

ARC DATA REQUIREMENTS LIST (DRL)

For purposes of this document, "time" is defined as follows: Time—if stated as a number of days—is calculated using calendar days, unless otherwise specified. It includes Saturdays, Sundays, and legal federal holidays. If, however, the last day falls on a Saturday, Sunday, or legal federal holiday, then the period shall include the next business day.

Unless otherwise specified below, reports may be submitted electronically to each of the identified recipients. Hardcopy reports shall be addressed as follows:

Recipient
 NASA Ames Research Center
 Attn: Code — , M/S —
 Moffett Field, CA 94035-0001

Acronyms:

FAR	Federal Acquisition Regulation	NFS	NASA FAR Supplement
NPD	NASA Policy Directive	NPR	NASA Policy Requirement
APD	Ames Policy Directive	APD	Ames Policy Requirement
CO	Contracting Officer	COTR	Contracting Officer's Technical Representative

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ARC DATA REQUIREMENTS LIST (DRL)

<p>1. ITEM NO. 01</p>	<p>2. TITLE Monthly Progress Reports / Quarterly Progress Reports/ Final Report</p>				
<p>3. DESCRIPTION</p>					
<p>Monthly progress reports. Submit monthly reports, in accordance with clause H.5 entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74).</p> <p>Quarterly progress reports. Submit quarterly reports, in accordance with clause H.5 entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74).</p> <p>Final Report. The Contractor shall submit to the Contracting Officer a final report that documents and summarizes the results of the entire contract, including recommendations and conclusions based on the experience and results obtained. The final report should include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to explain comprehensively the results achieved under the contract.</p> <p>The final report shall be of a quality suitable for publication and shall follow the formatting and stylistic guidelines contained in NPR 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information. Electronic formats for submission of reports should be used to the maximum extent practical. Before electronically submitting reports containing scientific and technical information (STI) that is export-controlled or limited or restricted, contact the Contracting Officer to determine the requirements to electronically transmit these forms of STI. If appropriate electronic safeguards are not available at the time of submission, a paper copy or a CD-ROM of the report shall be required. Information regarding appropriate electronic formats for final reports is available at http://www.sti.nasa.gov under "Publish STI – Electronic File Formats."</p> <p>The last page of the final report shall be a completed Standard Form (SF) 298, Report Documentation Page.</p>					
<p>4. DISTRIBUTION</p>					
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Linda Connell</p> </td> <td style="width: 33%; vertical-align: top;"> <p>c. SHIPPING ADDRESS</p> <p>Code JAZ, M/S 241-1</p> <p>Code TH, M/S 262-4</p> </td> <td style="width: 33%; vertical-align: top;"> <p>d. FREQUENCY / DELIVERY DATE</p> <p>Monthly, due NLT the 7th day of the month following the month to be reported.</p> <p>Quarterly, due NLT the 15th day following the quarter being reported.</p> <p>The final report shall be submitted no later than 60 days prior to contract completion.</p> </td> </tr> </table>		<p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Linda Connell</p>	<p>c. SHIPPING ADDRESS</p> <p>Code JAZ, M/S 241-1</p> <p>Code TH, M/S 262-4</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>Monthly, due NLT the 7th day of the month following the month to be reported.</p> <p>Quarterly, due NLT the 15th day following the quarter being reported.</p> <p>The final report shall be submitted no later than 60 days prior to contract completion.</p>	
<p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Linda Connell</p>	<p>c. SHIPPING ADDRESS</p> <p>Code JAZ, M/S 241-1</p> <p>Code TH, M/S 262-4</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>Monthly, due NLT the 7th day of the month following the month to be reported.</p> <p>Quarterly, due NLT the 15th day following the quarter being reported.</p> <p>The final report shall be submitted no later than 60 days prior to contract completion.</p>			
<p>5. ADDITIONAL INFORMATION / INSTRUCTIONS</p>					
<p>If the contract contains either a patent rights clause or new technology clause, then the contractor shall provide a copy of this report to:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">New Technology Officer</td> <td style="width: 50%;">Code VP, M/S 202A-3</td> </tr> <tr> <td>Patent Counsel</td> <td>Code DL, M/S 202A-4</td> </tr> </table> <p>The Contractor shall include a completed Report Documentation Page (SF 298) as the final page of each technical report (e.g., monthly, quarterly, final) submitted. In addition, a reproducible copy and a printed or reproduced copy of the reports shall be sent to: NASA Center for AeroSpace Information (CASI), Attn: Accessioning Department, 7121 Standard Drive, Hanover, MD 21076-1320</p> <p>In addition to the final report submitted to the Contracting Officer, the Contractor shall concurrently provide to the Center STI/ Publication Manager and the NASA Center for AeroSpace Information (CASI) a copy of the letter transmitting the final report to the Contracting Officer. The copy of the letter shall be submitted to CASI at the address listed at http://www.sti.nasa.gov under the "Get Help" link.</p> <p>Reference: NFS 1852.235-70, <i>Center for AeroSpace Information</i> NFS 1852.235-73, <i>Final Scientific and Technical Reports</i> NFS 1852.235-74, <i>Additional Reports of Work–Research and Development</i> NPR 2200.2, <i>Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information</i></p>		New Technology Officer	Code VP, M/S 202A-3	Patent Counsel	Code DL, M/S 202A-4
New Technology Officer	Code VP, M/S 202A-3				
Patent Counsel	Code DL, M/S 202A-4				

