly.
13. **REMARKS:** *The plan is Data Type 2. The reports are Data Type 3.
14. **INTERRELATIONSHIP:** PWS paragraphs 2.6.3.a and 2.6.3.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Export Control Plan and Reports provides export control processes and procedures and the report details export control activities.
- 15.2 **APPLICABLE DOCUMENTS:**

NASA FAR 1852.225-70	<i>Export Licenses</i>
NPD 2190.1	<i>NASA Export Control Program</i>
MPD 2190.1	<i>MSFC Export Control Program</i>
MPR 2190.1	<i>MSFC Export Control Program</i>
- 15.3 **CONTENTS:** The Export Control Plan and Reports shall include the following:
 - a. The plan shall detail the contractor's plan for meeting the export control requirements of the Export Administration Regulations (EAR), the International Traffic and Arms (ITAR), NASA FAR Supplement 1852.225-70, NPD 2190.1, MPD 2190.1 and MPR 2190.1. The plan shall provide processes and procedures that are functionally able to address the elements of export control, including software release; foreign visitors/ workers; scientific and technical information release; hardware; shipments; internet and web page information; and US Postal services, facsimile, and electronic mail information exchange. The plan shall also provide processes and procedures which are functionally able to address any issues and incidents related to NASA support systems and training of all personnel on export control processes and procedures.
 - b. All export control activities shall be entered into the MSFC Centerwide United Export System (CUES) database.
 - c. The report shall detail all export control activities for the month reported. The data for the report shall be retrieved from the CUES database.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M and 533Q)
7. **DESCRIPTION/USE:** To provide quarterly and monthly financial reports for monitoring NICS costs. The 533M and 533Q reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** An initial report in the 533Q format is required within 30 working days after Authority to Proceed. Initial 533M reporting shall begin no later than 30 days after the incurrence of cost.
12. **SUBMISSION FREQUENCY:** 533Q: Quarterly; no later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b, and 8c. 533M: Monthly; no later than 10 working days following the close of the contractor's accounting month.
13. **REMARKS:** The data contained in the reports shall be auditable using Generally Accepted Accounting Principles.
14. **INTERRELATIONSHIP:** DRDs 1294MA-009, *Cost Report* and 1294MA-013, *Cost Performance Report*. NFS 1852.242-73, *NASA Contractor Financial Management Reporting*, (November 2004). PWS paragraph 2.2.a and 2.2.c
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 9501.2D *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office. The Financial Management Reports (533M and 533Q) shall be prepared in accordance with the detailed instructions provided on the reverse side of the NASA Forms 533M and 533Q and the supplementary instructions set forth in NPR 9501.2D, Chapter 3.
 - a. 533Q Quarterly Report shall include actual cost and cost projections at the total contract level. The initial 533Q report shall reflect the original contract value detailed by negotiated reporting categories and serve as the original baseline plan.
 - b. 533M Monthly Report shall include actual cost and cost projections at the total contract level.
 - c. Both the 533M and 533Q shall be submitted at the third level PWS.

A summary level page reflecting cumulative total contract cost since inception shall be included. Reconciliation between the 533M/533Q and the Cost Performance Report (CPR) shall be submitted as an attachment to the 533M/533Q Report.
- 15.4 **FORMAT:** Contractor internal automated printout reports may be substituted for 533M/533Q forms (with NASA Contracting Officer's approval) provided that the contractor report contains all of the data elements required by NASA Forms 533M and 533Q. Electronic submission of contractor data is required.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-012**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Contractor Self-Assessment Report
7. **DESCRIPTION/USE:** To provide the contractor's self-assessment of performance of the Performance Work Statement (PWS) and performance against Attachment J-4, *Performance Measures*.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 15th day of the month after completion of first quarterly reporting period.
12. **SUBMISSION FREQUENCY:** No later than the 15th day of the month following the end of mid-term and final for each award fee period.
13. **REMARKS:** This document shall be the official correspondence from the contractor regarding their overall performance evaluation for the applicable award fee period.
14. **INTERRELATIONSHIP:** DRD 1294MA-018, *NICS Monthly Status Review Report*. PWS paragraph 2.1.g
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Self-Assessment Report provides the contractor's self-assessment of performance of the Performance Work Statement (PWS), to include as a minimum significant accomplishments and strengths/weaknesses. Additionally, the contractor shall include their performance against Attachment J-4, *Performance Measures*.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Contractor Self-Assessment Report shall include the following:
 1. Accomplishments as related to NASA-defined Areas of Emphasis. Examples of quarterly Areas of Emphasis are as follows:
 - (a) Execute successful mission operations, safely and within cost control, while minimizing risk.
 - (b) Successfully manage customer requirements as relates to programs and projects.
 2. Strengths.
 3. Weaknesses and associated corrective actions.
 4. Period of Performance Cost Assessment Report.
 5. Contract-to-date Cost Assessment Report.
 - b. The contractor shall complete the "Contractor Self-Assessment" column in Attachment J-4, *Performance Measures*.

