

<b>INFORMATION TO OFFERORS OR QUOTERS</b>	Solicitation Number: NNA09271317R <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Negotiated (RFP) <input type="checkbox"/> Negotiated (RFQ) <input type="checkbox"/> Negotiated (NRA)
OMB Control No.: 2700-0042      Exp. Date: N/A <b>Issuing Office:</b> NASA Ames Research Center Acquisition Division Moffett Field, CA 94035-1000	<b>Point of Contact: NO COLLECT CALLS ACCEPTED</b> Name: Veronica Llamas Mail Stop: 241-1 Telephone: (650) 604-5626 Fax: (650) 604-0912 Email: <a href="mailto:Veronica.Llamas-1@nasa.gov">Veronica.Llamas-1@nasa.gov</a>
<b>Item(s) to Be Acquired:</b>  Aircraft and Airfield Related Services	
<b>This Solicitation Is:</b> <input checked="" type="checkbox"/> Unrestricted--Full and Open Competition <input type="checkbox"/> Set-Aside      100% for <input type="checkbox"/> Small Business <input type="checkbox"/> 8(a) <input type="checkbox"/> HUBZone <input type="checkbox"/> SDVOSB <input type="checkbox"/> Small Business Competitiveness Demo Program <input type="checkbox"/> Designated Industry Group <input type="checkbox"/> Targeted Industry Category <input type="checkbox"/> Emerging Small Business Set-Aside <input type="checkbox"/> Agency Reinstated Small Business Set-Aside <input type="checkbox"/> Full and Open Competition  <input type="checkbox"/> Intended for award with Other than Full and Open Competition pursuant to FAR 6.302- To: <i>Potential Offerors are invited to submit a proposal to demonstrate their capability to meet the requirements of this solicitation.</i>  <input type="checkbox"/> For planning/informational purposes only and will not result directly in a contract award. See Section L.  <b>Ames Research Center procurements are published on the Internet. The ARC Procurement Site URL is:</b> <a href="http://procure.arc.nasa.gov">http://procure.arc.nasa.gov</a>	
<b>CRITICAL ELEMENTS OF INFORMATION:</b> <i>Your attention is invited to the following:</i> <input checked="" type="checkbox"/> Section K. You <b>MUST</b> complete the "Representations, Certifications, and Other Statements" included here. <input checked="" type="checkbox"/> Sections L and M. Note the instructions contained therein, with particular attention to the Section L provision, "Late Submissions, Modifications, and Withdrawal of Bids," or "Late Submissions, Modifications, and Withdrawal of Proposals." Section M sets forth evaluation information. <input type="checkbox"/> Section L, NFS 1852.215-77. A pre-bid/proposal conference has been scheduled. <input type="checkbox"/> It is the policy of the United States that competitive procedures be used to the maximum practical extent in the awarding of subcontracts by prime contractors. This policy is endorsed and fully supported by NASA and Ames Research Center. See Section L, FAR 52.244-5. <input checked="" type="checkbox"/> Other: See procurement "Highlights of NASA Ames Research Center's Request for Proposal (RFP) for "Aircraft and Airfield Related Services" document.	
<b>OTHER IMPORTANT INSTRUCTIONS:</b> 1. The envelope(s) used to submit your reply must be plainly marked with the solicitation number (as shown above), and the date and local time set forth in the solicitation document for bid opening or receipt of proposal/price quotation. 2. You <b>MUST</b> acknowledge in your bid or proposal/quotation your receipt of any and all amendments to this solicitation. 3. <b>IN THE EVENT OF A CONFLICT BETWEEN THIS COVER SHEET AND THE SOLICITATION, THE SOLICITATION TAKES PRECEDENCE.</b>	

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFG 700) ▶		RATING	PAGE OF PAGES 1   105
2. CONTRACT NO.	3. SOLICITATION NO. NNA09271317R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 8/20/2009	6. REQUISITION/PURCHASE NO. 4200271317	
7. ISSUED BY CODE NASA Ames Research Center Attn: Veronica Llamas, 241-1 Moffett Field, CA 94035-1000		8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"  
SOLICITATION

9. Sealed offers in original and 6 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8 or, if handcarried, in the depository located in Bldg. 241, Room 205 until 1:00 PM local time on September 21, 2009.

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Veronica Llamas	B. TELEPHONE NO. (NO COLLECT CALLS) (650) 604-5626	C. EMAIL ADDRESS Veronica.Llamas-1@nasa.gov
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PART II - CONTRACT CLAUSES

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<b>SEE FOLLOWING PAGE</b>																					
										DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS											
										ATTACHMENTS											
										CONDITIONS AND INSTRUCTIONS											

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	▶ 10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO. AREA CODE NUMBER EXT	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ▶	ITEM 25
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24. ADMINISTERED BY (If other than Item 7) CODE NASA Ames Research Center Attn: Veronica Llamas, 241-1 Moffett Field, CA 94035-1000	25. PAYMENT WILL BE MADE BY CODE NASA Shared Services Center (NSSC) Financial Management Division (FMD)—Accounts Payable Bldg. 1111, Road C Stennis Space Center, MS 39529 Email: NSSC-AccountsPayable@nasa.gov Fax: 866-209-5415
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26. NAME OF CONTRACTING OFFICER (Type or print)  (Signature of Contracting Officer)	27. UNITED STATES OF AMERICA	28. AWARD DATE
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IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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**PART I- THE SCHEDULE**

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.1 SUPPLIES/SERVICES TO BE PROVIDED**

(a) The contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the items below in accordance with the Description/Specification/Work Statement set forth in Section C and as identified under individual task orders.

1. Item No.	2. Description	3. Qty	4. Unit
01*	Aircraft and Airfield Related Services for the Phase-In Period set forth in Section F., paragraph F.2 (a), in accordance with the Phase-In Plan.	1	Job
02	Aircraft and Airfield Related Services for the Base Period set forth in Section F., paragraph F.2 (b).	TBD	Task Orders

\*Line Item No. 01: At the time of award a Phase-In Task will be awarded.

(b) **OPTION PERIODS:**

If Option Periods are exercised pursuant to Clause 52.217-9, "Option to Extend the Term of the Contract," the contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the items below in accordance with the Description/Specifications/Work Statement in Section C and as identified under individual task orders.

1. Item No.	2. Description	3. Qty	4. Unit
<b>OPTION PERIOD 1</b>			
03	Aircraft and Airfield Related Services set forth in Section F, paragraph F.2(c).	TBD	Task Orders
<b>OPTION PERIOD 2</b>			
04	Aircraft and Airfield Related Services set forth in Section F, paragraph F.2(d).	TBD	Task Orders
<b>OPTION PERIOD 3</b>			
05	Aircraft and Airfield Related Services set forth in Section F, paragraph F.2(e).	TBD	Task Orders

(END OF CLAUSE)

**B.2 MINIMUM/MAXIMUM AMOUNT OF SUPPLIES OR SERVICES (COST REIMBURSEMENT)**

- (a) The minimum amount of supplies or services that shall be ordered during the effective period of this contract is **\$100,000 (Estimated Cost and Fixed Fee)**. The maximum amount of supplies or services that may be ordered during the effective period if this contract is **\$20,000,000 (Estimated Cost and Fixed Fee)**. All orders placed under this contract will be applied to the minimum and maximum specified in this paragraph.
- (b) The minimum amount is reached when the sum of the dollar amounts of all ordered supplies or services, except for any adjustments made pursuant to the Limitation of Cost or Limitation of Funds clause, equals, or exceeds the minimum amount stated in paragraph (a).
- (c) The maximum amount is reached when the sum of the dollar amounts of all ordered supplies or services, except for any adjustments made pursuant to the Limitation of Cost or Limitation of Funds clause equals the maximum amount stated in paragraph (a).
- (d) The maximum amount, if reached, precludes the issuance of further orders for supplies or services under this contract. However, reaching the maximum amount does not preclude adjustments to the dollar amounts of existing placed orders, for actions that are within the scope of the placed orders, and which are made pursuant to existing contract authority, such as the Changes clause.
- (e) The maximum amount may be adjusted unilaterally by the Government on an annual basis. Historic, current, and/or projected workload requirements will be used to determine the amount of upward adjustment. In no event will the adjusted maximum amount exceed 10% if the original maximum amount.

(END OF CLAUSE)

**B.3 SUPPLEMENTAL TASK ORDERING PROCEDURES (COST REIMBURSEMENT)**

- (a) When the Government issues a request for a "task plan" to the Contractor in accordance with the Clause entitled "Task Ordering Procedure" of this contract, the Contractor shall prepare its estimate of the labor hours, labor categories, indirect costs, and other direct costs required to perform the task order requirements. The Contractor shall use only those appropriate labor and indirect cost rates which may be less than, but shall not exceed, the rates found in Attachment J.1(a) 6, entitled "Direct Labor Rates, Fringe Rates, Indirect Rates, Fixed Fee, and Ceiling Rate Matrices" for all task orders issued in accordance with the "Task Ordering Procedure" clause of this contract. Notwithstanding the use of the rates set forth in Attachment J.1 (a) 6 for estimating purposes, the Contractor will be reimbursed costs based on their current DCAA approved rates subject to audit by the Government. Indirect rates are subject to the ceiling limits set forth in Clause B.4.
- (b) The Contractor's proposed approach/pricing of the representative tasks set forth in its proposal, if required, for award of this contract shall be used as reference by the

Contracting Officer in negotiating tasks with the Contractor which are issued under this contract, but only to the extent portions of a representative task are relevant to portions of a task actually issued.

(c) The Government and Contractor agree that the fixed fee percentage specified in Attachment J.1 (a) 6 shall be used to calculate the fixed fee dollars on all task orders issued in accordance with the "Task Ordering Procedure" clause of this contract. For task orders under this contract, the fixed fee amount associated with the task order shall be the fixed fee percentage applied and calculated on the total negotiated estimated cost of the task order.

(END OF CLAUSE)

#### **B.4 LIMITATIONS OF INDIRECT COSTS**

(a) Within each of the Contractor's fiscal years, the Contractor shall not charge or be reimbursed by the Government, under this or any other Government contract, for indirect costs in excess of the individual indirect expense dollars derived by the application of the indirect cost ceiling rates to the appropriate base(s) set forth in Attachment J.1 (a) 6, entitled "Direct Labor Rates, Indirect Rates, Fixed Fee and Ceiling Rate Matrices".

(b) The limitations may be adjusted at the discretion of the Contracting Officer to the extent that increases to the Contractor's indirect costs are caused by:

(i) New or revised statutes and court decisions and/or written ruling or regulation by the Internal Revenue Service or any other taxing authority.

(ii) Wage determinations and/or regulations issued by the Department of Labor pursuant to the Service Contract of 1965, as amended, if applicable.

(c) A proposal for any adjustment under paragraph (b) must be in sufficient detail to establish that the cause of the amount of adjustment requested was solely due to the permitted conditions stated in the paragraph. It must be submitted no later than 60 days after the condition(s) become known, or should have become known, to the Contractor. The amount of adjustment, if any, is at the discretion of the Contracting Officer and shall not be subject to the Disputes clause.

(END OF CLAUSE)

#### **B.5 ESTIMATED COST INCREASES**

(a) The scope of the task, and any deliverables thereunder, shall be defined in sufficient detail for the Government and the Contractor to distinguish between changes in scope and overrun. In the event the Contractor is unable to complete the task within the estimated costs set forth in the task order, additional costs under the task shall be considered non-fee bearing, unless the Contracting Officer modifies the task to recognize additional or revised requirements. In the event the contractor incurs additional costs to complete the task due to an overrun, no additional fee will be paid.

(b) The Contractor shall notify the Contracting Officer in writing when the Contractor has reason to believe that the total cost for performance of this contract, or any individual

task order, exclusive of any fee, will be either greater or substantially less than the total estimated cost stated in this contract or in the task order. Notification shall not be delayed pending preparation of a proposal.

(c) A proposal is required to support a request for an increase in the estimated cost of the contract or the task order. The proposal should be submitted as soon as possible after the above notification but no later than 115 days before the incurred costs are expected to exceed the estimated cost. This will allow adequate time for the Government to evaluate the proposal and to mutually establish any increase in estimated cost with the Contractor.

(d) (1) The proposal shall be submitted in the following format unless some other format is directed or approved by the Contracting Officer:

Incurred costs to date

Projected cost to completion

Total cost at completion

Current negotiated estimated cost

Requested increase in estimated cost

(2) The "projected cost to completion" shall consist of the following "cost or pricing data" unless the Contracting Officer requests or approves the submittal of a greater or lesser amount of information:

(i) Elements of cost with supporting detail for estimated direct labor hours, direct and indirect rates, materials and subcontracts, and other elements.

(ii) Supporting explanation for the increases and projections, sufficient for the Government to understand the reasons for the increased estimated cost.

(e) In rare circumstances, changes in task focus may require the addition of labor categories beyond the categories included in J.1 (a) 6. In these cases a request must be submitted by the contractor to the Contracting Officer, demonstrating the insufficiency of the existing labor categories, a description of the proposed labor category including the education and experience levels, proposed and ceiling labor rates, and a cross reference to other contracts that include the proposed labor categories. These additional labor categories, rates and descriptions will be negotiated on a case-by-case basis, and, upon determination by the Government that they are fair and reasonable, will be incorporated by modification into Section B of the contract.

(END OF CLAUSE)

#### **B.6 ESTIMATED COST AND FIXED FEE**

The estimated cost of this contract is to be negotiated by task order exclusive of the fixed fee to be negotiated by task order. Total estimated cost and fixed fee is to be negotiated by task order.

(END OF CLAUSE)

#### **B.7 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)**

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$TBD.

This allotment is for the line items 01 and 02 and covers the following estimated period of performance: date of award through TBD.

(b) An additional amount of \$ TBD is obligated under this contract for payment of fee.

SUMMARY OF CONTRACT FUNDING	FROM	BY	TO
Cost	\$TBD	\$TBD	\$TBD
Fixed Fee	\$TBD	\$TBD	\$TBD
Total Cost Plus Fixed Fee	\$TBD	\$TBD	\$TBD

(END OF CLAUSE)

#### **B.8 LIMITATIONS ON PERIOD OF PERFORMANCE**

The period of performance for issuing task orders under this contract is for 1 year from the effective date of the contract. This contract also includes one two-year option and two one-year options for additional ordering periods if exercised by the Government. Each individual task order will include its own period of performance.

(END OF CLAUSE)

[END OF SECTION]

**SECTION C- DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**C.1 SPECIFICATION/STATEMENT OF WORK (ARC 52.211-93) (FEB 1997)**

- (a) In accordance with the contract's terms and conditions, the Contractor shall furnish all personnel, services, equipment, materials, and facilities and do all other things necessary for, or incidental to, performance of the requirements set forth herein.
  
- (b) Work shall be accomplished in accordance with the Statement of Work, entitled "Statement of Work for the Aircraft and Airfield Related Services," which is incorporated in Section J, paragraph J.1(a)1.

(END OF CLAUSE)

[END OF SECTION]

**SECTION D-PACKAGING AND MARKING****D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)  
(FEB 1998)**

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

**II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)**

CLAUSE NUMBER	DATE	TITLE
1852.211-70	SEPT 2005	PACKAGING, HANDLING, AND TRANSPORTATION

(END OF CLAUSE)

[END OF SECTION]

## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

#### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-3	MAY 2001	INSPECTIONS OF SUPPLIES- COST-REIMBURSEMENT
52.246-5	APR 1984	INSPECTION OF SERVICES – COST-REIMBURSEMENT

#### II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
1852.246-72	AUG 2003	MATERIAL INSPECTION AND RECEIVING REPORT

(END OF CLAUSE)

[END OF SECTION]

## SECTION F - DELIVERIES AND PERFORMANCE

### F.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

#### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER (ALT 1) (APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

#### II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
None included by reference.		

(END OF CLAUSE)

### F.2 PERIOD OF PERFORMANCE

The performance period for issuing task orders under this contract is set forth below. Each individual task order will include its own period of performance.

#### (a) PHASE-IN PERIOD

The Phase-in Period of this contract shall be for 30 days beginning on the effective date of this contract.

#### (b) BASE PERIOD

The base period of performance of this contract shall be 11 months from the end of the Phase-In Period.

#### (c) OPTION PERIOD ONE

If exercised, the period of performance of the first option of this contract shall be 24 months from the end of the Base Period.

(d) OPTION PERIOD TWO

If exercised, the period of performance of the second option of this contract shall be 12 months from the end of Option Period One.

(e) OPTION PERIOD THREE

If exercised, the period of performance of the third option of this contract shall be 12 months from the end of Option Period Two.

(END OF CLAUSE)

**F.3 PLACE OF PERFORMANCE**

The services to be performed under this contract shall be performed at the following location(s): NASA Ames Research Center, Moffett Field, CA and at such other locations as may be directed by the Contracting Officer.

(END OF CLAUSE)

**F.4 DELIVERY SCHEDULE**

- (a) The Contractor shall deliver the supplies and services as required by this contract and the individual task orders. Unless specified otherwise, all items shall be delivered to:

NASA Ames Research Center  
Contract "TBD"  
Moffett Field, CA 94035-1000  
Attn: (Name of the Contracting Officer Technical Representative,  
Mail Stop TBD)

- (b) All reports and documentation shall be mailed in accordance with Paragraph F.5, Delivery of Reports.

(END OF CLAUSE)

**F.5 DELIVERY OF REPORTS**

Unless otherwise specified, all reports shall be addressed to the recipients listed in Section J, Attachment J.1 (a) 3, "Contract Data Requirements List." Reports specific to task orders will be specified in the individual task order.

(END OF CLAUSE)

**F.6. NOTICE OF DELAY (ARC 52.249-90) (FEB 1997)**

If, because of technical difficulties, the Contractor becomes unable to complete the contract work at the time specified, notwithstanding the exercise of good faith and diligent efforts in performing the work called for under this contract, the Contractor shall give the Contracting Officer written notice of the anticipated delay and the reasons for it. The notice and reasons shall be delivered promptly after the condition creating the anticipated delay becomes known to the Contractor but in no event less than 45 days before the completion date specified in this contract, unless otherwise permitted by the Contracting Officer. When notice is given, the Contracting Officer may extend the time specified in the schedule for such period as is deemed advisable.

(END OF CLAUSE)

[END OF SECTION]

**SECTION G - CONTRACT ADMINISTRATION DATA****G.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

**II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)**

CLAUSE NUMBER	DATE	TITLE
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1852.227-70	MAY 2002	NEW TECHNOLOGY
1852.242-71	DEC 1988	TRAVEL OUTSIDE OF THE UNITED STATES
1852.242-73	NOV 2004	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-76	OCT 1988	LIST OF GOVERNMENT FURNISHED PROPERTY (1 <sup>st</sup> sentence insert: "See Section J.1 (a) 5, "GOVERNMENT PROPERTY LIST"; 2 <sup>nd</sup> sentence insert: "AMES Research Center, or as defined in each task order.")