DRD Continuation Sheet**TITLE:** Contractor Self-Assessment Report**DRD NO.:** 1294MA-012**DATA TYPE:** 3**PAGE:** 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:**

- a. The Contractor Self-Assessment Report shall be structured in three sections – Accomplishments, Strengths and Weaknesses, and Cost Reports – and shall include no more than twenty-five (25) pages in Times New Roman 12 font, paper size 8-1/2 x 11, no foldouts. Reports shall be submitted both in hardcopy and electronically.
 1. Accomplishments – Mapped to the Areas of Emphasis.
 2. Strengths and Weaknesses - Mapped to the Areas of Emphasis.
 3. Cost Assessment Reports – One page each, for a total of two pages (inclusive in the 25 pages), to meet the following format: Period of Performance Cost Assessment Report (Attachment 1) and Contract-to-date Cost Assessment Report (Attachment 2).
- b. As defined in paragraph 15.3.

15.5 **MAINTENANCE:** None required

ATTACHMENT 1

PERIOD OF PERFORMANCE COST ASSESSMENT REPORT

Period of Performance To/From Date	Negotiated	Actuals for Period-to-Date	Variance	Within Contractor Control	Outside Contractor Control
PRIME:					
Direct Labor Hours					
Direct Labor \$					
Per Hour Rate					
Fringe					
Fringe %					
Overhead					
Overhead %					
G&A					
G&A %					
Total Indirects					
SUBS:					
Total Labor Hours					
Total Labor \$					
Per Hour Rate					
Minor Subs					
Total ODCs					
Material & Material Services					
Total (all cost w/o fee)					
Pending Contract Mods:					
Net Total					
% Variance					

NOTES:

ATTACHMENT 2

CONTRACT-TO-DATE COST ASSESSMENT REPORT

Contract-to-Date To/From Date	Negotiated	Actuals for Period-to-Date	Variance	Within Contractor Control	Outside Contractor Control
PRIME:					
Direct Labor Hours					
Direct Labor \$					
Per Hour Rate					
Fringe					
Fringe %					
Overhead					
Overhead %					
G&A					
G&A %					
Total Indirects					
SUBS:					
Total Labor Hours					
Total Labor \$					
Per Hour Rate					
Minor Subs					
Total ODCs					
Material & Material Services					
Total (all cost w/o fee)					
Pending Contract Mods:					
Net Total					
% Variance					

NOTES:

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-013**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Cost Performance Report
7. **DESCRIPTION/USE:** To provide PWS 5.0 information for: (1) integrating cost and schedule performance data with technical performance measures, (2) assessing the magnitude and impact of actual and potential problem areas causing significant cost and schedule variances, and (3) providing valid, timely project status information to higher management.
8. **OPR:** CS40 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 90 days after project Authority to Proceed. Format 5: Initial Cost Performance Report (CPR) shall contain rankings of cost and schedule drivers.
12. **SUBMISSION FREQUENCY:** Monthly; by the 12th working day following the close of the prior month accounting period. Updated list of the cost and schedule driver rankings in Format 5 every six months, based on performance to date.
13. **REMARKS:** This DRD applies only to projects in PWS 5.0.
14. **INTERRELATIONSHIP:** The *Financial Management Report* (DRD 1294MA-011) shall include reconciliation between the 533M/533Q and the Cost Performance Report, which shall be submitted as an attachment to the 533M/533Q reports. The CPR reporting levels and frequency shall be in accordance with each project plan and the Contract Work Breakdown Structure (DRD 1294MA-006) and contract provisions. PWS paragraph 2.2.i
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Cost Performance Report (CPR) includes data to measure cost and schedule performance.
- 15.2 **APPLICABLE DOCUMENTS:**
DI-MGMT-81466 *Data Item Description for Cost Performance Report*
(available at: http://www.acq.osd.mil/pm/currentpolicy/cpr_cfsr/CPR%20Final%203-30-05.pdf)
- 15.3 **CONTENTS:** The Cost Performance Report for each project shall include data pertaining to all authorized project work. Each CPR shall separate direct and indirect costs and identify elements of cost for all direct reporting elements. Each CPR shall consist of:
 - a. Format 1, Project Work Breakdown Structure (WBS): Format 1 shall provide data to measure cost and schedule performance by summary level WBS elements, and the hardware, software, and services NASA is buying. Critical/major subcontractor summary level performance measurement data shall be included as an attachment to Format 1. Subcontractor CPR or Cost/Schedule Status Report (C/SSR) are acceptable.
 - b. Format 2, Organizational Categories: Format 2 provides the same data as Format 1, sorted by the contractor organization. If the contractor is organized by product, Format 2 is optional. Organizational category reporting shall be to the first level of the program's organizational structure.
 - c. Format 3, Baseline: Format 3 provides the budget baseline plan against which performance is measured. It is the baseline report used to track all changes to the Performance Measurement Baseline (PMB). Format 3 shall contain baseline workforce forecasts for two 3-month periods (columns 10 and 11), two subsequent 12-month periods (columns 12 and 13), and the remainder of the contract for the last period (column 14).

DRD Continuation Sheet

TITLE: Cost Performance Report

DRD NO.: 1294MA-013

DATA TYPE: 3

PAGE: 2/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- d. **Format 4, Staffing:** Format 4 shall provide workforce staffing forecasts for correlation with the budget plan and cost estimates and contain the workforce baseline which shall be updated and submitted whenever the Performance Measurement Baseline changes. Organizational category reporting shall be to the first level of the program's organizational structure. Format 4 shall contain baseline and workforce forecasts for two 3-month periods (columns 10 and 11), two subsequent 12-month periods (columns 12 and 13), and the remainder of the contract for the last period (column 14).
 - e. **Format 5, Explanations and Problem Analyses:** Format 5 shall be a narrative report used to explain significant cost and schedule variances and other identified contract problems. Subcontractor variance analyses (determined by the prime contractor) and a discussion of the prime contractor's analysis of the subcontractor's performance shall be provided in Format 5. In the initial submission of the CPR (Format 5), the contractor shall rank, in descending order of criticality (i.e., the most critical elements will be at the top of the list and the least critical will be at the bottom), all reporting level WBS elements anticipated (as determined by the contractor project manager) to be schedule drivers, and all WBS elements (in a similar ranking) anticipated to be the cost drivers on the project. The contractor shall submit an updated list of the rankings every six months, based on performance to date. The Government reserves the right to modify this ranking based on Government perception of criticality. If the contractor uses "critical path" scheduling techniques, identification of the critical path by WBS element shall meet the schedule drivers' requirement. Ranking of the critical path cost drivers shall also be provided. These critical elements shall reconcile to the Master Schedule submitted to the Government.
 - f. **Variance Analysis:** The Variance Analysis shall be a narrative report addressing the following:
 1. Reporting elements that equate to 50% of the list of the schedule drivers (i.e., if 20 schedule drivers are listed, the 10 most critical schedule driver variances over \$100k shall be addressed). If there are 10 or less schedule driver variances, all variances over \$100k shall be addressed.
 2. Reporting elements that comprise the top 50% of the cost drivers (i.e., if 20 cost drivers are listed, the top 10 most critical cost driver variances over \$100k). If there are 10 or less cost driver variances, all cost variances over \$100k shall be addressed.
 3. Impact to the contract Estimate-at-Complete (EAC) for all cost and schedule driver variances addressed.
 4. Explanation for all variances at completion over \$500k.
 5. Corrective Action Plan, as applicable.
- 15.4 **FORMAT:** CPR formats shall be completed according to the instructions outlined in DI-MGMT-81466 and the following forms: Format 1 (DD Form 2734/1); Format 2 (DD Form 2734/2); Format 3 (DD Form 2734/3); Format 4 (DD Form 2734/4); and Format 5 (DD Form 2734/5). Images of the CPR forms are located at: http://www.acq.osd.mil/pm/currentpolicy/cpr_cfsr/CPR%20Final%203-30-05.pdf. Contractor format shall be substituted for CPR formats whenever they contain all the required data elements at the specified reporting levels in a form suitable for NASA management use. The CPR shall be submitted electronically using the American National Standards Institute (ANSI) X12 standards (transaction sets 839) and followed up with a signed paper copy, or XML using WINST.DTD format (format can be found at <http://evm.nasa.gov/reports.html> or the UN/EDIFACT standard (PROBST message).
- 15.5 **MAINTENANCE:** None required