(END OF CLAUSE)

**G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998)**

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NSSC – FMD Accounts Payable  
Bldg. 1111, C. Road  
Stennis Space Center, MS 39529

Fax: 866-209-5415

Email: [NSSC-AccountsPayable@nasa.gov](mailto:NSSC-AccountsPayable@nasa.gov)

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.  
(c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to: [Insert the appropriate NASA or DCAA mailing office address for submission of cost vouchers]

(2) Four copies of SF 1034, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

- (i) Copy 1 NASA Contracting Officer
- (ii) Copy 2 Auditor
- (iii) Copy 3 Contractor
- (iv) Copy 4 Project management office

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

NSSC – FMD Accounts Payable  
Bldg. 1111, C. Road  
Stennis Space Center, MS 39529

Fax: 866-209-5415

Email: [NSSC-AccountsPayable@nasa.gov](mailto:NSSC-AccountsPayable@nasa.gov)

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(END OF CLAUSE)

**G.3 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NFS 1852.227-72) (JUL 1997)**

(a) For purposes of administration of the clause of this contract entitled "New Technology" or "Patent Rights - Retention by the Contractor (Short Form)," whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

TITLE	OFFICE CODE	ADDRESS (INCLUDING ZIP CODE)
New Technology Representative	VP	NASA Ames Research Center M/S 202A-3 Moffett Field, CA 94035-1000
Patent Representative	DL	NASA Ames Research Center M/S 202A-4 Moffett Field, CA 94035-1000

(b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquires or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights - Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(END OF CLAUSE)

**G.4 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)**

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that -

- (1) Constitutes an assignment of additional work outside the statement of work;

- (2) Constitutes a change as defined in the changes clause;
  - (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
  - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
  - (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is -
- (1) Rescinded in its entirety; or
  - (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.
- (e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(END OF CLAUSE)

**G.5 CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (NFS 1852.245-70) (DEVIATION) (SEP 2007)**

- (a) The Contractor shall provide all property required for the performance of this contract. The Contractor shall not acquire or construct items of property to which the Government will have title under the provisions of this contract without the Contracting Officer's written authorization. Property which will be acquired as a deliverable end item as material or as a component for incorporation into a deliverable end item is exempt from this requirement.
- (b)(1) In the event the Contractor is unable to provide the property necessary for performance, and the Contractor requests provision of property by the Government, the Contractor's request shall--

- (i) Justify the need for the property;
  - (ii) Provide the reasons why contractor-owned property cannot be used;
  - (iii) Describe the property in sufficient detail to enable the Government to screen its inventories for available property or to otherwise acquire property, including applicable manufacturer, model, part, catalog, National Stock Number or other pertinent identifiers;
  - (iv) Combine requests for quantities of items with identical descriptions and estimated values when the estimated values do not exceed \$100,000 per unit; and
  - (v) Include only a single unit when the acquisition or construction value equals or exceeds \$100,000.
- (2) Contracting Officer authorization is required for items the Contractor intends to manufacture as well as those it intends to purchase.
- (3) The Contractor shall submit requests to the Contracting Officer no less than 30 days in advance of the date the Contractor would, should it receive authorization, acquire or begin fabrication of the item.
- (c) The Contractor shall maintain copies of Contracting Officer authorizations, appropriately cross-referenced to the individual property record, within its property management system.
- (d) Property furnished from Government excess sources is provided as-is, where-is. The Government makes no warranty regarding its applicability for performance of the contract or its ability to operate. Failure of property obtained from Government excess sources under this clause is insufficient reason for submission of requests for equitable adjustments discussed in the clause at 52.245-1, Government Property.

(END OF CLAUSE)

**G.6 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (DEVIATION)  
(NFS 1852.245-71) (SEP 2007) (ALT 1) (DEVIATION) (SEP 2007)**

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the contracting officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPRs)

- NPR 4100.1, *NASA Materials Inventory Management Manual*
- NPR 4200.1, *NASA Equipment Management Procedural Requirements*
- NPR 4300.1, *NASA Personal Property Disposal Procedural Requirements*

Property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user

responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor shall not utilize the installation's central receiving facility for receipt of contractor-acquired property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a monthly basis, to the SEMO.

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.

(iii) The Contractor shall establish a record of the property as required by FAR 52.245-1, Government Property, and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document, (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(c) The following property and services are provided if checked.

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Property listed in J.1(a)(4), Aircraft and Airfield Related Services Government Supplied Equipment List

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract

any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

- (4) Supplies from stores stock.
- (5) Publications and blank forms stocked by the installation.
- (6) Safety and fire protection for Contractor personnel and facilities.
- (7) Installation service facilities:  
TBD
- (8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
- (9) Cafeteria privileges for Contractor employees during normal operating hours.
- (10) Building maintenance for facilities occupied by Contractor personnel.
- (11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(END OF CLAUSE)

#### **G.7 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (NFS 1852.245-73) (OCT 2003)**

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA.

(b)(1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(3) One copy shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address: [*Insert name and address of appropriate NASA Center office.*], unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c)(1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, contractors' procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533 Contractor Financial Management Report) cost estimates. It should be supported and

documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(END OF CLAUSE)

#### **G.8 IDENTIFICATION AND MARKING OF GOVERNMENT EQUIPMENT (DEVIATION) (NFS 1852.245-74) (SEP 2007)**

(a) The Contractor shall identify all equipment to be delivered to the Government using NASA Technical Handbook (NASA-HDBK) 6003, "Application of Data Matrix Identification Symbols to Aerospace Parts Using Direct Part Marking Methods/Techniques", and NASA Standard (NASA-STD) 6002, "Applying Data Matrix Identification Symbols on Aerospace Parts". This includes deliverable equipment listed in the schedule and other equipment when NASA directs physical transfer to NASA or a third party. The Contractor shall identify property in both machine and human readable form unless the use of a machine readable-only format is approved by the NASA Industrial Property Officer.

(b) Property shall be marked in a location that will be human readable, without disassembly or movement of the property, when the items are placed in service unless such placement would have a deleterious effect on safety or on the item's operation.

(c) Concurrent with equipment delivery or transfer, the Contractor shall provide the following data in an electronic spreadsheet format:

- (1) Item Description.
- (2) Unique Identification Number (License Tag).
- (3) Unit Price.
- (4) An explanation of the data used to make the unique identification number.

(d) For items physically transferred under paragraph (a) the following additional data is required:

- (1) Date originally placed in service.
- (2) Item condition.
- (3) Date last serviced.

(e) The data required in paragraphs (c) and (d) shall be delivered to the NASA center receiving activity listed below:

NASA  
Ames Research Center  
M/S 255-23  
Moffett Field, CA 94035-1000

Mark For: Samuel Caires, COTR

(f) The contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts that require delivery of equipment.

(END OF CLAUSE)

**G.9 PROPERTY MANAGEMENT CHANGES (DEVIATION) (NFS 1852.245-75)  
(SEP 2007)**

(a) The Contractor shall submit any changes to standards and practices used for management and control of Government property under this contract to the assigned property administrator and Industrial Property Officer (IPO), prior to making the change whenever the change --

- (1) Employs a standard that allows increase in thresholds or changes the timing for reporting loss, damage, or destruction of property;
- (2) Alters physical inventory timing or procedures;
- (3) Alters recordkeeping practices;
- (4) Alters practices for recording the transport or delivery of Government property; or
- (5) Alters practices for disposition of Government property.

(b) The Contractor shall contact the IPO at:

NASA Ames Research Center  
Attn: Industrial Property Officer  
M/S 255-2  
Moffett Field, CA 94035-1000  
[Maria-elena.Lopez-1@nasa.gov](mailto:Maria-elena.Lopez-1@nasa.gov)  
(650) 604-6882

(END OF CLAUSE)

[END OF SECTION]

**SECTION H- SPECIAL CONTRACT REQUIREMENTS****H.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

**II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)**

CLAUSE NUMBER	DATE	TITLE
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1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES (Insert: NASA Ames Research Center)
1852.228-70	OCT 1996	AIRCRAFT GROUND AND FLIGHT RISK
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS (Alternate I) (SEPT 1989) (Alternate II) (OCT 2000)

(END OF CLAUSE)

## **H.2 ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING**

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is directed to FAR Subpart 9.5 - Organizational Conflicts of Interest.

(b) The nature of this potential conflict is:

The flight operations for the Army at NASA ARC provides research support for Government, industry, academia, and foreign government entities. These operations may entail significant access to developments that have commercial, scientific, or political importance. The Contractor providing support to these operations will have access to information regarding the development, testing, and possibly fielding of these programs. This information has significant potential value, and having access to this information presents a potential conflict of interest. The Contractor or subcontractor(s) might be in a position to provide services to other agencies to which this information would be of interest. This potential conflict of interest might induce potential partners to not use the facilities and resources of the Army Aeroflightdynamics Directorate (AFDD) or NASA. It is even possible that flight support services could be provided independently to two entities competing for the same target of opportunity.

(c) To avoid, neutralize, or mitigate the potential organizational conflict of interest, the following restrictions upon future contracting shall apply:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(2) The Contractor shall not, during the performance of the contract and for a period of three years following completion of performance thereof:

(i) Design, develop, or produce aircraft, airframes, aircraft engines, advanced aerospace vehicles; or

(ii) Participate in competitions, as either a prime proposer or a proposed subcontractor, based upon data obtained because of the Contractor's access to, and support of, programs performed under this contract, or participate in competitions, as either a prime proposer or a proposed subcontractor, where the Contractor participated in defining requirements of the competition as a result of supporting technical requirements of this contract.

(d) If, in the performance of work under this Contract, the Contractor has access to Government Sensitive Data or third-party proprietary data, the Contractor shall protect such data from unauthorized use or disclosure so long as it remains proprietary. In addition, the Contractor shall not be permitted to use such data other than in performance under this Contract, unless:

- (1) It receives the explicit written permission of the owner of such data and the Contracting Officer; or
- (2) Such data has been released or otherwise made available to the public by the Government or the owner of the third party proprietary data.

In addition, the Contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or other confidential or privileged technical, business, or financial information under this Contract, it shall treat such information in accordance with any use or dissemination restrictions imposed on such information.

Further, the Contractor shall not submit an unsolicited proposal to the Government which is based on such data until one year after such data is released or otherwise made available to the public; further, any unsolicited proposal submitted pursuant to this provision shall identify any relationship to work produced under this contract and any proposed use of such data.

(e) Additionally:

(1) If, in the performance of work under this Contract, the Contractor enters into a separate agreement with a company for the protection of Government Sensitive Data or third-party proprietary data, the Contractor shall furnish a copy of that agreement to the Contracting Officer.

(2) The Contractor must educate its employees, through formal training, not to divulge Government Sensitive Data or third-party proprietary data, trade secrets, confidential information, or restricted data of companies received in connection with the performance of work under this Contract. The Contractor shall provide a plan to implement this training for the approval of the Contracting Officer.

(3) The Contractor shall obtain from all employees having access to Government Sensitive Data or third-party proprietary data under this Contract a written agreement which shall prohibit those employees, during the term of their employment and thereafter, from disclosing to others or using for their own behalf, such data received in connection with the performance of work under this Contract, and from retaining a copy of such data after termination of their employment under this Contract.

(f) The term "Contractor" as used in this clause shall include (i) the corporate or other entity executing this Contract with the Government; (ii) such entity's parent, subsidiary, affiliate, or successor entities to the extent that the parent, subsidiary, affiliate, or successor entity has responsibility for the performance of work under this Contract; and (iii) the Contractor's subcontractors that (A) support Aircraft and Airfield, as delineated in the Statement of Work of this contract or (B) handle, receive, reduce, interpret, or transmit data obtained, used, or produced in conjunction with Aircraft and Airfield.

(g) The term "Contract" as used in this clause shall include options, extensions, and any successor contracts performed or to be performed by the Contractor without any other contractor intervening.

(h) The term "Data" as used in this clause, means recorded information, regardless of form or media on which it may be recorded. The term includes technical data and computer software. The term further includes Government Sensitive Data or third-party proprietary data including proprietary data, trade secret information, data

protected by the Privacy Act of 1974 (5 U.S.C. 552a) and other confidential or privileged technical, business or financial data.

(i) The term "Government Sensitive Data" as used in this clause means data for which the disclosure or use is controlled by the U.S. Statute or implementing published federal regulations or NASA policy and, where so identified, includes data first produced by the Contractor.

(j) The Contractor's Organizational Conflicts of Interest Avoidance Plan is incorporated by reference into this contract (see Attachment J.1(a)11). This Plan addresses Organizational Conflicts of Interest at the contract level. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.

(k) **The Contractor shall include paragraphs (a) through (j) of this clause in every subcontract.** The Contractor shall be responsible for ensuring compliance with all of the provisions of this clause by each of its subcontractors.

(END OF CLAUSE)

**H.3 KEY PERSONNEL AND FACILITIES (NFS 1852.235-71) (MAR 1989)**

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

[List here the personnel and/or facilities considered essential, unless they are specified in the contract Schedule.]

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(END OF CLAUSE)

**H.4 TASK ORDER PROCEDURE (NFS 1852.216-80) (OCT 1996)**

- (a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.
- (b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:
- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
  - (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
  - (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.
- (c) Within 15 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.
- (d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:
- (1) Date of the order.
  - (2) Contract number and order number.
  - (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
  - (4) Performance standards, and where appropriate, quality assurance standards.
  - (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
  - (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
  - (7) Delivery/performance schedule including start and end dates.
  - (8) If contract funding is by individual task order, accounting and appropriation data.
- (e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task order.
- (f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.
- (g) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(END OF CLAUSE)

**H.5 EMERGENCY PREPAREDNESS AND RESPONSE (ARC 52.223-90) (SEP 2007)**

(a) Contractors shall comply with Ames Procedural Requirements (APR) 1601.4, "Emergency Operations Plan."

(b) Contractors doing business with ARC are also employers in their own right and, as such, are responsible for protecting their employees, the environment, and property from the effects of hazardous events. Contractors shall develop and maintain appropriate emergency response and recovery plans, facility shutdown/startup plans, standard operations procedures, and checklists for emergency response to their facilities and operations. Contractors shall ensure training and certification of their employees as required to support their emergency response and recovery plan. Contractors shall participate in ARC drills and/or exercises to validate adequacy of emergency response and recovery plans and to ensure contractor employees are trained on how to respond. During a disaster/emergency, the contractor's Project Manager or other line supervisor shall be prepared to provide personnel accountability and facility status information to the designated NASA Facility Manager or Emergency Operations Center (EOC) Representative.

(c) Many contractor employees also serve as emergency response or mission essential resources with regards to performing certain emergency response and recovery functions associated with the overall NASA Ames Research Center and agency response. As such, their emergency response or mission essential roles for the Center and agency need to be identified prior to an emergency or disaster. These individuals must also be notified of their roles, trained in their roles and participate in any drills that serve to increase the Center's effectiveness in responding to and recovering from emergencies and disasters.

(d) The contractor's obligation may include resolution of unusual or emergency situations, pursuant to FAR Part 18, "Emergency Acquisitions." The contractor may be required to assist NASA, within the general scope of work, but in currently unidentified ways, in preparation for, or in response to emergencies. Obligations under this requirement shall only arise under prescribed circumstances that enable NASA to utilize "Emergency Acquisition Flexibilities," as defined at FAR 18.001. If the emergency preparedness and response requirements result in changes to the contract, all contract adjustments will be processed in accordance with the changes clause.

(END OF CLAUSE)

**H.6 DISASTER ASSISTANCE AND RESCUE TEAM (DART) PARTICIPATION (ARC 52.223-91) (APR 2004)**

a. Contractor employees are eligible to participate in the Disaster Assistance and Rescue Team (DART) if approved in writing by the Contractor and appointed by the Government. If a Contractor approves of an employee's participation, the contractor agrees to modify the employee's position description to include participation in DART, and to provide additional indemnification (e.g., worker's compensation insurance, general liability, etc.) as may be necessary to protect its employee and/or the Government while the employee is participating in the program.

b. DART Definition. This team is comprised of civil service, contractor, Ames Associate, resident agent, and military personnel that work at Ames Research Center, the NASA Research Park, and Moffett Federal Airfield. The team composition includes, but is not limited to, scientists, engineers, wind tunnel mechanics, aircraft mechanics, facility maintenance personnel, computer specialists, industrial hygienists, safety professionals, heavy equipment operators, administrative personnel, managers, procurement officials, and data specialists. DART is an umbrella organization that has ten functional groups. The groups are Search, Rescue, Hazardous Materials Response, Damage and Utility Control, Structural Assessment, Emergency Communications, Medical, Logistics, Technical Support, and Emergency Operations Center as well as the Emergency Communications Facility. Typically, participation will involve approximately 5% of the employee's (full) time, except for initial training/orientation, which will involve approximately 10% of the employee's (full) time. The executive management at Ames Research Center strongly encourages contractor participation on DART, which needs all of our support, as it has proven to be a valuable element of the Center's Emergency Service Program.

(END OF CLAUSE)

**H.7 SUBCONTRACTING AND DATA RIGHTS (ARC 52.227-97) (OCT 2006)  
ALTERNATE I (OCT 2006)**

(a) It is strongly recommended that the Contractor flow down the data rights provisions of this contract to lower tier subcontractors to ensure that it can fulfill its data rights obligations to the Government. See Clause FAR 52.227-14(h), *Rights in Data—General*. The Contractor shall be held responsible to obtain rights for the Government where it fails to fulfill such obligations.

(b) Pursuant to Clause FAR 52.227-14(c)(2), the Contractor must obtain Contracting Officer approval before incorporating any data not first produced under the Contract into data delivered under the contract. Before delivering such data, the Contractor must identify it and grant the Government, or acquire on its behalf, the broad licenses required by subparagraph (c) of the *Rights in Data—General* clause.

(c) The Contractor shall make the representation required by FAR 52.227-15 for each contract task order. On a case-by-case basis, the Government will insert the purposes, rights or limitations under which the Government can use Limited Rights Data and Restricted Rights Software into the alternate clauses II and III of FAR 52.227-14.

(END OF CLAUSE)

**H.8 CONTRACTOR MONTHLY ACCIDENT REPORTING (ARC 52.223-92)  
(MAR 2001)**

In accordance with the Safety and Health Clause - NFS 1852.223-70, and the Ames Health and Safety Manual - AHB 1700.1, the Contractor shall report accident and lost time injuries. Ames Research Center (ARC) collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly ARC 15 CMAR form which is located at <http://cmar.arc.nasa.gov/>. The CMAR system will assist the user via built in hyperlinks, to log into the system, complete the ARC 15 Form and other administrative activities. The contractor shall ensure that accurate and complete data entry of the ARC 15 information is input monthly to the CMAR web-based system for its firm as well as all applicable subcontractors no later than the 10<sup>th</sup> day of the subsequent month. The contractor shall be responsible for input into the CMAR system of all changes (additions and/or deletions) for its applicable subcontractors.

(END OF CLAUSE)

**H.9 INFORMATION INCIDENTAL TO CONTRACT ADMINISTRATION (ARC  
52.227-98) (OCT 2004)**

NASA shall have unlimited rights in information incidental to contract administration including administrative and management information created by the Contractor and specified for delivery to NASA in performance of the contract, expressly excluding financial information. Specifically, NASA shall have the right to release such administrative and management information to any third party to satisfy NASA's requirements.

(END OF CLAUSE)

**H.10 INCORPORATION OF THE CONTRACTOR'S PROPOSAL**

The Contractor's Mission Suitability and Cost volumes of its proposal, including revision(s), submitted in response to the solicitation entitled "Aircraft and Airfield Related Services," are hereby incorporated into this contract by reference.

(END OF CLAUSE)

**H.11 SEVERANCE PAY (ARC 52.231-90 ) (JUN 2008)**

In conjunction with FAR 31.205-6(g), the severance pay cost shall not exceed 40 hours pay for each year of employment per employee up to a maximum of 80 hours per eligible employee. Severance cost eligibility computation for reimbursement shall also be limited to only the period of employment on the service contract at Ames Research Center. In no event shall the Government reimburse the Contractor for severance cost for employees who voluntarily accept employment in place with the succeeding contractor within ninety (90) days after completion of the current contract.

(END OF CLAUSE)

**H.12 SMALL DISADVANTAGED BUSINESS PARTICIPATION – CONTRACT TARGETS (OFFEROR FILL IN)**

(a) FAR 19.1202-4(a) requires that SDB subcontracting targets be incorporated in the contract. Targets for this contract are as follows:

\*NAICS Industry

<u>Subsectors</u>	<u>Dollar Target</u>	<u>Percent of IDIQ Maximum Ordering Value</u>
(TO BE PROPOSED BY OFFERORS TO INCLUDE SDBs)		
Total:		

\*North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce as being underrepresented in accordance with FAR 19.201 (b)

(b) FAR 19.1202-4(b) requires that SDB concerns that are specifically identified by the offeror be listed in the contract when the identification of such subcontractors was evaluated as part of the subfactor on Small Business Utilization. SDB concerns (subcontractors) specifically identified by the offeror are as follows:

Name of Concern(s): (TO BE PROPOSED BY OFFEROR)

The Contractor shall notify the Contracting Officer of any substitutions of the firms listed if the replacement contractor is not an SDB concern.

(c) If the prime offeror is an SDB the target for the work it intends to perform as the prime Contractor is as follows:

\*NAICS Industry

<u>Subsectors Dollars</u>	<u>Percent of IDIQ Maximum Ordering Value</u>
(TO BE PROPOSED BY OFFEROR)	

(END OF CLAUSE)

**H.13 CONTRACTOR PURCHASING (COST REIMBURSEMENT)**

The contract (or task order) Statement of Work (SOW) describes the work to be performed. The contractor may determine a need to procure supplies and services from outside vendors which are incidental to performing this SOW. These purchasing activities should promote competition to the maximum extent possible and promote best value purchases; however, these purchasing functions are limited to necessary and incidental items tied directly to contractor performance. As such, the contractor is prohibited from purchasing items for direct use by the government as these items should be procured by the Government. The contractor shall not perform purchasing functions or act in any other way as an agent for the government. Examples of prohibited purchases that are typical for most support service contracts include the purchase, for government use, of the following: office supplies, hardware, computers and other peripheral devices, vehicles, personal and convenience items. Other examples of prohibited purchases include: pass-through purchases unrelated to the overall scope of the contract (i.e., non-contract related ODCs). The Contracting Officer at the time of negotiation will make a determination as to the appropriateness of the ODCs being proposed by the contractor. The contractor is required to notify the Contracting Officer of any requests by Government personnel to direct a specific procurement action to a specific source without appropriate justification and approval (see NFS 1806.303-170).

The contractor shall not be entitled to payment or reimbursement for any purchase that is not incidental to the direct performance of the specific work they have agreed to perform under the Contract. Furthermore, the contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever not incurred in or incidental to direct performance of the contract SOW.

(END OF CLAUSE)

**H.14 NON-PERSONAL SERVICES**

(a) As stated in the Office of Federal Procurement Policy Letter 92-1, dated September 23, 1992, Inherently Governmental Functions, no personal services shall be performed under this contract. No Contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the applicable employee supervisor. If the Contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.

(b) The Contractor shall not perform any inherently governmental actions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of

the company for which they work. In all communications with other Government contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other contractor believes this communication to be a direction to change their contract, they should notify the Contracting Officer for that contract and not carry out the direction until a clarification has been issued by the Contracting Officer.

(c) The Contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

(END OF CLAUSE)

#### **H.15 MANAGEMENT AND PROTECTION OF DATA (ARC 52.227-93) (JUL 1988)**

(a) In the performance of this contract it is anticipated that the Contractor may have access to, be furnished, use, or generate the following types of data (recorded information):

(1) data submitted to the Government with limited rights or restricted rights notices;

(2) data of third parties which the Government has agreed to handle under protective arrangements; and

(3) data generated by or on behalf of the Government which the Government intends to control the use and dissemination thereof.

(b) In order to provide management appropriate for protecting the interests of the Government and other owners of such data, the Contractor agrees with respect to data in category (a)(1) above, and with respect to any data in categories (a)(2) and (a)(3) when so identified by the Contracting Officer, to:

(1) use and disclose such data only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting disclosure of the data to those persons who have a definite need for the data in order to perform under this contract;

(2) not reproduce the data unless reproduction of the data is specifically permitted elsewhere in the contract or by the Contracting Officer;

(3) refrain from disclosing the data to third parties without the written consent of the Contracting Officer; and

(4) return or deliver the data including all copies thereof to the Contracting Officer or his designated recipient when requested by the Contracting Officer.

(END OF CLAUSE)

**H.16 HANDLING OF DATA (ARC 52.227-96) (JUN 1989)**

(a) Paragraph (d)(1) of the "Rights in Data--General" clause of this contract permits the Government to restrict the Contractor's right to use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of the contract provided such restriction is expressly set forth in the contract. Pursuant to this authority, the following restrictions shall apply to such data and shall be included, in substance, in all subcontracts:

(b) Data specifically used.

(1) In the performance of this contract, it is anticipated the Contractor may have access, or be furnished, data (including financial, administrative, cost or pricing, or management information as well as technical data or computer software) of third parties which the Government has agreed to handle under protective arrangements, as well as such Government data for which the Government intends to control the use and dissemination.

(2) In order to protect the interests of the Government and the owners of such data, the Contractor agrees, with respect to such third party or Government data that is either marked with a restrictive legend or specifically identified in this contract or in writing by the Contracting Officer as being subject to this clause, to use and disclose such data only to the extent necessary to perform the work required under this contract, preclude disclosure of such data outside the Contractor's organization, and return or dispose of such data as directed by the Contracting Officer when the data is no longer needed for contract performance.

(3) Notwithstanding (2) above, the Contractor shall not be restricted in the use and disclosure of any data that becomes generally available without breach of this clause by this Contractor, is known to or is developed by the Contractor independently of any disclosure of proprietary, restricted, or confidential data hereunder, or is rightfully received by the Contractor from a third party without restriction.

(c) Data first produced.

Data first produced by the Contractor under this contract may include data for which the Government wants to control the use and dissemination. The Contracting Officer may require, or this contract may presently specify, that the Contractor apply restrictive legends to such identified data prior to delivery to the Government, or to third parties at the Government's direction, that restrict the use and disclosure of the data by any third party recipient. However, such restrictive legends shall in no way affect the Contractor's or the Government's rights to such data as provided in the "Rights in Data--General" clause of this contract.

(END OF CLAUSE)

**H.17 PERFORMANCE ASSESSMENT**

(a) As part of the Government's surveillance activities, a periodic performance assessment will be conducted under this contract. Information from the assessment may be provided to the contractor for corrective actions and performance improvement. Additionally, these assessments may be considered when the government is considering exercising an option, and may be reviewed as part of the past performance evaluations for future NASA requirements and may be ascertained by other organizations requesting past performance information.

(b) Examples of performance factors that may be used by the Government include but are not limited to the following:

**OVERALL MANAGEMENT**

Performance in attracting, developing, and retaining professional and management staff that meet the requirements of the contract. Contractor's management policies and procedures (including intellectual property management, organizational conflicts of interest, management and protection of data, handling of data and export control).

**QUALITY**

Quality of the work performed under the contract or task order.

**TIMELINESS**

Timeliness of completing the contract or task order milestones and submitting deliverables.

**PRICE/COST**

Ability to control, adjust and accurately project contract costs (estimated contract costs, not budget or operating plan costs). Ability to control the management and administration costs for this contract. Ability to control the direct labor, indirect and overtime costs. Optimal allocation of resources, including the use of part-time personnel. Cost reductions through the use of cost savings programs, cost avoidance programs, alternate designs and process methods. Reduced purchasing costs through increased use of competition will also be assessed.

**OTHER**

Ability to meet the small business goals set forth in the Contractor's subcontracting plan. Ability to manage subcontracts in support of the contract effort. Ability to ensure safety, and compliance with environmental impact restrictions.

(c) Periodic feedback to the Contractor will include an assessment of overall contract performance.

(END OF CLAUSE)

[END OF SECTION]

## SECTION I – CONTRACT CLAUSES

**I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) clauses: <http://www.acqnet.gov/far/>

NASA FAR Supplement (NFS) clauses:  
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(END OF CLAUSE)

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	SEP 2007	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.203-13	DEC 2008	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
52.203-14	DEC 2007	DISPLAY OF HOTLINE POSTER(S)
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	APR 2008	CENTRAL CONTRACTOR REGISTRATION
52.204-10	SEPT 2007	REPORTING SUBCONTRACT AWARDS
52.209-6	SEP 2006	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT

52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS
52.215-2	JUN 1999	AUDIT AND RECORDS – NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-10	OCT 1997	PRICE REDUCATION FOR DEFECTIVE COST OR PRICING DATA
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA – MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA – MODIFICATIONS
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.215-15	OCT 2004	PENSION ADJUSTMENTS AND ASSET REVERSIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-18	JUL 2005	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA - MODIFICATIONS
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT (insert “30th” in paragraph (a) (3))
52.216-18	OCT 1995	ORDERING (Insert “DATE OF CONTRACT AWARD” through “CONTRACT PERIOD OF PERFORMANCE SPECIFIED IN CLAUSE F.2” in paragraph (a))
52.216-19	OCT 1995	ORDER LIMITATIONS (Insert “\$1,000”, “\$4M”, “\$20M”, “30 DAYS”, and “5 DAYS” in paragraphs (a), (b)(1), (b)(2), (b)(3) and (d), respectively)
52.216-22	OCT 1995	INDEFINITE QUANTITY (Insert “1 YEAR FROM THE END DATE OF THE ORDERING PERIOD OF THE CONTRACT” in paragraph (d))

52.217-8	NOV 1999	OPTION TO EXTEND SERVICES; Insert "30 days" at end of paragraph
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT; Insert "30 days" and "30", respectively, in paragraph (a). Insert "5 years" in paragraph (c)
52.219-4	JUL 2005	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS To Be Completed by Offeror: " <input type="checkbox"/> Offeror elects to waive the evaluation preference" in paragraph (c)
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-9	APR 2008	SMALL BUSINESS SUBCONTRACTING PLAN (ALT II)(OCT 2001)
52.219-16	JAN 1999	LIQUIDATED DAMAGES – SUBCONTRACTING PLAN
52.219-25	OCT 1999	SMALL DISADVANTAGED BUSINESS PARTICIPATING PROGRAM – DISADVANTAGED STATUS AND REPORTING
52.219-28	APR 2009	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-2	JUL 1990	PAYMENT FOR OVERTIME PREMIUMS (Insert: "\$0" in paragraph (a))
52.222-3	JUN 2003	CONVICT LABOR
52.222-4	JUL 2005	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	MAR 2007	EQUAL OPPORTUNITY
52.222-35	SEP 2006	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	SEP 2006	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	NOV 2007	SERVICE CONTRACT ACT OF 1965
52.222-50	FEB 2009	COMBATING TRAFFICKING IN PERSONS

52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA - Alternate I (JUL 1995)
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-1	FEB 2009	BUY AMERICAN ACT- SUPPLIES
52.225-13	FEB 2006	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	DEC 2007	AUTHORIZATION AND CONSENT
52.227-2	DEC 2007	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-11	DEC 2007	PATENT RIGHTS RETENTION BY THE CONTRACTOR (SHORT FORM) (AS MODIFIED BY NFS 1852.227-11, PATENT RIGHTS RETENTION BY THE CONTRACTOR -- (SHORT FORM))
52.227-14	DEC 2007	RIGHTS IN DATA – GENERAL (DEC 2007)(ALT II) ( <i>Insert:</i> <ul style="list-style-type: none"> <li>(i) Use (except for manufacture) by support service contractors.</li> <li>(ii) Evaluation by nongovernment evaluators.</li> <li>(iii) Use (except for manufacture) by other contractors participating in the Government's program of which the specific contract is part.</li> </ul> <i>at the end of paragraph(a))(DEC 2007) (ALT III) (DEC 2007)(AS MODIFIED BY NFS 1852.227-14, RIGHTS IN DATA – GENERAL)</i>
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.227-17	DEC 2007	RIGHTS IN DATA—SPECIAL WORKS; as amended by NFS 1852.227-17
52.227-23	JUN 1987	RIGHTS TO PROPOSAL DATA (TECHNICAL). <b>To Be Completed by Offeror:</b> Page numbers: ____ _____ and Proposal Date: _____
52.228-7	MAR 1996	INSURANCE - LIABILITY TO THIRD PERSONS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS

52.232-17	JUN 1996	INTEREST
52.232-20	APR 1984	LIMITATION OF COST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT, Alternate I (FEB 2002)
52.233-1	JUL 2002	DISPUTES - Alternate I (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD - Alternate I (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATIO
52.237-3	JAN1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES - COST-REIMBURSEMENT. - Alternate II (APR 1984)
52.244-2	JUN 2007	SUBCONTRACTS (Insert: "TBD" in paragraphs (d) and (j))
52.245-1	JUN 2007	GOVERNMENT PROPERTY
52.246-25	FEB 1997	LIMITATION OF LIABILITY – SERVICES
52.247-1	FEB 2006	COMMERCIAL BILL OF LADING NOTATIONS
52.249-6	MAY 2004	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES

1852.219-75	MAY 1999	SMALL BUSINESS SUBCONTRACTING REPORTING
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG-AND ALCOHOL-FREE WORKFORCE
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE – LICENSING
1852.228-75	OCT 1998	MINIMUM INSURANCE COVERAGE
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.237-72	JUN 2005	ACCESS TO SENSITIVE INFORMATION
1852.237-73	JUN 2005	RELEASE OF SENSITIVE INFORMATION
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.243-71	MAR 1997	SHARED SAVINGS

(END OF CLAUSE)

**I.2 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (SEP 2007)**

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

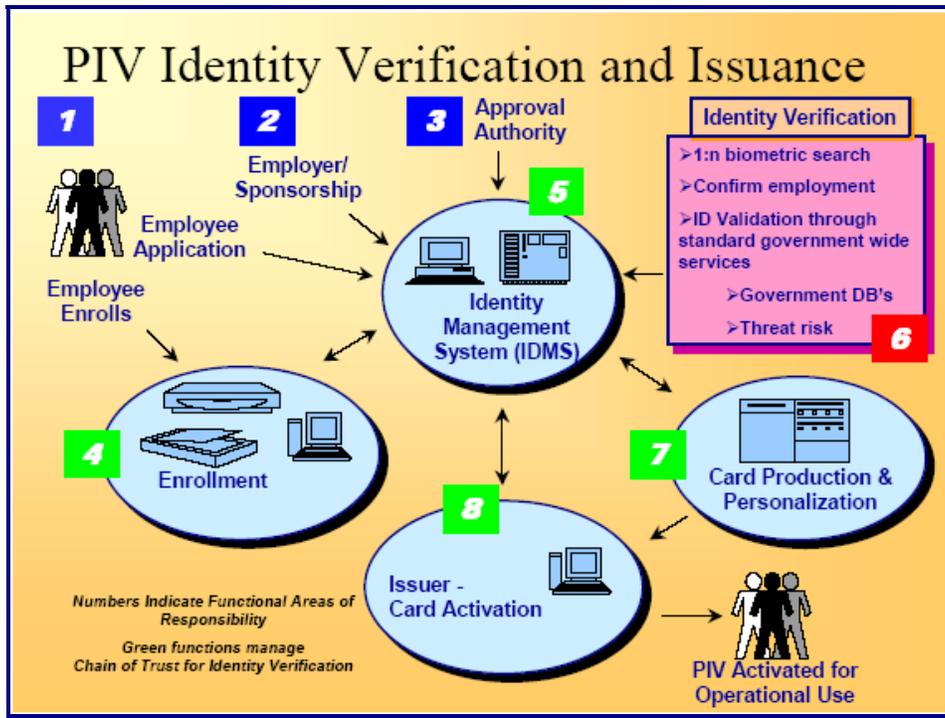


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

**Step 1:**

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR

mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

**Step 2:**

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal<sup>1</sup> or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear no later than the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

**Step 3:**

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

**Step 4:**

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check

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<sup>1</sup> A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

**Step 5:**

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

**Step 6:**

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

**Step 7:**

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents must be the same documents submitted for registration. The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated

NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

(END OF CLAUSE)

### **I.3 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)**

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall—

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR [15.408\(k\)](#).

(END OF CLAUSE)

**I.4 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (NFS 1852.204-76) (MAY 2008)(DEVIATION)**

(a) The Contractor shall be responsible for information and information technology (IT) security when –

(1) The Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team's (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that

results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service.

(7) The Contractor shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall --

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation,

facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

(g) The Contractor shall insert this clause, including this paragraph (g), in all subcontracts

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with

NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(END OF CLAUSE)

#### **I.5 OMBUDSMAN (NFS 1852.215-84 ) (OCT 2003)**

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

Lewis S. Braxton, III  
NASA Ames Research Center  
M/S 200-9  
Moffett Field, CA 94035-1000  
Telephone: (650) 604-5068  
Facsimile: (650) 604-0031 or (650) 604-1668  
Email: [Lewis.S.Braxton@nasa.gov](mailto:Lewis.S.Braxton@nasa.gov)

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail [james.a.balinskas@nasa.gov](mailto:james.a.balinskas@nasa.gov). Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(END OF CLAUSE)

#### **I.6 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any NASA FAR Supplement (48 CFR CHAPTER 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(END OF CLAUSE)

**I.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:  
It is not a Wage Determination*

<u>NASA/OPM Job Title</u>	<u>Grade</u>	<u>GS Step 1 or WG Step 2 Rate</u>
Sheet Metal Mech (Aircraft)	WS-11	\$30.77
Aircraft Mechanic	WG-12	\$32.07
Aircraft Mechanic	WG-10	\$29.27
Aircraft Electrician	WG-10	\$29.27
Electronics Technician	GS-07	\$21.55
Aircraft Inspector	WG-14	\$34.58
Aircraft Inspector Leader	WL-14	\$38.01
Dispatcher	GS-05	\$17.40
Lead Dispatcher	GS-07	\$21.55
Aircraft Mechanic	WG-11	\$30.77

Costs to the government for employee fringe benefits are estimated at an average of 27% of salary for all permanent employees as follows:

Fringe Benefit	Percent of Salary
Federal Employees Retirement System (FERS)*	11.2
Thrift Savings Plan (TSP)	4.5
Social Security (FICA)	0.0
Medicare	6.5
Employee Life Insurance (FEGLI)	0.1
Employee Health Insurance (FEHB)	<u>4.6</u>
Combined Fringe Benefits	27.0

The paid holidays provided by law to Federal employees are:

1. New Year's Day	6. Labor Day
2. Martin Luther King Day.	7. Columbus Day
3. President's Day	8. Veteran's Day
4. Memorial Day	9. Thanksgiving Day
5. Independence Day	10. Christmas Day

The amount of vacation or paid leave provided by law that would be given to Federal employees is as follows:

- Two hours of annual leave each week for an employee with less than three years of service.
- Three hours of annual leave each week for an employee with three, but less than fifteen years of service.
- Four hours of annual leave each week for an employee with fifteen or more years of service.