DRD Continuation Sheet

TITLE: Cost Performance Report

DRD NO.: 1294MA-013

DATA TYPE: 3

PAGE: 3/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.6 **STRUCTURES and UNITS:** The structures and units for the NASA wInsight are as follows:

- a. Structures:
 - 1. WBS Work Breakdown Structure
 - 2. OBS Organization Breakdown Structure
 - 3. IPT Integrated Product Team
 - 4. CBS Contract Breakdown Structure
- b. Units:
 - 1. Dollars
 - 2. Hours
 - 3. EQP
 - 4. CivilServiceLab (Civil Service Labor)
 - 5. SubContractor (Sub Contractor)
 - 6. Travel
 - 7. ODC
 - 8. WYE
 - 9. Equipment
 - 10. Other
 - 11. Commitments
 - 12. Obligations

NOTE: All Structures and Units do not have to be used. The ones that are used shall follow this numbering and structuring sequence.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-014**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to each Center's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** Formal update quarterly or upon transition of additional contracts. All submissions will be encrypted via email or on CDs as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiation* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.12.g
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all badged contractor employees, as well as, any contractor remote IT users who will have access to the NICS IT systems.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall contain the data identified in Attachment A.
- 15.4 **FORMAT:** Contractor format shall be submitted via Attachment A or other Center applicable format.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT A
PLEASE FILL CENTER NAME

COMPANY NAME:

CONTRACT NUMBER:

CONTRACT EXPIRATION DATE:

COMPANY POINT OF CONTACT:

PHONE NUMBER:

EMAIL ADDRESS:

NASA PROJECT MANAGER (SPONSOR) OR COTR:

ORGANIZATION CODE:

PHONE:

EMAIL:

LAST NAME	FIRST NAME (Given Name at Birth)	MIDDLE NAME (Given Name at Birth)	SOCIAL SECURITY NUMBER (Last 4 Digits Only)	DATE OF BIRTH	PLACE OF BIRTH (City, State)	DUTY POSITION	DUTY LOCATION (Bldg/Room)	SHIFT ASSIGNMENT	SUPERVISOR'S NAME

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1294 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 3</p> <p>6. TITLE: Contractor Employee Clearance Document</p> <p>7. DESCRIPTION/USE: To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.</p> <p>8. OPR: AS50 9. DM: IS01</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: Immediately when the access is no longer needed</p> <p>12. SUBMISSION FREQUENCY: As required</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: PWS paragraph 2.12.i</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 SCOPE: The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.</p> <p>15.2 <u>APPLICABLE DOCUMENTS:</u> None</p> <p>15.3 <u>CONTENTS:</u> The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1 or other Center applicable form(s).</p> <p>15.4 <u>FORMAT:</u> MSFC Form 383-1, "Contractor Employee Clearance Document" or other Center applicable format(s).</p> <p>15.5 <u>MAINTENANCE:</u> None required</p> | <p>2. DRD NO.: 1294MA-015</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294MA-016 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to the applicable Center's Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.12.j
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294MA-017**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2

6. **TITLE:** Organizational Conflicts of Interest (OCI) Avoidance Plan

7. **DESCRIPTION/USE:** To demonstrate to the Government that the contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.