### **I.8 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (FAR 52.222-39) (DEC 2004)**

(a) *Definition.* As used in this clause—

“United States” means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended ([45 U.S.C. 151-188](#))).

#### Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board  
Division of Information  
1099 14th Street, N.W.  
Washington, DC 20570  
1-866-667-6572  
1-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to—

- (1) Contractors and subcontractors that employ fewer than 15 persons;
- (2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;
- (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;
- (4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that—
  - (i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and
  - (ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or
- (5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.

(f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall—

- (1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any

field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(END OF CLAUSE)

[END OF SECTION]

**SECTION J - LIST OF ATTACHMENTS**

**J.1 LIST OF DOCUMENTS, EXHIBITS, AND ATTACHMENTS (ARC 52.211-90)  
(FEB 1997)**

(a) The following documents, exhibits, and attachments are included in the solicitation and resulting contract. Representations and certifications completed by the contractor in response to this solicitation are incorporated by reference in the resulting contract at time of award.

Attachment	Title	Date	No. of Pages
1	Statement of Work	07/17/2009	17
2	Department of Labor Wage Determination No. 2005-2062 Revision 7	03/26/2009	10
3	Contract Data Requirements List	04/16/2009	11
4	Contractor's IT Security Plan*	TBD	TBD
5	Government Property List	TBD	TBD
6	Direct Labor Rates, Fringe Rates, Indirect Rates, Fixed Fee, and Ceiling Rate Matrices are incorporated by reference*	TBD	TBD
7	Surveillance Plan	TBD	TBD
8	Contractor's Safety and Health Plan*	TBD	TBD
9	Contractor's Small Business Subcontracting Plan (if applicable)*	TBD	TBD
10	Contractor's Small Business Subcontracting Plan Goals (if applicable)	TBD	TBD
11	Contractor's Organizational Conflicts of Interest Avoidance Plan*	TBD	TBD

\*To be completed at time of award or by subsequent modification.

(b) The following documents, exhibits, and attachments are included only in the solicitation.

Attachment	Title
1	Pricing Model Staffing Plan (Including Government Labor Estimate and Descriptions)
2	Proposal Cover Sheet, JA 038
3	Facility Capital Cost of Money Factors Computation (Form CASB-CMF)
4	Contract Facilities Capital Cost of Money (DD Form 1861)
5	Cover Letter and Past Performance Questionnaire
6	Standard Form 3881, ACH Vendor Payment Form
7	Quarterly Contractor Financial Management Report (NF 533Q)
8	Monthly Contractor Financial Management Report (NF 533M)
9	Direct Labor Rates, Fringe Rates, Indirect Rates, Fixed Fee, and Ceiling Rate Matrices to be incorporated into the contract as J.1(a) 6

(END OF CLAUSE)

[END OF SECTION]

**PART IV - REPRESENTATIONS AND INSTRUCTIONS**

**SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

**K.1 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (FAR 52.204-8) (JAN 2006)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 488190 –Other Support Activities for Air Transportation with a size standard of \$7M.

(2) The small business size standard is \$7M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is \$7M.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the Offeror is currently registered in CCR, and has completed the ORCA electronically, the Offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (c) applies.

(ii) Paragraph (c) does not apply and the Offeror has completed the individual representations and certifications in the solicitation.

(c) The Offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*Offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE	TITLE	DATE	CHANGE

Any changes provided by the Offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(END OF PROVISION)

**K.2 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (FAR 52.209-5)  
(DEC 2008)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) Are  are not  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have  have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have , have not , within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax

because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has  has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(END OF PROVISION)

**K.3 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (FAR 52.230-1 ) (JUN 2000)**

NOTE: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the Offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

**I. DISCLOSURE STATEMENT—COST ACCOUNTING PRACTICES AND CERTIFICATION**

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any Offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the Offeror's proposal under this solicitation unless the Offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the Offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) Certificate of Concurrent Submission of Disclosure Statement.

The Offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition

Regulation.)

Date of Disclosure Statement: \_\_\_\_\_

Name and Address of Cognizant ACO or Federal Official Where Filed:  
\_\_\_\_\_

The Offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) Certificate of Previously Submitted Disclosure Statement.

The Offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: \_\_\_\_\_

Name and Address of Cognizant ACO or Federal Official Where Filed:  
\_\_\_\_\_

The Offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) Certificate of Monetary Exemption.

The Offeror hereby certifies that the Offeror together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$25 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The Offeror further certifies that if such status changes before an award resulting from this proposal, the Offeror will advise the Contracting Officer immediately.

(4) Certificate of Interim Exemption.

The Offeror hereby certifies that (i) the Offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the Offeror is not yet required to submit a Disclosure Statement. The Offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the Offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraphs (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$25 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-

day period following the cost accounting period in which the monetary exemption was exceeded.

## II. COST ACCOUNTING STANDARDS—ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the Offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the Offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The Offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the Offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the Offeror received less than \$25 million in awards of CAS-covered prime contracts and subcontracts, or the Offeror did not receive a single CAS-covered award exceeding \$1 million. The Offeror further certifies that if such status changes before an award resulting from this proposal, the Offeror will advise the Contracting Officer immediately.

CAUTION: An Offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$25 million or more or if, during its current cost accounting period, the Offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

## III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The Offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

YES  NO

(END OF PROVISION)

### K.4 PROPOSAL DISCLOSURE—COST ACCOUNTING PRACTICE CHANGES (FAR 52.230-7)(APR 2005)

The Offeror shall check “yes” below if the contract award will result in a required or unilateral change in cost accounting practice, including unilateral changes requested to be desirable changes.

Yes  No

If the Offeror checked “Yes” above, the Offeror shall—

(1) Prepare the price proposal in response to the solicitation using the changed practice for the period of performance for which the practice will be used; and

(2) Submit a description of the changed cost accounting practice to the Contracting Officer and the Cognizant Federal Agency Official as pricing support for the proposal.

(END OF PROVISION)

(END OF PROVISION)

**K.5 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (FAR 52.227-15) (DEC 2007)**

(a) This solicitation sets forth the Government's known delivery requirements for data (as defined in the clause at 52.227-14, Rights in Data-General). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data-General clause at 52.227-14 included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data instead. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) By completing the remainder of this paragraph, the offeror represents that it has reviewed the requirements for the delivery of technical data or computer software and states [*offeror check appropriate block*]-

(1) None of the data proposed for fulfilling the data delivery requirements qualifies as limited rights data or restricted computer software; or

(2) Data proposed for fulfilling the data delivery requirements qualify as limited rights data or restricted computer software and are identified as follows:

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(c) Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of the data should a contract be awarded to the offeror.

(END OF PROVISION)

[END OF SECTION]

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS****L.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
52.204-6	OCT 2003	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
52.211-14	SEP 1990	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (Insert "C-9 rated order" in blank)
52.215-1	JAN 2004	INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION
52.215-2	AUG 1996	AUDIT AND RECORDS-NEGOTIATION
52.215-16	JUN 2003	FACILITIES CAPITAL COST OF MONEY
52.215-20	OCT 1997	REQUIREMENTS FOR COST OR PRICING OR INFORMATION OTHER THAN COST OR PRICING DATA
52.219-24	OCT 2000	SMALL DISADVANTAGE BUSINESS PARTICIPATION PROGRAMS—TARGETS
52.222-24	FEB 1999	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION
52.222-46	FEB 1993	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES
52.232-38	MAY 1999	SUBMISSION OF ELECTRONICS FUNDS TRANSFER INFORMATION WITH OFFER

52.237-1	APR 1984	SITE VISIT
52.237-10	OCT 1997	IDENTIFICATION OF UNCOMPENSATED OVERTIME

## II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

CLAUSE NUMBER	DATE	TITLE
1852.219-77	MAR 1999	NASA MENTOR-PROTÉGÉ PROGRAM
1852.223-73	NOV 2004	SAFETY AND HEALTH PLAN
1852.227-71	APR 1984	REQUEST FOR WAIVER OF RIGHTS TO INVENTIONS
1852.227-84	DEC 1989	PATENT RIGHTS CLAUSES
1852.231-71	MAR 1994	DETERMINATION OF COMPENSATION REASONABLENESS
1852.233-70	OCT 2002	PROTESTS TO NASA

(END OF PROVISION)

### L.2 PREPROPOSAL/PRE-BID CONFERENCE (NASA 1852.215-77) (DEC 1988)

(a) A preproposal/pre-bid conference was held as indicated below:

Date: Wednesday, April 22, 2009

Time: 9:00 am (PDT)

Location: NASA/Ames Research Center, Moffett Field, CA 94035-1000

A tour of the facilities covered by the Statement of Work, was conducted. Slides from the presentation are located at the internet site, or url, for the NASA/ARC Business Opportunities home page is <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=21>

(b) Attendance at the preproposal/pre-bid conference was recommended; however, attendance was neither required nor a prerequisite for proposal/bid submission and will not be considered in the evaluation.

(END OF PROVISION)

### L.3 TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)

The Government contemplates award of a single award Indefinite Delivery Indefinite Quantity (IDIQ) Cost-Plus-Fixed-Fee (CPFF) contract resulting from this solicitation.

(END OF PROVISION)

**L.4 SERVICE OF PROTEST (FAR 52.233-2) (AUG 1996)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

NASA Ames Research Center  
 Attn: Veronica Llamas, M/S 241-1  
 Moffett Field, CA 94035-1000

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(END OF PROVISION)

**L.5 PROPOSAL PREPARATION--GENERAL INSTRUCTIONS**

(a) Proposing Entity. Offerors proposing as a team, or other such business arrangement, shall fully describe this team or arrangement by outlining the relationship, commitment, and responsibilities of the parties. This documentation shall be provided, as appropriate, in the proposal and as requested in paragraph (b)(2) below.

(b) Format.

(1) Offerors shall submit proposals in three volumes as specified below. Each part of the proposal should be complete, and prepared in accordance with solicitation instructions to enable concurrent and separate evaluation of each part. Unless otherwise noted, all proposal components shall be submitted as printed (paper) copies.

Proposal Component	Location in RFP	Required Copies to NASA-ARC Addressed per SF 33, Block 9		
		Original	Additional	Electronic
<b>Cover Letter</b> Contact Information Teaming Arrangements Standard Form (SF) 33 Section B Section H Section I Standard Form (SF) 3881 Section K Oral Presentation Attendee List	L.5(b)(2)	1	6	1

<b>Vol. I, Mission Suitability Proposal</b>	L.5(c), L.8(a)	See below	see below	see below
Oral Presentation (format)	L.7	1	6	2 <sup>1</sup>
A. Technical Understanding	L.8(a)(3)A			
B. Management Approach	L.8(a)(3)B			
Written Subfactors (format)	L.8	1	6	1
A. Technical Understanding	L.8(a)(3)A			
B. Management Approach	L.8(a)(3)(B)			
Key Personnel	L.8(a)(3)B(6)			
Total Compensation Plan	L.8(a)(3)B(7)			
Organizational Conflicts of Interest Avoidance Plan	L.8(a)(3)B(8)			
C. Safety & Health Plan	L.8(a)(3)C			
D. Small Business Utilization	L.8(a)(3)D			
<b>Vol. II, Past Performance Proposal</b>	L.5(d), L.8(b)	1	6 <sup>2</sup>	1
<b>Vol. III, Cost/Price Proposal</b>	L.5(e), L.8(c)	1	6	2 <sup>3</sup>

<sup>1</sup>An additional electronic copy of the oral presentation is required, prepared as described in L.7.

<sup>2</sup> A list of the Agencies/Companies who will be responding to the Past Performance Questionnaire is due from the offeror at least 15 days prior to the proposal due date.

<sup>3</sup>The electronic copies of the Direct Labor Rates, Fringe Rates, Indirect Rates, Fixed Fee, and Ceiling Rate Matrices in Section J, attachment J.1(b)9 are required to be saved and submitted in their Excel (.xls) format, not in PDF.

- (2) Include a cover letter in Volume I of the proposal. The cover letter must be signed by an official authorized to contractually bind your company. As part of that letter, please provide the following information:
- The names, address(es), telephone numbers, and email addresses of persons to be contacted for clarifications.
  - A complete description of teaming or other such business arrangements.
  - A statement that the proposal is firm for a period of not fewer than 180 days.
  - A statement of acceptance of the anticipated contract provisions and proposed schedule, or specific exceptions taken to any of the terms and conditions.
  - A Standard Form 33 with Blocks 12-18 completed and signed by an official authorized to contractually bind the offeror. Include written acknowledgement of any solicitation amendments.
  - A completed Section B, "Supplies or Services and Price/Costs," with the proposed amounts inserted in the appropriate blank spaces.
  - A completed response to Section H, H.3: NFS clause 1852.235-71 "Key Personnel and Facilities," the proposal number to complete Clause H.11, "Incorporation of the Contractor's Proposal;" and completion of Clause H.13, "Small Disadvantaged Business Participation – Contract Targets".

- A completed responses to Section I, "Contract Clauses." FAR clauses 52.219-4 "Notice Of Price Evaluation Preference For Hubzone Small Business Concerns;" 52.219-93 "Notice Of Price Evaluation Adjustment For Small Disadvantage Business Concerns;" and 52.227-23, "Rights to Proposal Data (Technical)".
- A completed Standard Form 3881, ACH Vendor/Miscellaneous Payment Enrollment Form (see J.1(b)6).
- A completed response to Section K, "Representations, Certifications and Other Statements of Offerors".
- For the Oral Presentation, provide a written list of names of the presenters, position titles, name of firm, and confirmation that all presenters are U.S. Citizens.
- List the date of the most recent reviews of your management system(s) (e.g., purchasing, accounting, property, estimating). Data must identify the type of review, including the results of the review, the cognizant Government agency making the review, systems approvals, if any, and the last date of a system approval.

(3) Address and forward the proposal package in accordance with the instructions specified on SF 33 Block 9. All proposal volumes shall be submitted to the address specified NO LATER THAN the date and time in Block 9 of the SF33.

(4) The pages and presentation slides of each proposal volume shall be numbered and identified with the offeror's name, RFP number, and date. Subsequent revisions shall be similarly identified to show revision number and date. The table of contents must list figures and tables separately. Where necessary, a cross-reference sheet to other volumes shall be included. Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify Sections. Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Title pages, tables of contents, cross-referencing matrix, list of figures and list of tables, blank dividers, tab, and glossaries do not count against the page limitation for their respective volumes. Small Business Utilization Subcontracting Plan, if required, is also excluded from the page count limitation. Further page limitations are set forth in this Section L paragraph L.6, "Proposal Page Limitations."

(5) One electronic copy of each volume shall be submitted (in addition to the hard copies specified in (b)(1) above) in Portable Document Format (PDF), except that electronic copies of the Direct Labor Rates, Fringe Rates, Fixed Fee, and Ceiling Rate Matrices in Section J.1 (b), Attachment 9, are required to be saved and submitted in their Excel (.xls) format, not as a PDF. Any electronic cover copy of the Cover Letter may be included with the electronic version of Volume I. A separate CD or USB memory stick shall included with the sealed oral presentation as described in Provision L.5. The electronic format data shall be provided on quality, virus-scanned, virus-free CD-R/CD-RW or USB memory stick with an external label indicating: (1) the name of the Offeror, (2) the RFP number, (3) a list of the files contained on the CD and USB. In the event of any inconsistency between data provided on electronic media and proposal hard copies, the original hard copy data will be considered to be the intended data.

- (6) Proposals shall be submitted in a format that addresses all the evaluation factors. Information pertinent to the factors shall be included in their proposal volumes. The proposal content must provide a basis for evaluation against the requirements of the solicitation. Offerors must identify and discuss risk factors and issues throughout the proposal where they are relevant, and describe their approach to managing these risks, pursuant to NFS 1815.203-72, "Risk Management."
- (7) **BINDING AND LABELING:** Each volume of the proposal should be separately bound in a three-ring loose-leaf binder that shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the offeror's name. The same identifying data should be placed on the spine of each binder. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), "Restriction on Disclosure and Use of Data," and 3.104-5, "Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information."
- (8) **LATE SUBMISSION:** Any volume submitted after the specified time will cause the entire proposal to be considered late in accordance with provision FAR 52.215-1, "Instructions to Offerors—Competitive."
- (c) Mission Suitability Proposal (Volume I). Both management and technical information shall be included in the Mission Suitability Proposal. No cost/price data shall be included except for a schedule of wages, salaries, and benefits. Information shall be precise, factual, current, detailed, and complete. Offerors shall not assume that the Source Evaluation Committee is aware of company abilities, capabilities, plans, facilities, organization, or any other pertinent fact that is important to the accomplishment of the work. The evaluation will be based on the information presented in the oral presentation and written proposal. The proposal must specially address each listed evaluation subfactor.
- (d) Past Performance Proposal (Volume II). The Past Performance factor indicates the relevant quantitative and qualitative aspects of each Offeror's record of performing services, or delivering products, similar in size, content, and complexity of the requirements of this solicitation.
- (e) Cost/Price Proposal (Volume III). Cost/price proposals must contain sufficient pricing information to support negotiation of the contract type noted in this Section L, paragraph L.3, 52.216-1, "Type of Contract."

(END OF PROVISION)

**L.6 PROPOSAL PAGE LIMITATIONS**

- (a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

<b>Proposal Component</b>	<b>Page Limit<sup>1</sup></b>
<b>Cover Letter</b>	No Limit
<b>Volume I – Mission Suitability Proposal</b>	See below
Oral Presentation	
A. Technical Understanding	50 (slides)
B. Management Approach	25 (slides)
Written Subfactors	
B. Management Approach	
Key Personnel	No Limit <sup>2</sup>
Total Compensation Plan	No Limit
Organizational Conflicts of Interest Plan	No Limit
C. Safety and Health Plan	No Limit
D. Small Business Utilization Subcontracting Plan	No Limit
<b>Volume II – Past Performance Proposal</b>	50 <sup>3</sup>
<b>Volume III – Cost/Price Proposal</b>	No Limit

<sup>1</sup> These limits apply only to content pages. Paragraph L.6(c) lists page types which are not affected by this limit.

<sup>2</sup> In the Key Personnel written response, commitment letters are limited to one page per individual; resumes with position descriptions are limited to 3 pages total per individual.

<sup>3</sup> These limits do not apply to past performance questionnaire responses or Collective Bargaining Agreements.