8. **OPR:** PS31 9. **DM:** PS31

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** During Phase-In, no later than 30 days prior to the effective date of the contract.

12. **SUBMISSION FREQUENCY:** Update as required

13. **REMARKS:** Reference is made to 1852.237-72, *Access to Sensitive Information*; 1852.237-73, *Release of Sensitive Information*.

14. **INTERRELATIONSHIP:** PWS paragraph 2.12.1

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest (OCI) Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated, especially when using subject matter experts or technical experts connected to any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to NASA. The contractor should not assume that Government performance of a contracted task is a form of mitigation.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Organizational Conflicts of Interest (OCI) Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.

DRD Continuation Sheet**TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan**DRD NO.:** 1294MA-017**DATA TYPE:** 3**PAGE:** 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294MA-018 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** NICS Monthly Status Review Report
7. **DESCRIPTION/USE:** To provide the contractor's status of major activities across all NICS PWS areas, including status of projects as defined in PWS 5.0. Additionally, as a minimum, this report shall include performance against contract performance measures, technical specifications, service utilization, and any items or issues that may impact performance evaluation.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Online with hard copy to CO and COTR
11. **INITIAL SUBMISSION:** Submit online prior to initial NICS Status Review following the effective date of the contract.
12. **SUBMISSION FREQUENCY:** Submit online 2 days prior to each monthly NICS Status Review.
13. **REMARKS:** This document is the vehicle for the contractor to communicate to NASA CIO senior management a monthly program status of major accomplishments, issues, plans, and risks.
14. **INTERRELATIONSHIP:** DRDs 1294MA-008, *Service Performance Report* and 1294MA-012, *Contractor Self-Assessment Report*. PWS paragraph 2.1.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The NICS Monthly Status Review Report provides the contractor's status at the second level PWS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The NICS Status Review Report shall include the following:
- a. Capture and status all NICS Status Review action items.
 - b. Provide PWS status to include as a minimum spotlight status, summary metrics, major accomplishments, issues, plans, staffing shortfalls, and risks.
 - c. Provide an Export control summary.
- 15.4 **FORMAT:** The report shall be submitted in Microsoft Power Point format electronically. The presentation of this report should last no more than one and one-half hours.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294QE-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Quality Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality requirements of NPD 8730.5 for the specific NICS services being procured.
8. **OPR:** QD21 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Update as quality-related mitigating factors are better defined.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.9
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Plan will identify, as applicable, the specific quality activities (implementation) related to the design and development, procurement of materials/subcomponents, fabrication, test, shipping, flight operations, refurbishment, and reuse to assure the quality of the items/services delivered. The plan shall reference the contractor's quality manual and procedures as necessary to fully describe the contractor's quality system.
- 15.2 **APPLICABLE DOCUMENTS:**

ANSI/ISO/ASQ Q9001-2000	<i>American National Standard Quality Management Systems Requirements</i>
ISO/IEC 17025	<i>General Requirements for the Competence of Testing and Calibration Laboratories</i>
SAE AS9100	<i>Quality Management Systems - Aerospace – Requirements</i>
SAE AS9003	<i>Inspection and Test Quality System</i>
NPD 8730.5	<i>NASA Quality Assurance Program Policy</i>
NSTS 5300.4 (1D-2)	<i>Safety, Reliability, Maintainability, and Quality Provisions for the Space Shuttle Program</i>
- 15.3 **CONTENTS:** Each quality element of SAE AS9100 in conjunction with either ANSI/ISO/ASQ Q9001-2000 or SAE AS9003 and/or as applicable ISO/IEC 17025 shall be addressed to describe the philosophy and approach for implementation. This can be satisfied by contractor's existing quality manual and procedures. The only exceptions allowed will be processes noted in Section 7 of SAE AS9100 and/or ANSI/ISO/ASQ 9001-2000 as applicable in the contract Statement of Work (SOW). A copy of the Quality System Manual and 1st tier procedures shall be submitted with any required quality plan.

NOTE: Space Shuttle Program contracts may implement the quality system requirements of NSTS 5300.4 (1D-2) in the above paragraph statement.

As a minimum, the subparagraphs below shall be addressed by the present documented quality management system or subsequent submittal of a quality plan to include details of responsibilities and controls to adequately describe the specific quality assurance activities related to hardware being procured by MSFC.

- a. Customer quality requirements – include hardware specific quality requirements imposed by contract or component/equipment specification (i.e., traceability requirements, specific inspection points, specific quality activities including Government surveillance and inspection processing).

DRD Continuation Sheet

TITLE: Quality Plan

DRD NO.: 1294QE-001

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- b. Responsibilities – describe which contractor organizations will be responsible to perform the applicable quality management system activities.
- c. Article, Material, and Service Controls - describe the level of article, material, and service control including traceability requirements invoked by the contractor for the articles, materials, and/or services used in or performed as part of the hardware design and maintenance criteria, including how quality is assured for each material, part, assembly, and/or service performed.
- d. Procurement – include the procurement quality requirements for all materials/parts/components the contractor purchases and the level of control exercised over the suppliers including how suppliers are approved, monitored, and maintained with controls for supplier nonconformance processing.
- e. Milestone Reviews – describe how the contractor’s quality system will support milestone reviews.
- f. Configuration Assurance – describe how the configuration of the hardware build is compared and verified to the approved design baseline drawings and specifications. Describe how the configuration of Government Furnished Property/Equipment is maintained.
- g. Special Process Controls – describe special process controls implemented for in-house processes and, if applicable, for sub-tier supplier processes.
- h. Inspection and Test (describe who will be responsible to perform inspections to include any restrictions) – include: how the quality of purchased items is validated at receiving inspection or at sub-tier suppliers facilities, specific in-process (manufacturing) inspections performed, details of final inspection, functional and environmental test monitoring details, and pre-ship inspections. When applicable, provisions shall be included for development of site quality plans for major end item test and flight test.
- i. Nonconforming Product (Material Review Board Process) - describe the process of convening a nonconforming product material review board to disposition nonconforming product using a defined board of qualified personnel including contractor quality assurance personnel and customer representatives. MRB limitations within the Performance Work Statement (PWS) and membership qualification shall be defined. An MRB membership listing shall be submitted within the quality plan or by contract letter.
- j. Flight Operations, Refurbishment, and Reuse – when applicable, describe how the contractor’s quality assurance system is implemented for flight operations, refurbishment and reuse.
- k. Record retention – for those records not delivered to MSFC, specify which records are required to be kept, who keeps them, for how long, and how they are to be dispositioned at the end of the retention period, and/or as specified in the contract.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Operability/Maintainability Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for Operability/Maintainability.
8. **OPR:** QD21 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** A final version shall be submitted within 15 days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** One time and revisions to reflect significant changes.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.6.4.a and 3.6.4.i
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This Operability/Maintainability Plan defines all system operability and maintainability activities appropriate for providing the services and performing the functions set forth in the PWS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Operability/Maintainability Plan shall address for each system the applicable availability parameters, methodology for establishment of the parameters, identification and analysis of the risks associated with the parameters, and detailed approaches for performing within the defined parameters. The plan shall include:
 - a. **Availability Parameters:**
 1. Overall percentage of system availability.
 2. Preventive Maintenance:
 - (a) Schedule for performing.
 - (b) Downtime required.
 - (c) Meantime between failures.
 - (d) Define Principle Periods of Maintenance (PPM) for each system.
 3. Remedial Maintenance:
 - (a) Response time.
 - (b) Meantime to repair.
 - (c) Operational procedures to ensure system continue to operate while any failed component is being replaced.
 4. Methodology used to establish parameters.
 - b. **Identification and Analysis of Risks:**
 1. Failure modes and effects.
 2. Impact of nonavailability.
 3. Trade-offs.
 - c. **Detailed Performance Approach:**
 1. Preventive maintenance.
 2. Remedial maintenance.
 3. System backups.
 4. Warranty identification and enforcement.