(b) A written page is defined as one side of a sheet, 8.5” x 11”, with at least one inch margins on all sides, and shall contain Arial font text with a size not smaller than 12 point. Foldouts count as an equivalent number of 8.5” x 11” pages. The metric standard format closely approximating the described standard 8.5” x 11” size may also be used. Diagrams, charts, tables and photographs shall contain Arial font text in a size no smaller than 10 point.

(c) Title pages, tables of contents, cross-referencing matrix, list of figures and list of tables, blank dividers, tabs, glossaries are excluded from the page counts specified in paragraph (a) of this provision. In addition, Volume III of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other Volumes of the proposal will so construed and counted against that Volume’s page limitation. In addition, the Safety and Health Plan, the Organizational Conflicts of Interest Plan, the Total Compensation Plan, Collective Bargaining Agreements, if applicable, the Small Business Subcontracting Plan, if applicable, and the commitment letters and resumes for key management and technical personnel are not page limited. However, commitment letters shall be limited to no more than one page per individual, and the resume with position descriptions shall be limited to no more than 3 combined pages per individual.

(d) If final revisions are requested, separate page limitations will be specified in the Government’s request for that submission.

(e) Pages and slides submitted in excess of the limitations specified in this provision will not

be evaluated by the Government and pages will be returned to the Offeror.

(END OF PROVISION)

## L.7 INSTRUCTIONS FOR MISSION SUITABILITY ORAL PRESENTATIONS

(a) Offerors must submit their oral presentation materials together with their offers. Offerors may not change their presentation after this submission. The Government will furnish the presentation materials (in their originally sealed package) to the Offeror's presenters immediately before the start of the presentation. The purpose of this restriction is to protect the integrity of the oral presentation process. Offerors shall mark their package containing their presentation materials for the oral presentation as follows: "OFFEROR'S PRESENTATION MATERIALS FOR MISSION SUITABILITY ORAL PRESENTATION." Animation of any type may not be used in the Offeror's slides.

(b) Oral Presentation Media: Offerors shall provide their presentation in Portable Document Format (PDF). The Government will provide the computer, software, projector, and screen to support the presentation of the PDF file(s). Offerors may not use any other media. Offerors shall mark presentation materials in accordance with FAR 52.215-1, "Instructions to Offerors—Competitive Acquisition," as appropriate. Slides shall contain Arial font text with a size not smaller than 12 point and must be black on a white/clear background. Offerors may use colors other than black and white/clear on graphical slides (e.g., bar charts, pie charts, graphs or figures) when color is useful in conveying information. Diagrams, charts, tables, and photographs shall contain Arial font text in a size no smaller than 10 point.

(c) The Offeror shall have proposed Key Personnel present the oral presentation (**limit five (5) presenters**). Additional attendees beyond the Key Personnel presenters are not allowed. The Offeror shall introduce each of the presenters at the start of the oral presentation. Introductions shall count against the time limits for presentation. Requests for changes, substitutions, or additions to the proposed presenters are not allowed.

(d) The oral presentation shall specifically address each listed Section L evaluation subfactor in the order presented in Section L.8(a)B, with the exclusion of the written Mission Suitability subfactors, which will be evaluated by the government independently. In addition, the Offeror's proposed key personnel will confirm that the Offeror's statement that their corporate office is committed to provide corporate resources will be incorporated as part of the proposal in Section H.11.

(e) Within fifteen (15) business days after the closing date of the RFP, each Offeror will be given the date, time and place for its oral presentation. The date will not be less than 7 days following notification. The oral presentation will be held at Ames Research Center, Moffett Field, California (this is subject to change at the Government's discretion).

(f) The Government will randomly assign a date for the oral presentation to each Offeror who submits a responsive proposal and which is received by the designated due date. The Government will choose random numbers from a "blind" receptacle, which correspond to the number assigned to the written proposal. From the first random number chosen through the last, the numerical sequence of the Offerors scheduled to present will be established. After assigning the sequence of presentations, the Offeror will be notified of the scheduled time and place for the Oral Technical Understanding and Management Approach Presentation. The right to reschedule any Offeror's presentation is at the discretion of the Contracting Officer.

(g) The Oral Presentation of the Technical Understanding and Management Approach will be recorded by the Government. The Government will provide its own recording equipment. Copies of the recording will be provided to the Offeror upon request.

(h) The length of the presentation shall be no more than 120 minutes. The Government may ask for clarification at the conclusion of presentation, which shall not count against the time limit. The format is shown below:

<b>Description</b>	<b>Time Limit (Minutes)</b>
Presentation	60
Break	15
Presentation	60
Break	15
Proposal Clarification	5 minutes per clarification response

(i) The oral presentation will be in the form of a briefing of the factors and subfactors identified in Section L, paragraph L.8, *Proposal Preparation—Specific Instructions*. The oral presentation shall be compliant with all mandatory instructions contained in this solicitation.

(j) The Offeror shall not provide any additional written material during the presentation and clarification sessions. No external communication (e.g., phone calls, cellular phones, e-mail, etc.) shall be allowed during the presentation and proposal clarification sessions.

(k) Proposal Clarification. During the clarification period, the Government may request clarification of any of the points presented. Any such interchange between the Offeror and the Government will be for clarification only, and will not constitute discussions within the meaning of FAR 15.306(d). There is no time limit per se for clarifications; however, the Offeror will be limited to only 5 minutes for each clarification. Time for clarifications will not be counted against the Offeror's 120 minute presentation time limit.

(l) Slides are considered as part of the Mission Suitability proposal and will be incorporated into the contract. When an oral presentation includes information that the parties intend to include in the contract as material terms or conditions, the information shall be put in writing. Incorporation by reference of oral statements is not permitted. Offerors are advised to ensure that their slides are complete and comprehensive, and cover all of the areas subject to their oral presentation.

(m) No discussions, as defined by FAR 15.306(d), will be permitted during the oral presentation. The Offerors will not be informed of their strengths, deficiencies, or weaknesses during the presentation or clarification period.

(END OF PROVISION)

**L.8 PROPOSAL PREPARATION--SPECIFIC INSTRUCTIONS**

The contract award will be based on evaluation of the following factors:

- Mission Suitability
- Past Performance
- Cost/Price

Proposals shall be submitted in a format that follows the format of the factors and their subfactors. Only information pertinent to the factors and subfactors shall be submitted in the Offeror's proposal volumes. (See the weighting for the factors and subfactors in Section M.3.)

**(a) Mission Suitability Proposal (Volume I).** The Mission Suitability factor indicates, for each offeror, the merit or excellence of the work to be performed or product to be delivered. Information must be precise, factual, detailed and complete. Offerors should not assume that the evaluation team is aware of their company abilities, capabilities, plans, facilities, organization or any other pertinent fact that is important to accomplishment of work.

(1) The evaluation will be based on the information presented in the oral presentation and the written proposal. The proposal must specifically address each listed evaluation subfactor. Offerors may recommend changes to the Statement of Work in instances where such changes would improve performance, provided they are specifically identified together with the wording and a justification for the change. Offerors shall identify and discuss risk factors and issues throughout the proposal where they are relevant, and describe their approach to managing these risks.

(2) The content of the Offeror's Mission Suitability Proposal shall provide the basis for evaluation of the Offeror's response to the technical requirements of the RFP. Offerors shall identify and discuss risk factors and issues throughout the proposal where they are relevant, and describe their approach to managing these risks.

(3) If the SEC determines that a proposal does not adequately demonstrate the offeror will be able to perform the work with the resources proposed, the SEC may determine this to be a mission suitability weakness, adversely affecting the offeror's Mission Suitability scores, if appropriate. This integration between mission suitability findings and probable cost adjustments is critical to accomplishing cost realism.

The Mission Suitability Proposal shall address the following subfactors:

INDEX OF MISSION SUITABILITY SUBFACTORS			
Subfactor Title	Elements		Format
Technical Understanding			Oral
Management Approach	1	Organizational Structure and Approach	Oral
	2	RESERVED	Oral
	3	Key Personnel	Oral
	4	Staffing, Recruitment, Retention and Training	Oral
	5	Phase-In Plan	Oral
	6	Key Personnel	Written
	7	Total Compensation Plan	Written
	8	Organizational Conflicts of Interest Avoidance Plan	Written
Safety and Health Plan			Written
Small Business Utilization			Written

Note: The following outline should not be construed as an indication of the order of importance or relative weighting of individual elements of Mission Suitability subfactors as there are no discrete point values to any of the elements.

**A. Technical Understanding –Oral Presentation (Subfactor)**

Stating that the Offeror understands and will comply with the requirements described in the SOW is considered an inadequate response, nor is paraphrasing. Statements such as “standard procedures will be employed” or “well known techniques will be used” do not indicate a sufficient level of awareness and understanding of the SOW, and will not be considered as an effective response to the solicitation.

The Offeror’s oral presentation shall describe its understanding of each of the requirements of the SOW and specifically address how the work would be accomplished as follows:

- The Offeror shall describe how the broad spectrum of technical requirements of the SOW will be performed in a coherent, integrated manner that will meet each of the requirements defined in the SOW, specifically addressing the requirements in SOW Section C.2.3 through C.5.1.
- The Offeror’s submission shall be complete, balanced, and consistent, and shall clearly demonstrate an understanding of, all the requirements of the SOW, specifically addressing the requirements in SOW Sections C.2.3 through C.5.1.
- The Offeror shall describe its approach to staying abreast of innovative technologies to improve processes, systems, or techniques required in the SOW and adopting them where appropriate.
- The Offeror shall identify critical, high risk areas and recommended approaches to minimize the probability and impact of those risks.

**B. Management Approach- (Subfactor)**

The Offeror shall describe its management and business approaches to coordinate, perform, integrate, control, and accomplish the requirements of the SOW from phase-in through the life of the contract.

1. **Organizational Structure and Approach- Oral Presentation.** The Offeror shall describe its Organizational Structure and Approach, including rationale for the following:
  - How the Offeror's organizational structure provides clear internal and external lines of authority. Diagram the structural connections or associations of the organizations responsible for this work with any corporate or division organizations and any subcontractors.
  - Its approach to meeting the goals and objectives of the requirement. The Offeror shall describe how its approach will be applied to assure excellent performance in the services provided under this contract and how the approach will integrate any proposed subcontractors into the prime's level of performance.
  - Authority and responsibility vested in the site manager and key personnel / other managers; and their access to corporate or company resources to support the contract through all phases.
  - Plan to be used to manage the execution of multiple task orders, changing tasks, task priorities, resources, and schedules in a safe, timely, efficient, and cost effective manner.
  - Process(es) and resources for managing the contract including contract modifications, task modifications, and problem resolution techniques.
  - Process(es) for initiating new subcontracts and vendor agreements, managing small vendors as well as large, and with one time requirements and long-term relationships.
  - Services, facilities, equipment, and staff assistance, beyond that required for the on-site staff, that can be obtained for this contract that are either internal or external to the corporation, how these resources can be obtained or provided, and the corporate commitment and flexibility to provide these resources when requested. Include technical and business assistance provided by corporate offices of the prime and major subcontractors, including technical consultants, human resources, procurement, subcontracting, and legal.
  - Benefits to the Government of the above identified resources (in terms of safety, mission impact, cost savings, technical resources, efficiency improvements, etc.) where appropriate.
  - Developing and infusing best practices and industry standards.
  - Identification of the risk areas and recommend approaches to minimize the probability and impact of those risks.

2. **Reserved**

3. **Key Personnel- Oral Presentation.** The Offeror shall describe its approach and rationale for key personnel and address the following:
  - Key positions including the allocation of those positions between the prime and any proposed subcontractors.
  - Position descriptions including authorities, assignments, experience, and skills required of key personnel.
  - Individuals assigned to these key positions and percentage of their time allocated to this contract.
  - Staffing approach for key personnel during absences due to, e.g., vacation or illness.
  - Procedures for replacing key personnel.
  - Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.
  
4. **Staffing, Recruitment, Retention and Training- Oral Presentation.** The Offeror shall describe its staffing and recruitment approach and rationale for the following:
  - Proposed approach to providing the staffing (skill mix) necessary to perform the requirements contemplated in the statement of work. Include the assignments and the skills required for other-than-key personnel and incumbent skill retention.
  - Its recruitment plans, methods, and employee retention plans. Address plans for internal training, mentoring, and career development.
  - Any difficulties anticipated in fulfilling the staffing requirements of this contract and the plans to overcome those difficulties.
  - Process(es) for dealing with underperforming employees.
  - Information concerning other policies and incentives aimed at contributing to a safe working environment for employee retention, morale, productivity, growth, and development.
  - Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.
  
5. **Phase-in Plan- Oral Presentation.** The Offeror shall describe its phase-in plan for the following:
  - Proactive approaches to ensuring safe, efficient continuation of operations during contract turnover, addressing issues typically encountered during the initial and ongoing transition of personnel in similar facilities.
  - Proposed key or other personnel (by title and function), and their availability, who will participate during the phase-in, and rationale for those proposed.
  - Estimate of, and supporting rationale for, the number of incumbent contractor employees expected to be hired.

- The impact of the Offeror's policy for continuing and/or replacing the benefits of the incumbent contractor's employees expected to be hired (e.g., seniority, accrued sick and annual leave, compensatory time, health plans or 401k plans).
- Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.

6. **Key Personnel – Written Proposal.** The Key Personnel written proposal includes the following: key personnel commitment letters with percentage dedicated, commitment letter from company that intends to move existing staff to key position, and position descriptions and resumes for key management and technical personnel.

7. **Total Compensation Plan – Written Proposal**

The Offeror shall provide a Total Compensation Plan (TCP) for all personnel proposed, in accordance with NFS provision 1852.231-71, "Determination of Compensation Reasonableness," and FAR provision 52.222-46, "Evaluation of Compensation for Professional Employees." Note, the Offeror shall require all service subcontractors (1) with proposed cost reimbursement or non-competitive fixed-price type subcontracts having a total potential value in excess of \$500,000 and (2) the cumulative value of all their service subcontracts under the proposed prime contract in excess of 10 percent of the prime contract's total potential value, provide as part of their proposals the information identified in (a) through (c) of NFS provision 1852.231-71. The required total compensation plan must:

- Identify salary ranges and fringe benefits proposed for employees – including an itemization of the benefits that require employee contributions and the amount of that contribution as a percentage of the total cost of the benefit – and how they relate to the local employment market. Provide a reference to where two charts: (1) containing the average of fringe benefit information for all the exempt labor categories and (2) containing the average of fringe benefit information for all the non-exempt labor categories; are located in the Cost Proposal.
- Describe the impact that the proposed compensation will have on recruiting and retaining professional employees (as defined in 29 CFR 541).
- Discuss employee compensation regarding: vacations, severance pay, holidays, overtime and shift differentials, sick leave, California Family Leave Act, bonus plans, life insurance, medical/dental/vision insurance, uncompensated overtime, pension contributions, employee incentives, training, career development, moving expenses, and compensatory time. Identify benefits that require employee contributions and the amount of that contribution as a percentage of the total cost of each benefit.
- If uncompensated overtime is proposed, give rationale and identify hours of uncompensated overtime proposed by labor category.
- Each benefit proposed which would reasonably incur cost shall be identified and costed in volume III. Identify the cost element in which the benefit will be charged (e.g., direct labor cost, G&A, Overhead, or Fee).

8. **Organizational Conflicts of Interest Avoidance Plan – Written Proposal**

An Organizational Conflicts of Interest Avoidance Plan shall be provided in the proposal. The Plan shall include a narrative which describes the Contractor's procedures to ensure compliance with and assurances that all safeguards are in place to maintain control, handling, and non-disclosure of sensitive data in conformance with contract requirements.

Specifically, the Plan shall address all the requirements identified in Section H Clauses, H.2 *Organizational Conflicts of Interest, and Limitation on Future Contracting*, H.11 *ARC 52.227-93 Management and Protection of Data*, H.12 *ARC 52.227-96 Handling of Data*, and Section I Clause, I.1 *NFS 1852.237-72, Access to Sensitive Information* relative to the offeror's understanding and proposed methodology for implementation of the above contract requirements.

### **C. Safety and Health- Written Proposal (Subfactor)**

The Offeror shall submit a detailed written safety and health plan that includes a complete and comprehensive response to the safety and health hazards that can be expected during the course of this contract. Safety items to be covered in the plan can be found in the current version of NPR 8715.3C (<http://nodis.hq.nasa.gov/displayDir.cfm?t=NPR&c=8715&s=3C>) and APR 1700.1 and shall include, at a minimum, those listed below. Additional items may be included, if appropriate.

- (1) Statement of corporate policy and program goals concerning safety and health.
- (2) Safety and Health program management structure. The plan shall clearly define safety assignments and specific safety roles to individuals by name and title.
- (3) Safety management program elements. The plan shall cover techniques for achieving program goals and shall include:
  - Methods to make certain that clear statements of hazardous situations and necessary cautions are in documents which detail operations, such as inspection, test, and operating procedures.
  - Means for ensuring that every employee understands how to recognize hazards and how to avoid having mishaps.
  - Procedures for training and certification of personnel performing potentially hazardous operations. Identify certifications and corresponding training requirements and/or physical conditions that are required to perform work.
  - Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for management of hazardous waste.
  - Controls for special hazardous materials and processes, such as lasers, explosives, biohazards, power-actuated hand tools, high-pressure devices, etc.
  - Method of making sure that emergency plans and procedures are current and sufficient.
  - Method for making sure that employees consistently perform their work safely and in accordance with the plan. Method for reporting and investigating accidents and incidents (mishaps).

This plan, as approved by the Contracting Officer, shall be included in any resulting contract as Attachment J.1(a)8. The Offeror shall provide any applicable Voluntary Protection Program (VPP) certification.

### **D. Small Business Utilization – Written Proposal (Subfactor).**

All Offerors, except small businesses, must complete the portion of the instructions under Small Business Subcontracting specific to the Small Business Subcontracting Plan. Small businesses are not required to submit Small Business Subcontracting Plans; however, small businesses are required to indicate the amount of effort proposed to be done by a small business either at the prime level or at the first tier subcontract level.

All Offerors are required to respond to the Commitment to the Small Business Program.

The instructions regarding SDB participation apply to all Offerors.

**(a) Small Business Subcontracting**

(1). Small Business Subcontracting Plan (the Plan) required by the FAR (This applies ONLY to Large Businesses):

(i). This solicitation contains FAR clause 52.219-9, "Small Business Subcontracting Plan and its Alternate II". The Plan described and required by the clause, including the associated subcontracting percentage goals and subcontracting dollars, shall be submitted with your proposal.

(ii). The Contracting Officer's assessment of appropriate subcontracting goals for this acquisition, expressed as a percent of IDIQ maximum ordering value (basic and all options combined), is as follows:

Total Small Business (SB) Goal	15%
*Small Disadvantaged Business (SDB) Concerns (Includes SDB's in both targeted and non-targeted areas.)	5%
Women Owned Small Business (WOSB) Concerns	5%
HBCU/OMEI	0.5%
HUBZone Small Business (HBZ) Concerns	1.5%
Veteran Owned Small Business (VOSB) Concerns	1.0%
Service-Disabled Veteran-Owned Small Business (SDVOSB) Concerns	1.0%

\*Although 15 U.S.C. 637(d) requires subcontracting plans to contain information about SDB concerns, case law prevents the Government from giving evaluation credit to business types based on race or ethnicity unless those businesses are in under represented industries. The Section M evaluation for SDB participation ensures that the Government only evaluates participation of SDB's in industries that are designated by the Department of Commerce as under represented. For purposes of the Small Business Subcontracting Plan, the proposed subcontracting goal for SDB's will be evaluated based upon the SDB's status as a small business.