DRD Continuation Sheet**TITLE:** Operability/Maintainability Plan**DRD NO.:** 1294RM-001**DATA TYPE:** 1**PAGE:** 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**d. Baselined Operation Hours:

1. Scheduled hours of service.
2. Total hours in which business is scheduled.
3. Specified time period, e.g., month or quarter.

e. Format and Content of Monthly Maintenance Report.15.4 **FORMAT:** Contractor format is acceptable.15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1294 **ISSUE:** Draft RFP
2. **DRD NO.:** **1294SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/3

6. **TITLE:** Safety, Health, and Environmental (SHE) Plan

7. **DESCRIPTION/USE:** A contractor generated document that describes the contractor's approach to assuring compliance with NASA's SHE core program requirements. The contractor's SHE Plan shall describe how the contractor will (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program in accordance with NFS 1852.223-73.

8. **OPR:** AS10/QD12 9. **DM:** IS01

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Preliminary with proposal

12. **SUBMISSION FREQUENCY:** Ten days after the effective date of the contract; update as required

13. **REMARKS:**

14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-10, *Waste Reduction Program*. DRD 1294SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 2.7

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's methods of planning, implementing and controlling industrial safety, occupational health, and environmental requirements to ensure compliance with NASA's SHE program over the duration of this contract.

- 15.2 **APPLICABLE DOCUMENTS:** Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified in the contract. NASA documents are applicable to all contracts performed onsite to extent specified in the contract. See Attachment J-10 for a complete listing of applicable documents.

29 CFR Part 1903	<i>Inspections, Citations, and Proposed Penalties</i>
29 CFR Part 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>

- 15.3 **CONTENTS:** The contractor's Safety, Health, and Environmental (SHE) Plan shall clearly describe their approach and methods for assuring compliance with the following NASA Core Program Requirements (CPR) and the applicable documents listed in Attachment J-10 to the extent specified as applicable to this contracted effort.
 - a. Management leadership and employee involvement:
 1. A description of the contractor's policy and management's commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA, NASA, NPR 8715.3, and each Center's document requirements listed in Attachment J-10 that are applicable to this contracted effort.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

2. A description of how the contractor ensures managers and employees are (1) held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting the environment, (2) fully understand their roles and responsibilities in the Center's SHE Program, and (3) how the accountability, roles and responsibilities are flowed-down to all subcontractors, when applicable.
 3. A description of the actions taken or the disciplinary program implemented by the contractor when management or employees are discovered **not** complying with Center's SHE program requirements by **not** performing their jobs/tasks in a safe and healthful manner or protecting the environment and how the disciplinary program or the actions taken are also flowed-down to subcontractors, when applicable.
 4. A description of how the contractor conducts and documents monthly SHE meetings and SHE awareness training for employees. (**NOTE:** Contractors shall document their SHE meetings and SHE awareness training in accordance with the Center's requirements.)
 5. A description of how the contractor conducts and documents self evaluations of their safety, health and environmental program. Include the frequency of when these self evaluations are conducted.
 6. Provide the identification, by title, of the individual assigned by the contractor to be responsible for implementing the contractor's SHE program elements and will serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
 7. A description of how the SHE plan is maintained current with contract, NASA and Center SHE requirements, reviewed and updated as necessary.
- b. System and worksite analysis:
1. A description of how the contractor ensures potentially hazardous conditions are identified in the work area, assigned jobs/tasks, and operations that will be conducted by the contractor (e.g., hazard analysis, safety assessment, risk assessment, safety review, and employee identified concerns).
 2. A description of how each contractor supervisor conducts and documents monthly safety visits of their assigned work area in accordance with Center requirements. (**NOTE:** Onsite safety visits shall be performed once per month per supervisor and documented.)
- c. Hazard prevention and control:
1. A description of how the contractor intends to implement an emergency management program at their worksite in accordance the Center's emergency management program. Include a list of contractor emergency points-of-contact that will be located onsite.
 2. A description of how the contractor ensures all mishaps and close calls are reported and investigated to the extent necessary to determine root cause in accordance with NPR 8621.1 and Center specific reporting requirements. (Reference DRD 1294SA-002, *Mishap and Safety Statistics Report*).
 3. A description of the contractor's policy to conduct post-accident drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is suspected of having caused or contributed to a mishap in accordance with NPR 3792.1, "Plan for Drug-Free Workplace." (**NOTE:** In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000 post-accident drug and alcohol testing can be required and the results of these tests shall be provided to the Contracting Officer.)
 4. A description of how the contractor intends to provide safety, health, and environmental services applicable to this contracted effort if these services not provided by the Center (e.g., hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication). Include a list of all services that are to be provided by the Center for onsite work.
 5. A description of how contractor employees are trained to and given the authority to suspend work when they notice safety, health or environmental conditions that warrant such action in accordance with 29 CFR 1903 and Center requirements.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1294SA-001

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

d. Safety, health and environmental training:

1. A description of how the contractor ensures each contractor employee receives initial and refresher Center specific SHE training when required.
2. A description of how the contractor assesses each job/task/operation to ensure each contractor employee is (1) trained to recognize hazards, (2) avoid accidents, (3) know the hazards specific to the job/task/operation that they will be expected to perform, and (4) fully understands the contractor's disciplinary program in accordance with 29 CFR Part 1903. (**NOTE:** Onsite employee training assessments shall be performed using the assessment method identified by the Center.)
3. A description of how the contractor provides and documents OSHA required training for employees that have been designated by the contractor to serve in the role as a (1) competent employee, (2) qualified employee, (3) authorized employee, or (4) certified employee to perform specific operations that require job specific training in accordance with 29 CFR 1910 or 29 CFR 1926.

15.4 **FORMAT:** Contractor format is acceptable, but is recommended to follow the SHE CPR order listed in 15.3 or provide a Matrix that provides a link to where each Center SHE CPR sub-element is addressed in the contractor's SHE Plan.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1294 | ISSUE: Draft RFP | 2. DRD NO.: 1294SA-002 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
- a. **Safety Statistics** for the previous month shall be submitted by the 10th of each month after contract award to the Center Safety Office.
 1. Safety statistics shall be reported using the method specified by the Center's Safety Office.
 2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required Center specified Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. **Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to Center's Safety Office as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness. For these types of mishaps the initial notification can be made by calling the Center's Safety Office specified phone number then followed up within 24 hours with a enter into then the NASA Incident Reporting Information System (IRIS) as specified by the Center's Safety Office.
 - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls** for **ALL** contractors working **onsite** shall be reported to the Center's Safety Office as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by:
 1. Calling the Center's Safety Office specified phone number or
 3. Direct input into the NASA Incident Reporting Information System (IRIS) as specified by the Center's Safety Office.
 - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls** for contractors working **offsite** shall be reported to Center's Safety Office as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by calling the Center's Safety Office specified phone number, then followed up within 24 hours with a enter into then the NASA Incident Reporting Information System (IRIS) as specified by the Center's Safety Office.
 1. If a contractor employee has any type mishap while visiting a Center's Safety Office controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
 - e. **Initial reporting for Type C and D and Low-Visibility Close Calls** for contractors working **offsite** shall be reported as specified by the Center's Safety Office.
 - f. **Initial reports for all mishaps and Close Calls** shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with NPR 8621.1.
 - g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
 1. Notifying the Contracting Officer and Center's Safety Office. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
 - h. **Follow-up reporting for ALL contractors:**
 1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry as specified by the Center's Safety Office.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

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11. **INITIAL SUBMISSION (CONTINUED):**

2. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry as specified by the Center's Safety Office.
 2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry as specified by the Center's Safety Office.
 3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
- i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **onsite** shall be reported as specified by the Center's Safety Office.

12. **SUBMISSION FREQUENCY:** Safety Statistics - By the 10th of each month to Center's Safety Office. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base as specified by the Center's Safety Office.

13. **REMARKS:**

14. **INTERRELATIONSHIP:** DRD 1294SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.7

15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 **APPLICABLE DOCUMENTS:**

NPR 8621.1 *NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping*

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and specified by the Center's Safety Office.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. As specified by the Center's Safety Office.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per Center Safety Office requirements.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:** NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

Offsite. Location or facility **not** owned or controlled by NASA or the Center.

Onsite. Location or facility owned or controlled by NASA or the Center.