The numbers above reflect the Contracting Officer's assessment of the appropriate subcontracting goals to be achieved at the completion of contract performance. If it is anticipated that the proposed small business goals will not be met by the submission of the first Individual Subcontracting Report (ISR) for this effort as required by 52.219-9 Small Business Subcontracting Plan, the Offeror should discuss their approach to include timeline for meeting these goals and the rationale for it.

(iv) Offerors are encouraged to propose goals that are equivalent to or greater than those recommended by the Contracting Officer. However, Offerors must perform an independent assessment of the small business subcontracting opportunities.

(v) The Plan submitted with the proposal shall be incorporated in Section J as Attachment J.1 (a)9 in the resulting contract. The requirements in the Plan must flow down to first tier large business subcontracts expected to exceed \$550,000 or \$1,000,000 for construction of a public facility. Although these first tier large business subcontractors are encouraged to meet or

exceed the stated goals, it is recognized that the subcontracting opportunities available to these subcontractors may differ from those suggested in the solicitation based upon the nature of their respective performance requirements.

(vi) Offerors are advised that a proposal will not be rejected solely because the submitted Plan does not meet the NASA recommended goals that are expressed in paragraph (a) (2) above in terms of percent of IDIQ maximum ordering value (basic and all options combined). NASA will consider the amount of work being retained for performance by the prime contractor in-house when determining whether a subcontracting plan is acceptable. Offerors shall discuss the rationale for any goal proposed that is less than the Contracting Officer's recommended goal in any category. In addition, the Offeror shall describe the efforts made to establish a goal for that category and what ongoing efforts, if any, the Offeror plans during performance to increase participation in that category.

(vii) In addition to submitting a Small Business Subcontracting Plan in accordance with Section I, FAR clause 52.219-9, Alternate II, Offerors shall complete J.1(a) 9, SMALL BUSINESS SUBCONTRACTING PLAN GOALS, which provides a breakdown of the Offeror's proposed goals, by small business category, expressed in terms of both a percent of IDIQ MAXIMUM ORDERING VALUE and a percent of TOTAL PLANNED SUBCONTRACTS. Offerors shall modify the exhibit in J.1(a) 9 to show the proposed subcontracting goals for the basic contract requirement and each option separately.

#### EXAMPLE

Example of Subcontracting Goals, expressed in both IDIQ maximum ordering value and total planned subcontracts, for a contract proposed at \$100M with estimated subcontracts of \$50M:

<b>Business Category</b>	<b>Column A Goal as Percent of IDIQ maximum ordering value</b>	<b>Column B Dollar Value to be subcontracted per Category</b>	<b>Column C Goal as Percent of Subcontracting Value</b>
Small Business Concerns	25 percent	\$25,000,000	50 percent
Large Business Concerns	n/a	\$25,000,000	50 percent
Total Dollars to be Subcontracted	n/a	\$50,000,000	100 percent

*The following small business subcategories do not necessarily add up to the percentage and dollar amount in the "Small Business Concerns" category above, since some small businesses do not fall into any of the subcategories below, while others will fall into more than one subcategory below.*

<b>Subcategories of Small Business Concerns</b>			
Women Owned Small Business Concerns	9 percent	\$9,000,000	18 percent
Small Disadvantaged Business Concerns	5.5 percent	\$5,500,000	11 percent
Veteran Owned Small Business Concerns	2.5 percent	\$2,500,000	5 percent
Service-Disabled Veteran-Owned Small Business Concerns	1.5 percent	\$1,500,000	3 percent
HUBZone Small Business Concerns	1.5 percent	\$1,500,000	3 percent
Historically Black Colleges and Universities	1.5 percent	\$1,500,000	3 percent

It is recommended that Offerors first complete Column B by entering the dollar amount the Offeror proposes to subcontract to each business category and subcategory.

To complete Column A, divide the dollar amount in Column B by the **total offered price of the proposal** (that is, IDIQ Maximum Ordering Value). In the example above, Column A for Veteran Owned Business Concerns = \$2,500,000 divided by \$100,000,000, or 2.5%.

To complete column C, divide the corresponding amount in Column B by the amount in the “Total Dollars to be Subcontracted” cell in Column B. In the example above, Column C for Women-Owned Small Businesses = \$9,000,000 divided by \$50,000,000, or 18%.

Note: the “Total Dollars to be Subcontracted” amount in Column C will always be that category divided by itself (100% if any dollars are subcontracted).

**(b) Commitment to the Small Business Program**

(1) All Offerors shall briefly describe work that will be performed by small businesses. Proposals should also identify any work to be subcontracted that is considered “high technology.” High Technology is defined as research and development efforts that are within or advance the state-of-the-art in technology discipline and are performed primarily by professional engineers, scientists, and highly skilled and trained technicians or specialists.

(2) If the subcontractor(s) is known, Offerors must connect the work to the subcontractor and specify the extent of commitment to use the subcontractor (s) (enforceable vs. non-enforceable commitments). (Small business Offerors shall provide this information to the extent subcontracting opportunities exist in their approach to performing the requirement.)

(3) All Offerors shall provide information demonstrating the extent of commitment to utilize small business concerns and to support their development. Information provided should include a brief description of established or planned procedures and organizational structure for Small Business outreach, assistance, participation in the Mentor Protégé program, counseling, market research and Small Business identification, and relevant purchasing procedures. (For Large Business Offerors, this information should conform to applicable portions of the submitted Small Business Subcontracting Plan. Small Business Offerors shall provide this information to the extent subcontracting opportunities exist in their approach to performing the requirement.)

**(c) Small Disadvantage Business (SDB) Participation:**

Small Disadvantaged Business Participation – Contract Targets:

(1) After completing an independent assessment of the opportunities available for subcontracting with small disadvantaged firms in under-represented areas, Offerors shall propose a target for SDB participation by completing the Section H clause at H.12, Small Disadvantaged Business Participation – Contract Targets, to include identification of SDB subcontractors and associated NAICS Industry Subsectors. The target for SDB participation in clause H.12 shall be expressed as a percent of IDIQ MAXIMUM ORDERING VALUE (basic and all options combined). The targets shall only include subcontracts with SDB concerns in those industries designated by the Department of Commerce as under-represented areas by NAICS Industry Subsector. The General Services Administration has posted this Department of Commerce determination at <http://www.arnet.gov/References/sdbadjustments.htm>. If the Offeror is an SDB, it shall provide with its offer a target for the work that it intends to perform. Like other Offerors, an SDB prime should provide a target for the work intended to be performed by a first tier subcontractor in the authorized subsectors.

(2) **Guidance for completing the tables in Section H.12 (a) and (c):** The Department of Commerce determination uses Standard Industry Codes (SIC) instead of NAICS. Offerors may use the following steps to convert SIC to NAICS, and to complete Section H.12.

a. Using the website below, identify the applicable 6-digit 2007 NAICS Code, **and** the corresponding 6-digit 2002 NAICS Code, for the work that is to be subcontracted to a small disadvantaged business. The 2007 and 2002 Codes may or may not be the same as one another.

<http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>

b. Using the website listed below, convert the corresponding **2002** NAICS code to the corresponding 1987 Standard Industry Code (SIC).

<http://www.census.gov/epcd/naics02/N02TOS87.HTM>

c. Using the website listed below, determine if the corresponding 1987 SIC is under-represented. If the “SIC Major Group” (e.g., the first two digits of the corresponding 1987 SIC) is listed on the website below, that SIC Major Group, and the corresponding 2002/2007 NAICS codes, are considered to be under-represented.

<http://www.arnet.gov/References/sdbadjustments.htm>

d. List the applicable under-represented **2007** NAICS code(s) in the "NAICS Industry Subsectors" column in the applicable table in Section H.12, along with the data required by the remaining columns in the table.

(END OF PROVISION)

**(b) Past Performance Proposal (Volume II).**

The goal of this factor is to obtain information regarding the Offeror and major subcontractors' relevant past performance specifically in the areas of technical performance, contract management, and corporate management responsiveness. "Major subcontractors," for purposes of this solicitation, is defined as subcontracting dollars of \$500,000 or more covering a performance period of five (5) years. "Offeror" and "major subcontractor," for purposes of this solicitation includes predecessor companies.

As a minimum, the Past Performance Proposal shall include the following:

(1) A list of not more than three relevant contracts (government and/or industry contracts), each in excess of \$1,000,000 total contract value, received in the past five (5) years, or currently on-going, involving types of related effort. These contracts shall demonstrate the Offeror's capabilities to perform this requirement and should be similar in size, content, and complexity to the to the contract expected to be awarded from this solicitation. Include the contract numbers; Government agency or industry placing the contract; Contracting Officer, telephone number, and email address; and a brief description of Offeror's part of the work and the total dollar value of the Offeror's portion. Industry contracts involving subcontracting to another company that may have a prime contract with some area of the government are acceptable.

(2) For each cost-type contract identified in paragraph (1) above, specify the amounts of and explain the reason for cost underruns or overruns, if any. Specify the amounts and explain the reason for any cost savings or growth resulting from deletions or extensions to the period of performance, from work added/deleted to the scope of the contract, and from performance that cost more or less than originally predicted or estimated.

(3) For each of the contracts identified in paragraph (1) above, identify and explain any serious performance problems, any termination for default, any environmental violations, and any safety violations cited.

(4) For each of the contracts identified in paragraph (1) above, explain any completion delays.

(5) Specific information is required from the Offeror and proposed major subcontractors, past and active customers as identified in subparagraph (7)A. below.

(6) The Government reserves the right to require additional past performance information from other subcontractors that may be deemed critical by the Government, and from an organization that will substantially contribute to the proposed contract, or have the potential to significantly impact performance of the proposed contract.

Past performance information may also be obtained through the NASA Past Performance Data Base (PPDB) or similar systems of other Government departments and agencies, questionnaires tailored to the circumstances of this acquisition, Defense Contract Management Agency (DCMA) channels, interviews with Program Managers and Contracting Officers, and other sources known to the Government, including commercial sources.

Offerors are notified that, in conducting an assessment of past performance, the Government reserves the right to use both data provided by the Offeror and data obtained from other sources.

(7) The major areas to be evaluated for the Past Performance factor are Relevant Technical Performance, Contract Management, Corporate Management Responsiveness, and Other Information.

A. Information Provided by Offerors and Major Subcontractors. Information regarding relevant technical performance, contract management, corporate management responsiveness, and other information shall be supplied by the Offeror and major subcontractors for the reference contracts that are identified in the paragraphs above (see (b)(1)). The Offeror shall provide the other information described below.

**1. Relevant Technical Performance**. The offeror and major subcontractors should provide any relevant technical performance information for each of their reference contracts to assist in the Government's evaluation on the following topics:

- Compliance with technical and schedule requirements; explain any schedule slips.
- Contractor flexibility and effectiveness in dealing with changes to technical requirements.
- Innovative and resource-efficient solutions to satisfy requirements.
- Key personnel performance and relevant experience
- Quality, accuracy, and completeness of technical documentation.

**2. Contract Management**. The Offeror and major subcontractors shall provide any contract management information for each of their reference contracts to assist in the Government's evaluation on each of the following topics:

- Safety record including protecting the environment during facility operations, maintenance, and repair; protection of employees; and safe use of the facilities.
- Management of multiple, concurrent, and complex tasks.
- Conformance with the terms and conditions of contracts, including delivery of products and reports, and adherence to cost and schedule constraints.
- The reasonableness of amounts of and explanations for any listed cost overruns or under runs on referenced cost-type contracts.
- Record of recruiting, developing, and retaining a workforce with the appropriate skills for contract performance.
- Subcontract management including in meeting Subcontract Goals.
- History of handling of labor, including union, related issues.

- Retention of incumbent contractor employees during first year of follow-on contracts.
- Management of the phase-in period to ensure efficient continuation of operations during contract turn-over in cases where the contractor was not the incumbent.
- Approach to identifying and mitigating risks (including risks associated with cost, schedule, deliverables, and milestones), to ensure mission success

**3. Corporate Management Responsiveness.** The goal of this area is to obtain information regarding the offeror and major subcontractors' corporate relevant past performance, and the relationship of the offeror to any entities within the corporation that will substantially contribute to the proposed contract or have the potential to significantly impact the proposed contract, and how well they have worked together in the past. The Offeror and major subcontractors shall provide any corporate management responsiveness information for each of its reference contracts to assist in the Government's evaluation. For all Offerors that intend to team, the Offeror shall submit information describing past successful teaming experiences in the referenced contracts. The following topics must be addressed:

- Qualifications and effectiveness of on-site contract management and the level of autonomy the on-site manager had to manage the contract.
- Extent of corporate management involvement in contract operations.
- Availability of corporate resources.
- Changes made to lines of authority during the contract, and their impact to contract performance.
- Increases in direct and indirect rates from original proposal, and their impact on overall cost performance.
- Management of performance problems and their resolutions.
- Ability to operate free from organizational conflicts of interest

**4. Other Information.** For all relevant contracts identified in (b)(1) above, and for all NASA contracts completed within the last five years or active for at least one year, the Offeror and major subcontractors shall:

- Provide small business goals and achievement of those small business goals.
- For Award Fee or Incentive Fee Contracts, provide the rating scale and the fee results by evaluation period.

B. Reference Information. The following information shall be supplied by each Offeror and major subcontractor. All information requested must concern contracts considered to be relevant in technical requirements, size and complexity to the contract expected to be awarded from this solicitation. This information shall concern only work performed by the Offeror's or major subcontractors' business entity that will perform the work under this contract, if awarded. Each Offeror is responsible for assuring that the customers return questionnaires directly to the Government 15 days prior to the proposal due date. If the Offeror or major subcontractor does not have enough references to meet these requirements, references shall be provided to the maximum extent possible. The questionnaires returned to the Government will not be counted against the proposal's page limitation.

1. Each Offeror and major subcontractor shall complete Section 1 of the Past Performance Questionnaire identified in Section J, "List of Documents, Exhibits, and Attachments," for each reference identified in paragraph 2 below.
2. Each Offeror and any proposed major subcontractor shall send a blank Past Performance Questionnaire to the cognizant Contracting Officer or the Contracting Officer's Technical Representative of no more than three (3) relevant contracts (government and/or industry contracts), each in excess of \$1,000,000 total contract value, received in the past five (5) years, or currently on-going, involving types of related effort. All Past Performance Questionnaires shall be drawn from the (b) Past Performance Proposal (Volume II) (1) list above. The Offeror is responsible for ensuring that the respondent completes and submits the questionnaire directly to the NASA Ames Research Center Contracting Officer no later than 15 days prior to proposal due date.
3. Fifteen (15) days prior to the proposal due date, each Offeror shall provide the NASA Ames Research Center Contracting Officer a list of contracts from whom the Offeror's team (Offeror and any proposed major subcontractor/s) have requested past performance information and send that list via email to Veronica.Llamas-1@nasa.gov.

**(c) Cost/Price Proposal (Volume III)**

Proposed costs will be analyzed to determine the cost/price and associated risks of doing business with the offeror. Cost proposals shall include the following information for the offeror as well as any subcontract valued at \$1M or more. The proposed costs will be used for evaluation purposes based on the Government's estimated pricing model staffing plan (labor categories and labor hours) included as Attachment J.1(b) 1 . This will provide the government with a standard cost model to be used to compare proposals. The cost model is for evaluation purposes and the actual number of labor hours needed in the various labor categories will be determined upon negotiation of individual task orders. If certification of cost or pricing data is required in accordance with Federal Acquisition Regulation 15.403, the successful Offeror will be required to submit a Certificate of Current Cost or Pricing Data in the form set forth in FAR 15.406-2 prior to the execution of any contract to be awarded as a result of this solicitation.

In accordance with 16.301- 3(a)(1), award of a Cost Reimbursement contract requires that the contractor's accounting system is adequate for determining costs applicable to the contract. Although the proposal is not required to be cost certified, the Offeror's proposal shall be in sufficient detail to allow direct and indirect rate verification and audit of selected costs. If your system has previously been reviewed, and approved by the Government, provide the name and telephone number of the cognizant Government office.

The required format for other than cost or pricing data is for evaluation purposes. Additionally rates contained in Attachment J.1(b)9 Direct Labor Rates, Fringe Rates, Indirect Rates, Incentive Fee, and Ceiling Rate Matrices will be incorporated by reference into any resultant contract as Attachment J.1(a) 6. The cost for any resultant contract will be awarded on the basis of the successful offeror's normal estimating and/or accounting system or the system set forth in the Cost Accounting Standards Board Disclosure Statement required by Public Law 100-679, if applicable. If the offeror's estimating and/or accounting practice differs from the required cost proposal format, the costs should be computed in accordance with the offeror's normal accounting and estimating procedures provided with rationale for the format adjustments.

Attachment J.1(b)1 contains the Government's estimated (for base period of 23 months and 12-month option years) hours for all the non-management direct labor, (i.e. labor other than program management) with position descriptions/categories for this effort. The estimated non-management hours are provided for evaluation purposes **only** and are not to be construed and/or interpreted as the number of hours that will be ordered under this Indefinite Delivery/Indefinite Quantity contract. Offerors are required to add their own unique program management staff positions and associated hours to manage this effort as part of their cost proposal.

Direct labor must be estimated on the basis of productive effort. Productive effort is the estimated number of hours required to perform the work. Vacations, holidays, sick leave, and any other paid absences shall not be cited as direct labor, but shall be separately identified and priced or included in indirect cost.

The offeror and **all** subcontractors and/or teaming partners, regardless of dollar value, shall be included in **Exhibits 2A and 2B** and shall complete and submit **Exhibits 3A and 3B**. For significant subcontracts expected to exceed \$1M, the proposed significant subcontractor and/or teaming partner shall provide Cost **Exhibits 3A and 3B through Exhibit 8** and supporting information that is requested from the offeror. Prospective subcontractors and/or teaming partners may submit proprietary cost data, under separate cover, directly to the Government no later than the date and time specified in the instructions for receipt of offers for this RFP.

The offeror shall submit electronic copies of the cost proposal charts contained in the referenced exhibits in Microsoft Excel format on CD-ROMs. Two copies of the CD-ROMs shall be submitted with one copy identified as the backup. This requirement is in addition to the required hard copies. The offeror shall include all formulas in the cost charts to substantiate the whole dollar amount proposed. The offeror shall certify that all disks are virus-free. In the event of any inconsistency between data provided on electronic media and hard copies, the hard copy data will be considered to be correct.

An annual rate of **2.5%** recommended by NASA Headquarters should be used for labor escalation. Rationale and justification is required for proposing an escalation rate other than the recommended rate.

For purposes of proposal submissions, an **annual value of \$250,000 for Other Direct Costs (ODCs)** which only reflects material/supplies, travel, and training, is provided for use in the Offeror's cost model. This represents the Government's current best estimate of contract requirements and is exclusive of any indirect expenses. Therefore, unless it is not the offeror's normal accounting practice to do so; these costs should bear their applicable portion of G&A expense.

Offerors shall use the formats of the Direct Labor Rates, Fringe Rates, Indirect Rates, Fixed Fee, and Ceiling Rate Matrices described below and shown in Section J.1(b)9. Sufficient detail should be provided to support and explain all costs proposed.

**Exhibits 1A and 1B:** **Exhibit 1A** is a summary of the total proposed cost for all contract years using indirect expense bid rates and **Exhibit 1B** is a summary of the total proposed cost for all contract years using indirect expense ceiling rates. The source of costs per contract year is **Exhibit 2A** for **Exhibit 1A** and **Exhibit 2B** for **Exhibit 1B**. Both exhibits shall also identify as a separate amount, any phase-in costs associated with the phase-in period and transition from the current contract requirements and staffing levels to those anticipated to fulfill the requirements of this RFP. They should include the cost of administration, relocation, employee sign-on, training, retraining, and any other costs associated with the phase-in/phase-out plan. Phase-in costs shall be fully explained and related to the phase-in/phase-out plan included in the offeror's Mission Suitability Proposal. Phase-in shall start on the effective date of the contract.

(a) The offeror shall complete **Exhibits 2A and 2B**, for each Contract Year, including **all subcontractors and teaming partners, regardless of dollar value, expected to perform under the subject contract.** The offeror shall complete these exhibits in accordance with the following instructions and then provide a summary of the total proposed cost in **Exhibit 1A (Bid Rates)** and **Exhibit 1B (Ceiling Rates)**.

- At the top of **Exhibits 2A and 2B**, the offeror shall insert its loadings (**bid indirect expense rate(s)** and/or fee(s) in **Exhibit 2A** and **ceiling indirect expense rate(s)** and/or fee(s) in **Exhibit 2B**) that will be applied to the subcontractor(s) or teaming partner(s) burdened labor rates in accordance with its approved accounting system. Specify the element of cost (e.g., material handling and/or G&A and/or maximum incentive (cost and performance) fee) and the proposed contract year rate for each element of cost (indirect expense rates must match the respective contract year indirect expense rates in **Exhibits 4A and 4B**).
- In **Exhibits 2A and 2B**, the offeror shall insert its burdened labor rates and/or subcontractor or teaming partner burdened labor rate(s) for each direct labor category. These burdened rates must match the burdened labor rates in **Exhibits 3A and 3B** from the offeror and all subcontractors and teaming partners. The offeror may modify **Exhibits 2A and 2B** to delete or add additional subcontractor columns, if necessary.
- Using the respective offeror loadings specified at the top of **Exhibits 2A and 2B**, the offeror shall calculate and insert the subcontractor's "burdened labor rate w/prime loading" rates for each subcontractor's or teaming partner's direct labor category. For example, if the subcontractor's burdened labor rate is \$100 and the offeror's bid loadings are G&A at 10% and award fee at 8%, the Subcontractor's burdened labor rate with offeror's loading rate(s) will be \$118.80 [ $(\$100 * 1.10) * 1.08$ ].

- For each direct labor category in **Exhibits 2A and 2B**, the offeror shall insert **the percentage of anticipated effort to be performed by itself and/or each subcontractor or teaming partner**. The percentages proposed for each labor category in **Exhibits 2A and 2B** must be the same--only the rates will differ (bid versus ceiling indirect rates). The offeror plus all subcontractors and/or teaming partners "Percent of effort" **must** total 100% for **each** direct labor category.
- The offeror shall then add the results from multiplying the respective percent of effort against the offeror's burdened labor rate and each subcontractor's burdened labor rate with offeror's loading rate(s) to derive the total composite burdened labor rate for **each and every** direct labor category in **Exhibits 2A and 2B**.
- The total composite burdened labor rates in **Exhibits 2A and 2B** for **each non-program management labor category** shall be multiplied against the respective Government estimated direct labor hours set forth in **Attachment J.1(b)1a** to derive the total burdened labor cost. The percent of effort **must total 100%** for each and every direct labor category in **Exhibits 2A and 2B**. In addition, the Government estimated direct labor hours provided for each non-program management labor category in **Attachment J.1(b)1a** shall **not** be changed.
- Likewise, the total composite burdened labor rates in **Exhibits 2A and 2B** for program management labor categories shall be multiplied against the labor hours estimated for this effort by the offeror and/or subcontractor/teaming partner. The amount of program management effort (categories, hours) proposed in **Exhibits 2A and 2B** shall be the same--only the rates will differ (bid versus ceiling indirect rates).
- The offeror shall then complete **Exhibits 2A and 2B**, by including all non-labor costs (e.g., materials/supplies, travel/training) and also the applicable indirect expenses and maximum incentive (cost and performance) fee using only the offeror's proposed rates.

(b) The offeror and **all** subcontractors and/or teaming partners (regardless of dollar value) included in **Exhibits 2A and 2B** shall complete **Exhibits 3A and 3B**. These exhibits disclose the base (unburdened) labor rates proposed for each direct labor category and the indirect expense rates and fixed fee used to compute the burdened labor rates used in **Exhibits 2A and 2B**. The only difference between the two exhibits is that bid indirect expense rates are used for **Exhibit 3A** and ceiling indirect expense rates are used for **Exhibit 3B**. If the offeror's and/or subcontractor's/teaming partner's accounting system provides for more than one fringe benefits rate and/or more than one overhead rate, the applicable indirect expense rates used to compute the burdened labor rates should be shown for each direct labor category. On the other hand, if the same indirect expense rates apply to all of the labor categories, the rates need only be shown for the first labor category identified in each of the exhibits. Also, if it is your normal accounting practice to include fringe benefits with overhead, leave the fringe benefits columns blank and explain with a footnote. In addition, the allocation base for each indirect expense rate should be shown at the bottom of the exhibits. The format to be used for these exhibits is shown in the **Exhibit 3A/3B SAMPLE**.

(c) **Exhibits 4A and 4B:** Summary of Indirect Expense Rates. These exhibits reflect the fringe benefits, overhead and G&A rates by contract year and offeror's fiscal year. Material overhead rates and any other burden rates should be shown separately. **Exhibit 4A** is for identification of the **bid** indirect expense rates and **Exhibit 4B** is for identification of the **ceiling** indirect expense rates. The exhibits summarize the offeror's fiscal year rates from **Exhibits 5A, 5B and 5C** for fringe benefits, overhead and G&A, respectively. Identify the offeror's fiscal year in the space provided (e.g., 12-31-08), and show the offeror's applicable accounting periods for the various contract years.

(d) **Exhibits 5A, 5B, and 5C.** These three exhibits are similar in nature. For each exhibit, the offeror is to show, by fiscal year, each item of expense included in fringe benefits (**Exhibit 5A**), overhead (**Exhibit 5B**) and G&A (**Exhibit 5C**) that comprises its proposed **bid** indirect expense rates. In addition to showing projected expenses through the life of the contract, including all options, show the actuals for each of the prior three fiscal years. If more than one rate is proposed for fringe benefits and/or overhead, separate **Exhibits 5A and 5B** should be provided. The base of allocation and the amount of the base should be provided on each exhibit. If the rates are negotiated forward pricing rates, furnish the name of the Government agency with whom they were negotiated and the date of negotiations. If not negotiated, state the date when the rates were developed.

(e) **Exhibits 6A, 6B, and 6C.** These three exhibits are the same as Exhibits 5A, 5B, and 5C with the exception that they identify the offeror's **ceiling** rates for indirect expenses. An explanation should be provided on how the ceiling rates differ from the bid rates.

(f) **Exhibit 7: Summary of Key Personnel Labor Rates.** This exhibit identifies all key personnel with their actual hourly labor rates shown as of a current identified payroll date. For any individual not currently employed by the offeror, show the hourly labor rate at which the individual has agreed to be hired should the offeror be selected for contract award.

(g) **Exhibit 8: Proposed Staffing Requirement.**

(i). This exhibit shows how the offeror plans to obtain the required personnel for the first year of contract performance by identifying the number of personnel to be obtained (1) from within the company, (2) from the current incumbent(s), and (3) through new hires. For personnel to be obtained from within the company, provide current and proposed labor rates accompanied by an explanation of how the proposed rate was determined. For personnel to be obtained from the current incumbent(s) or through new hires, identify the source of the proposed labor rates.

(ii). Identify the number of nonproductive hours per person per year. A nonproductive hour is an hour expended for non-work time such as vacation, holidays, sick leave, and other personal leave. State the number of hours for each of these elements. Explain how the nonproductive hours will be accumulated and charged. State policies for treating accumulated vacation and unused sick leave hours, as well as for their treatment at contract completion. Explain policies for overtime eligibility, the amount of overtime premium, and charging of premium. This includes the application of benefits (full or partial) to be applied to the overtime premium. Also explain, if applicable, treatment, rates, and cost for shift differentials.

(h) **Exhibit 9:** This exhibit summarizes the proposed subcontract and teaming partner activity. In addition to identifying **all** subcontractors and teaming partners, information should be provided on how the cost for each was estimated, and the type of proposed subcontract (i.e., firm-fixed price, cost-plus-fixed-fee, labor hour, etc.). For any significant subcontractor and/or teaming partner that has a potential estimated cost in excess of the \$1M threshold, the subcontractor/teaming partner shall provide cost **Exhibits 3A and 3B** through **Exhibit 8** and supporting information that is requested from the offeror.

(i) **Facilities Capital Cost of Money.** If an amount for Facilities Capital Cost of Money is proposed by the offeror, it must be separately identified and computed in accordance with Cost Accounting Standards (CAS) 14. To claim this cost, the amount must be calculated using Forms CASB-CMF and DD 1861. (See Section J for attachments.) and inserted in **Exhibits 1A and 1B**. NOTE: When facilities capital cost of money is included as an item of cost in the Offeror's proposal, it shall not be included in the cost base for calculating profit/fee. In addition, a reduction in the profit/fee objective will be made in the amount equal to the facilities capital cost of money allowed or one percent of the cost base, whichever is less. (See NFS 1815.404-471-5(a).)

(END OF PROVISION)

**L.9 LIST OF AVAILABLE GOVERNMENT PROPERTY (DEVIATION) (NFS 1852.245-81)(SEP 2007)**

(a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-1, *Government Property*. The offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property.

Item Description	Acquisition Date	Acquisition Cost	Quantity	If equipment		
				Manufacturer	Model	Serial No.
SEE ATTACHMENT J.1(a)5						

(b) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-2, *Government Property Installation Operation Services*. The offeror shall notify the Government of its intention to use or not use the property.

Item Description	Acquisition Date	Acquisition Cost	Quantity	If equipment		
				Manufacturer	Model	Serial No.
N/A						

(c) The selected Contractor will be responsible for costs associated with transportation, and installation of the property listed in this provision.

(END OF PROVISION)

**L.10 WAGE DETERMINATIONS AVAILABILITY**

Wage Determination number 2005-2062, Revision 7 is included in Section J as Attachment J.1(a)2. When the appropriate determination is available it will be incorporated into the solicitation by amendment or included in the resulting contract, whichever is appropriate

(END OF PROVISION)

[END OF SECTION]

## SECTION M - EVALUATION FACTORS FOR AWARD TO OFFERORS

### M.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

#### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.217-5	JUL 1990	EVALUATION OF OPTIONS

#### II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(END OF PROVISION)

### M.2 EVALUATION APPROACH

**(a) General.** The contract award will be based on the evaluation of three factors: Mission Suitability (Volume I), Past Performance (Volume II), and Cost/Price (Volume III).

(1) This provision is intended to explain the rationale and precise criteria by which proposals will be assessed by the evaluation team. Offerors are to prepare proposals with these criteria in mind (i.e., in terms of both content and organization), in order to assist the team in determining the relative merit of proposals in relation to the requirements as defined in Section C.

(2) The Government may award a contract based on the initial offers received, without discussion of such offers. Accordingly, each offeror shall submit its initial proposal to the Government using the most favorable terms from a price and technical standpoint.

(3) Proposals will be evaluated in accordance with the requirements of FAR Subpart 15.3, "Source Selection," as supplemented by NFS Subpart 1815.3, "Source Selection." Offerors shall recognize that the initial evaluation of proposals and the determination of the competitive range, if any, will be made upon a review of the proposals only, plus some independent investigations that may be made with regard to Past Performance. Discussions will be held only if award on the basis of initial offers is determined not to be in the Government's best interest. If written or oral discussions are conducted, the Government will seek revised proposals from offerors within the competitive range.

(4) At the conclusion of discussions (if applicable), as stipulated in FAR 15.307, a Final Proposal Revision (FPR) will be requested from all offerors still within the competitive range.

The FPR shall be submitted in the form of a contractual document (including revisions to the original proposal) that has been executed by an individual with the authority to bind the Offeror. Selection will be made in accordance with the evaluation criteria set forth below. Contract award may be made without subsequent discussions or negotiation.

(5) The Source Evaluation Committee (SEC) will present its findings to the Source Selection Authority (SSA). The SSA's decision shall be based on a comparative assessment of proposals against all source selection criteria in the solicitation. While the SSA may use reports and analyses prepared by others, the source selection decision shall represent the SSA's independent judgment. The Government intends to award a contract resulting from this solicitation to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

**(b) Evaluation Factors.** There are three evaluation factors for this procurement: Mission Suitability, Past Performance, and Cost/Price. A general definition of these factors may be found at NFS 1815.304, "Evaluation factors and significant subfactors." Specific information regarding each factor is provided below:

(1) Mission Suitability Factor. The Mission Suitability factor indicates, for each offeror, the merit or excellence of the work to be performed and the ability of the offeror to accomplish what is offered, or the product to be delivered. The overall Mission Suitability Factor will be numerically scored, and the Mission Suitability Subfactors will be rated by adjective and numerically weighted and scored in accordance with NFS 1815.305(a)(3), "Technical Evaluation," and the following table:

ADJECTIVAL RATING	DEFINITIONS	PERCENTILE RANGE
Excellent	A comprehensive and thorough proposal of exceptional merit with one or more significant strengths. No deficiency or significant weakness exists.	91-100
Very Good	A proposal having no deficiency and which demonstrates over-all competence. One or more significant strengths have been found, and strengths outbalance any weaknesses that exist.	71-90
Good	A proposal having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not offset by strengths do not significantly detract from the offeror's response.	51-70
Fair	A proposal having no deficiency and which has one or more weaknesses. Weaknesses outbalance any strengths.	31-50
Poor	A proposal that has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.	0-30

Overall, the offeror's Mission Suitability proposal will be evaluated based on the offeror's ability to fulfill the technical requirements while meeting quality, schedule, and safety requirements. The compatibility between the proposed technical approach and proposed total compensation to accomplish the work will be an important consideration in the evaluation of this factor.

(2) Past Performance Factor. This factor indicates the relevant quantitative and qualitative aspects of each offeror's record of performing services or delivering products similar in size, content, and complexity to the requirements of the instant acquisition. This factor provides an opportunity to evaluate the quality of goods and services provided by the offerors to the agency and other organizations as either a prime or subcontractor.

The Past Performance evaluation assesses the Offeror's performance under previously awarded contracts. The past performance evaluation is an assessment of the Government's level of confidence in the Offeror's ability to perform the solicitation requirements. The past performance evaluation shall be in accordance with FAR 15.305(a)(2) and NFS 1815.305(a)(2). When applying the definitions below to arrive at a confidence rating, the SEC's evaluation shall clearly document each Offeror's relevant past performance and the currency of the past performance to assess the Offeror's overall confidence rating assigned. Past Performance shall be evaluated for each Offeror using the following levels of confidence ratings:

**Definition of Ratings**

Very High Level of Confidence	The Offeror's relevant past performance is of exceptional merit and is highly pertinent to this acquisition; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance. Based on the Offeror's performance record, there is a very high level of confidence that the Offeror will successfully perform the required effort.
High Level of Confidence	The Offeror's relevant past performance is highly pertinent to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance. Based on the Offeror's performance record, there is a high level of confidence that the Offeror will successfully perform the required effort.
Moderate Level of Confidence	The Offeror's relevant past performance is pertinent to this acquisition, and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance. Based on the Offeror's performance record, there is a moderate level of confidence that the Offeror will successfully perform the required effort.
Low Level of Confidence	The Offeror's relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance. Based on the Offeror's performance record, there is a low level of confidence that the Offeror will successfully perform the required effort. Changes to the Offeror's existing processes may be necessary in order to achieve contract requirements.
Very Low Level of Confidence	The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas, which adversely affect overall performance. Based on the Offeror's performance record, there is a very low level of confidence that the Offeror will successfully perform the required effort.
Neutral	In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance [see FAR 15.305(a) (2) (ii) and (iv)].

(3) **Cost/Price Factor.** This factor is used to assess what each offeror’s proposal will cost the Government should it be selected for award. Proposed costs are analyzed to determine the cost/price and associated risks of doing business with an offeror based upon the offeror’s proposed approach for the proposed price. A cost realism analysis will be performed to assess the reasonableness and realism of the proposed costs. It is not numerically weighted or scored.

**(c) Mission Suitability Factor (Volume I).** The Offeror's Mission Suitability proposal will be evaluated based on the Offeror's ability to fulfill the technical requirements while meeting quality, schedule, and safety requirements and the Offeror’s management and business approaches. The compatibility between the proposed technical and management approaches, and the overall resources proposed to accomplish the work will be an important consideration in the evaluation of this factor. In addition, proposal risk will be evaluated with respect to cost, performance, technical approach, and management approach. The overall Mission Suitability Factor will be numerically scored, and the Mission Suitability subfactors will be rated by adjective and numerically weighted and scored. Information submitted in Volume I of the proposal that is not relevant to the Mission Suitability factor will not be evaluated, except that if the SEC determines that a proposal does not adequately demonstrate that the offeror will be able to perform the work with the resources proposed, the SEC may determine this to be a mission suitability weakness as well as require an adjustment for probable cost, adversely affecting the offeror’s Mission Suitability scores, if applicable. This integration between mission suitability findings and probable cost adjustments is critical to accomplishing cost realism.

The Offerors will be evaluated and scored based on the Mission Suitability subfactors set forth below. (Note: the following outline should not be construed as an indication of the order of importance or relative weighting of individual elements of the Mission Suitability subfactors as there are no discrete point values to any of the elements.)

INDEX OF MISSION SUITABILITY SUBFACTORS				
Para.	Subfactor Title	Elements		Format
A	Technical Understanding			Oral
B	Management Approach	1	Organizational Structure and Approach	Oral
		2	RESERVED	Oral
		3	Key Personnel	Oral
		4	Staffing, Recruitment, Retention and Training	Oral
		5	Phase-In Plan	Oral
		6	Key Personnel	Written
		7	Total Compensation Plan	Written
		8	Organizational Conflicts of Interest Avoidance Plan	Written
C	Safety and Health Plan			Written
D	Small Business Utilization			Written

**A. Technical Understanding – Oral Presentation (Subfactor).** Each proposal will be examined to evaluate the Offeror’s overall understanding of the requirement and technical approach. Restating the Statement of Work (SOW) will not be interpreted as demonstrating understanding.

The Offeror’s proposal will be evaluated on how well it demonstrates its comprehension of each

of the requirements of the SOW and specifically addresses how the work will be accomplished. The Offeror's approach to, and understanding of, the following will be evaluated to determine soundness, technical merit, innovativeness, efficiency, and effectiveness:

- How the broad spectrum of technical areas of the SOW will be managed in a coherent, integrated manner that will meet each of the requirements defined in the Statement of Work, specifically addressing the requirements in SOW C.2.3 through C.5.1.
- Clear demonstration of understanding of all the requirements of the SOW including a complete, balanced, and consistent approach that specifically addresses the requirements in SOW Sections C.2.3 through C.5.1.
- Approach to staying abreast of, and utilizing, innovative technologies to improve processes, systems, or techniques required in the SOW.
- Identification of critical, high risk areas and recommended approaches to minimize the probability and impact of those risks.

**B. Management Approach – (Subfactor).** This subfactor will be used to evaluate the Offeror's management and business approaches. Under this subfactor, an evaluation will be made of the Offeror's overall management and business approach to coordinating, performing, integrating, controlling, and accomplishing the requirements of the SOW from phase-in through the life the contract.

**1. Organizational Structure and Approach – Oral Presentation.** The Offeror's rationale and approach to the following will be evaluated to determine reasonableness, effectiveness, and efficiency in the following:

- How the Offeror's organizational structure provides clear internal and external lines of authority, including the Offeror's diagrams of the structural connections or associations of the organizations responsible for this work with any corporate or division organizations and any subcontractors.
- The Offeror's approach to meeting the goals and objectives of the requirement and how it is applied to assure excellent performance in the services provided under this contract and how the approach will integrate any proposed subcontractors into the prime's level of performance.
- Authority and responsibility vested in site manager and key personnel / other managers and their access to corporate or company resources to support the contract through all phases.
- Plan to be used to manage the execution of multiple task orders, changing tasks, task priorities, resources, and schedules in a safe, timely, efficient, and cost effective manner.
- Process(es) and resources for managing the contract including contract modifications, task modifications, handling changing environments, and problem resolution techniques.
- Process(es) for initiating new subcontracts and vendor agreements, managing small vendors as well as large, and with one time requirements and long-term relationships.
- Services, facilities, equipment, and staff assistance, beyond that required for the on-site staff, that can be obtained for this contract that are either internal or external to

the corporation, how these resources can be obtained or provided, and the corporate commitment and flexibility to provide these resources when requested. Include technical and business assistance provided by corporate offices of the prime and major subcontractors, including technical consultants, human resources, procurement, subcontracting, legal, and foreign national processing support.

- Benefits to the Government of the above identified resources (in terms of safety, mission impact, cost savings, technical resources, efficiency improvements, etc.) where appropriate.
- Developing and infusing best practices and industry standards.
- Identification of the risk areas and recommend approaches to minimize the probability and impact of those risks.

## 2. **RESERVED**

3. **Key Personnel – Oral Presentation.** The Offeror's approach and rationale to the following will be evaluated to determine reasonableness, efficiency, and effectiveness:

- Key positions including the allocation of those positions between the prime and any proposed subcontractors.
- Position Descriptions, including authorities, assignments, experience, and skills required of key personnel.
- Individuals assigned to these key positions and percentage of their time allocated to this contract.
- Staffing approach for key personnel during absences due to, e.g., vacation or illness.
- Procedures for replacing key personnel.
- Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.

4. **Staffing, Recruitment, Retention and Training – Oral Presentation.** The Offeror's approach to and rationale for the following will be evaluated to determine appropriateness, reasonableness, effectiveness, and efficiency:

- Proposed approach to providing the staffing (skill mix) necessary to perform the requirements contemplated in the statement of work, including the assignments and the skills required for other-than-key personnel and incumbent skill retention.
- Recruitment plans, methods, and employee retention plans, including plans for internal training, mentoring, and career development.
- Any difficulties anticipated in fulfilling the staffing requirements of this contract and the plans to overcome those difficulties.
- Any process for dealing with underperforming employees.

- Information concerning other policies and incentives aimed at contributing to a safe working environment for employee retention, morale, productivity, growth, and development.
- Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.

**5. Phase-in Plan – Oral Presentation.** The Offeror's approach to and rationale for the following will be evaluated to determine completeness, reasonableness, effectiveness, and efficiency:

- Proactive approaches to ensuring safe, efficient continuation of operations during contract turnover, addressing issues typically encountered during the initial and ongoing transition of personnel in similar facilities.
- Proposed key or other personnel (by title and function), and their availability, who will participate during the phase-in and the Offeror's rationale.
- Estimate of, and supporting rationale for, the number of incumbent contractor employees expected to be hired.
- The impact of the Offeror's policy for continuing and/or replacing the benefits of the incumbent contractor's employees expected to be hired (e.g., seniority, accrued sick and annual leave, compensatory time, health plans or 401k plans).
- Identification of risk areas and recommend approaches to minimize the probability and impact of those risks.

**6. Key Personnel – Written Proposal.** The Offeror's Key Personnel written proposal (including the following: key personnel commitment letters with percentage dedicated, and position descriptions and resumes for key management and technical personnel) will be evaluated to determine reasonableness and effectiveness.

#### **7. Total Compensation Plan – Written Proposal**

The Government will evaluate the Offeror's Total Compensation Plan for all personnel proposed, in accordance with NFS provision 1852.231-71, "Determination of Compensation Reasonableness," and FAR provision 52.222-46, "Evaluation of Compensation for Professional Employees." The plan will be evaluated for:

- Salary ranges and fringe benefits proposed for employees that demonstrate a clear understanding of the local employment market. The breakdown of salaries/wages, along with an itemization of the benefits that require employee contributions and the amount of that contribution as a percentage of the total cost of the benefit will be evaluated. The charts containing the average of fringe benefit information for all the exempt labor categories and containing the average of fringe benefit information for all the non-exempt labor categories will be evaluated.
- The impact that the proposed compensation will have on recruiting and retaining professional employees (as defined in 29 CFR 541).

- Reasonableness of employee compensation regarding: vacations, severance pay, holidays, overtime and shift differentials, sick leave, California Family Leave Act, bonus plans, life insurance, medical/dental/vision insurance, uncompensated overtime, pension contributions, employee incentives, training, career development, moving expenses, and compensatory time. Reasonableness of the employee contributions to their compensation.
- Reasonableness of proposed uncompensated overtime, rationale, and proposed labor categories.
- Reasonableness of the distribution of benefits charges (e.g., direct labor cost, G&A, Overhead, or Fee.)

**8. Organizational Conflict of Interest Avoidance Plan – Written Proposal.** The offeror's Organizational Conflict of Interest Avoidance Plan will be evaluated for a complete and comprehensive response to ensuring compliance with, and assurances that, all safeguards are in place to maintain control, handling, and non-disclosure of sensitive data in conformance with contract requirements. Specifically, the Plan will be evaluated to ensure it addresses all the requirements identified in Section H, paragraph H.2, Organizational Conflicts of Interest, and Limitation on Future Contracting, H.11 ARC 52.227-93 Management and Protection of Data, H.12 ARC 52.227-96 Handling of Data, and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information relative to the offeror's understanding and proposed methodology for implementation of the above contract requirements.

**C. Safety and Health Plan – Written Proposal (Subfactor)**

The Offeror's Safety and Health Plan will be evaluated for a complete and comprehensive response to the management of safety and health hazards that will be expected during the course of this contract in accordance with NPR 8715.3C and APR 1700.1. The Offeror's approach and understanding to the following will be evaluated to determine soundness, technical merit, innovativeness, efficiency, and effectiveness:

- (1) Statement of the corporate policy and program goals concerning safety and health.
- (2) Safety and Health program management structure, including whether the plan clearly defines safety assignments and specific safety roles to individuals by name and title.
- (3) Safety management program elements, including whether the plan appropriately covers techniques for achieving program goals and includes:
  - Methods to make certain that clear statements of hazardous situations and necessary cautions are in documents which detail operations, such as inspection, test, and operating procedures.
  - Means for ensuring that every employee understands how to recognize hazards and how to avoid having mishaps.
  - Procedures for training and certification of personnel performing potentially hazardous operations. Identify certifications and corresponding training requirements and/or physical conditions that are required to perform work.
  - Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for management of hazardous waste.
  - Controls for special hazardous materials and processes, such as lasers, explosives, biohazards, power-actuated hand tools, high-pressure devices, etc.
  - Method of making sure that emergency plans and procedures are current and sufficient.

- Method for making sure that employees consistently perform their work safely and in accordance with the plan.
- Method for reporting and investigating accidents and incidents (mishaps).

#### **D. Small Business Utilization – Written Proposal (Subfactor)**

The evaluation of Small Business Subcontracting and Commitment to the Small Business Program applies to all Offerors, except that Small Businesses are not required to submit a Small Business Subcontracting Plan. .

The evaluation of SDB participation applies to all Offerors.

##### **(a) Small Business Subcontracting**

(1) The Small Business Subcontracting Plan will be evaluated in terms of the Offeror's proposed subcontracting goals (overall subcontracting goals and individual subcontracting goals by small business category) in comparison to the Contracting Officers assessment of the appropriate subcontracting goals for this procurement. The Offeror's Small Business Subcontracting Plan will also be evaluated in terms of meeting the requirements of FAR 19.704, Subcontracting Plan Requirements. The evaluation of the Small Business Subcontracting Plan will be on the basis of total contract value.

(2) Small businesses are not required to submit subcontracting plans. NASA will only evaluate the amount of work proposed to be performed by the small business prime and any small business at the first tier subcontract level. The proposed amount of work to be done by the prime small business and first tier small business subcontractors will be evaluated against the Contracting Officer's assessment of the overall subcontracting goal for this procurement. Individual subcontracting goals by small business categories will not be evaluated for small business primes and their first tier subcontractors.

##### **(b) Commitment to Small Businesses**

(1) NASA will evaluate the extent to which any work performed by a small business subcontractor(s) is identified as "high technology". NASA also will evaluate the extent of commitment to use the subcontractor(s) (enforceable vs. non-enforceable commitments).

(2) NASA will evaluate the extent to which the identity of the small business subcontractor is specified in the proposal as well as the extent of the commitment to use small businesses. (For small business Offerors, NASA will evaluate this only if subcontracting opportunities exist.)

(3) NASA will evaluate the Offeror's established or planned procedures and organizational structure for small business outreach, assistance, participation in the Mentor Protégé program, counseling, market research and small business identification, and relevant purchasing procedures. (For large businesses Offerors, this information should conform to its submitted Small Business Subcontracting Plan. For small business Offerors, NASA will evaluate this only if subcontracting opportunities exist.)

**(c) SDB Participation**

(1) The Government will evaluate the reasonableness of the proposed SDB participation along with supporting rationale against IDIQ MAXIMUM ORDERING VALUE. Specific identification of SDB contractors and associated work will be evaluated for feasibility.

**(END OF PROVISION)****(d) Past Performance Factor (Volume II)**

By acquiring and reviewing information from a variety of sources, the Government will evaluate each Offeror's suitability to fulfill the requirements of this contract. The Government will evaluate the currency and relevance of the information, source of the information, context of the data, and general trends in performance of the Offeror and major subcontractors. Specifically, the Government will evaluate information on past and current performance regarding relevant technical performance, contract management, corporate management responsiveness and other information.

The explanations and amounts of cost growth will be evaluated. The reasons for any terminations for default, environmental or safety violations and schedule slips will also be evaluated.

**A. Information Provided by Offerors and Major Subcontractors**

The Government will review recent and active contracts (as defined in Section L.8(b)), to determine the relevancy of the experience to the work anticipated to be performed under this proposed contract. The past performance of the offeror and major subcontractors will be thoroughly evaluated in the following areas: Relevant Technical Performance, Contract Management, and Corporate Management Responsiveness and Other Information. The Government will also evaluate other information submitted by the offeror and major subcontractors as well as information from other sources as described in Section L.

**1. Relevant Technical Performance.** The Government will review relevant recent and active contracts to assess the quality of the technical work performed under those contracts. The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in performance of the offeror and major subcontractors. In evaluating technical performance, the Government will evaluate the following:

- Compliance with technical and schedule requirements; explanation of schedule slips
- Contractor flexibility and effectiveness in dealing with changes to technical requirements
- Innovative and resource efficient solutions to satisfy technical requirements
- Key personnel performance and relevant experience
- Quality, accuracy, and completeness of technical documentation.

**2. Contract Management.** The Government will evaluate the offeror's and major subcontractors' recent and current performance in the area of contract management. The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in performance of the offeror and major subcontractors. In evaluating contract management, the Government will evaluate the following:

- Safety record including protecting the environment during facility operations, maintenance, and repair; protection of employees; and safe use of the facilities
- Management of multiple, concurrent, and complex tasks.
- Record in conforming with the terms and conditions of contracts, including delivery of products and reports and adherence to cost and schedule constraints.
- The reasonableness of amounts of and explanations for any listed cost overruns or under runs on referenced cost-type contracts.
- Record of recruiting, developing, and retaining a workforce with the appropriate skills for contract performance.
- Subcontract management including meeting Subcontract Goals
- History of handling labor, including union, related issues.
- History of incumbent retention during first year of contracts for which the offeror was not the incumbent.
- History of management of phase-in period to ensure efficient continuation of operations during contract turn-over, in cases where the contractor was not the incumbent.
- Approach to identifying and mitigating risks (including risks associated with cost, schedule, deliverables, and milestones), to ensure mission success

**3. Corporate Management Responsiveness.** The Government will evaluate the offeror's and major subcontractors' corporate relevant past performance, and the relationship of the offeror to any entities within the corporation that will substantially contribute to the proposed contract or have the potential to significantly impact the proposed contract, and how well they have worked together in the past. The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in performance of the offeror and major subcontractors. The Government will evaluate the impact of the offeror's, major subcontractor's, and other entities' decisions in the following areas.

- Qualifications and effectiveness of on-site contract management and the level of autonomy the on-site manager had to manage the contract.
- Extent of corporate management involvement in contract operations.
- Availability of corporate resources.
- The impact on contract performance of changes to lines of authority that were made during the contract performance period.
- Increases in direct and indirect rates from proposed rates, and their impact on overall cost performance.
- Management of performance problems and their resolutions.
- Ability to operate free from organizational conflicts of interest

**4. Other Information.** The Government will also evaluate the following for all relevant contracts:

- The Offeror's small business goals and achievement of those small business goals.
- For Award Fee or Incentive Fee Contracts, the rating scale and the fee results by evaluation period.

Past performance will also be evaluated based on information obtained through the NASA Past Performance Data Base (PPDB) or similar systems of other Government departments and agencies, questionnaires tailored to the circumstances of this acquisition, Defense Contract Management Agency (DCMA) channels, interviews with program managers and contracting officers, and other sources known to the Government, including commercial sources. Offerors are notified that, in conducting an assessment of past performance, the Government reserves the right to use both data provided by the Offeror and data obtained from other sources.

If an offeror does not have any relevant past performance history as determined herein, it will not be evaluated favorably or unfavorably and will be given a neutral level of assessment.

**(e) Cost/Price Factor (Volume III)**

The offeror's cost/price proposal will be evaluated, using one or more of the techniques defined in FAR 15.404, in order to determine if it is reasonable and realistic.

Offerors should refer to FAR 2.101(b) for a definition of "cost realism" and to FAR 15.404-1(d) for a discussion of "cost realism analysis" and "probable cost". The terms "proposed and probable cost" are exclusive of fee. Any proposed fee amount is not adjusted in the probable cost assessment. The Overall Proposed Contract Cost, including the Government Contract Non-Management Direct Labor and the Offeror Management Costs proposed in Attachment J.1(b)9 will be assessed for reasonableness and cost realism. The results of the assessment described above will be the following:

- A determination of the Probable Cost (PC) of the offeror's proposal, computed by the Government for the basic requirements of the period of performance (excluding the Phase-In Period). The PC shall be established by the Government's estimate of anticipated performance costs plus total proposed fee amount. The Government will use proposed ceilings in Attachment J.1(b)9, in determining the total contract probable cost.
- Probable costs will be given a confidence level in accordance with NFS 1815.305(a)(1), "Cost or price evaluation." The confidence level will be classified as High, Medium, or Low,

The proposed Phase-in cost will be evaluated to determine that it is reasonable and also realistic for the proposed technical work.

If the SEC determines that a proposal does not adequately demonstrate that the offeror will be able to perform the work, including the appropriateness of the offeror's proposed resources, the SEC may determine this to be a Mission Suitability weakness, adversely affecting the offeror's Mission Suitability scores as well as require an adjustment for probable cost. A lack of resource realism (and, in the case of phase-in costs, a lack of reasonableness) may generate a Mission Suitability weakness and adversely affect the offeror's Mission Suitability score.

Evaluation of options shall not obligate the Government to exercise such options.

(END OF PROVISION)

**M.3 WEIGHTING AND SCORING**

(a) The essential objective of the proposal process is to identify and select the contractor able to successfully meet the Government's needs in the manner most advantageous to the Government, all factors considered. The evaluation factors are described in M.2, Evaluation Approach.

(b) The overall Mission Suitability Factor will be numerically scored, and the Mission Suitability subfactors will be rated by adjective and numerically weighted and scored in accordance with the numerical system established below. The other factors (i.e., Past Performance and Cost/Price) are not similarly weighted or scored. Past Performance is assigned a level of confidence rating. Cost/Price will be evaluated for realism, a probable cost adjustment will be made, and a level of confidence in the Probable Cost will be assigned, in accordance with NFS 1815.305(a)(1), "Cost or price evaluation." Lack of cost realism can be the basis for a mission suitability weakness, adversely affecting the offeror's Mission Suitability scores, if appropriate. This integration between mission suitability findings and probable cost adjustments is critical to accomplishing cost realism. The Source Selection Authority's (SSA) decision shall be based on a comparative assessment of proposals pursuant to the source selection criteria prescribed in this solicitation. While the SSA may use reports and analyses prepared by others, the source selection decision shall represent the SSA's independent judgment.

(c) Mission Suitability is somewhat more important than Past Performance, and Past Performance is significantly more important than Cost. Evaluation factors other than Cost, when combined, are significantly more important than Cost. Offerors should note that items within any factor, if found to be unsatisfactory, may be the basis for rejection of an offer.

(d) The numerical weights assigned to the Mission Suitability subfactors are indicative of the relative importance of those evaluation areas. The Mission Suitability subfactors to be evaluated are weighted for purposes of assigning numerical scores as follows:

MISSION SUITABILITY	
Subfactors	Assigned Weight
Management Approach Organizational Structure/Partnering Approach Key Personnel Staffing, Recruitment, Retention, and Training Phase-in Plan Total Compensation Plan Organizational Conflicts of Interest Avoidance Plan	300
Technical Understanding	500
Safety and Health Plan	150
Small Business Utilization	50
TOTAL	1000

(END OF PROVISION)

[END OF SECTION]