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 02	2. TITLE Initial Financial Management Report (NF 533i)		
3. DESCRIPTION			
<p>An initial financial management report for the base period of the contract shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Directive(s) listed below. Reporting shall be at the contract level, not by individual task.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; and total other direct costs. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized and preferred.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAZ, M/S 241-1	Due 30 days after effective date of contract.
COTR, Linda Connell		Code TH, M/S 262-4	
Resource Management Specialist		Code —, M/S —	
Financial Reporting Branch		Code CF, M/S 203-18	
Resources Management Division		Code CR, M/S 204-17	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Note: Email addresses of recipients of the Financial Management Reports will be provided to the contractor upon contract award.</p> <p>Reference:</p> <p>NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i> NPR 9250.1, <i>Property, Plant, and Equipment and Operating Materials and Supplies</i> NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i></p>			
1. ITEM NO. 03	2. TITLE Quarterly Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below. Reporting shall be at the contract level, not by individual task.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee and NASA capital assets. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. Variances between planned dollars and actual dollars ± 5 percent for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.</p> <p>NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAZ, M/S 241-1	Due not later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b,
COTR, Linda Connell		Code TH, M/S 262-4	
Resource Management Specialist		Code —, M/S —	

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Financial Reporting Branch Resources Management Division	Code CF, M/S 203-18 Code CR, M/S 204-17	and 8c (e.g., the report for the quarter beginning July is due not later than June 15).
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5. ADDITIONAL INFORMATION / INSTRUCTIONS

Note: Email addresses of recipients of the Financial Management Reports will be provided to the contractor upon contract award.

Reference:

NFS 1852.242-73, *NASA Contractor Financial Management Reporting*
 NPR 9250.1, *Property, Plant, and Equipment and Operating Materials and Supplies*
 NPR 9501.2, *NASA Contractor Financial Management Reporting System*
 FAR 52.204-11, *American Recovery and Reinvestment Act—Reporting Requirements*

1. ITEM NO. 04	2. TITLE Monthly Financial Management Report (NF 533M)
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3. DESCRIPTION

A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the form in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below. Reporting shall be at the contract level, not by individual task.

Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee and NASA capital assets. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Variances between planned dollars and actual dollars **± 5 percent** for each reporting category (at the total contract level only) **shall be explained**. Contractor estimates can be used if actual data is not available by the required submission date.

NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.

4. DISTRIBUTION

a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.		
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award COTR, Linda Connell Resource Management Specialist Financial Reporting Branch Resources Management Division	Code JAZ, M/S 241-1 Code TH, M/S 262-4 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	Due not later than 10 working days following the close of the contractor's monthly accounting period.

5. ADDITIONAL INFORMATION / INSTRUCTIONS

Note: Email addresses of recipients of the Financial Management Reports will be provided to the contractor upon award.

Reference:

NFS 1852.242-73, *NASA Contractor Financial Management Reporting*
 NPR 9250.1, *Property, Plant, and Equipment and Operating Materials and Supplies*
 NPR 9501.2, *NASA Contractor Financial Management Reporting System*
 FAR 52.204-11, *American Recovery and Reinvestment Act—Reporting Requirements*

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 05	2. TITLE Safety and Health Plan (Final)	3. DESCRIPTION				
<p>The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Division. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with the clause(s) referenced below.</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> b. RECIPIENT CO, TBD at time of Award* COTR, Linda Connell </td> <td style="width: 33%; vertical-align: top;"> c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4 </td> <td style="width: 34%; vertical-align: top;"> d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan. </td> </tr> </table>				b. RECIPIENT CO, TBD at time of Award* COTR, Linda Connell	c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4	d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan.
b. RECIPIENT CO, TBD at time of Award* COTR, Linda Connell	c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4	d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan.				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference: NFS 1852.223-70, <i>Safety and Health</i> NFS 1852.223-73, <i>Safety and Health Plan</i> *The CO will forward a copy to the Occupational Safety, Health and Medical Services Division for review.</p>						
1. ITEM NO. 06	2. TITLE Incident / Mishap Report	3. DESCRIPTION				
<p>The contractor shall file and submit the required report electronically via the NASA Incident Reporting Information (IRIS) system. IRIS shall be used to report a mishap, close call, hazard, or employee safety concern. It is also used to report an injury, sudden illness, or exposure. (Formerly reported via NASA Form 1627.) (See http://q.arc.nasa.gov/IncidentReporting.html.)</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> b. RECIPIENT CO, TBD at time of Award COTR, Linda Connell Occupational Safety, Health and Medical Services Division </td> <td style="width: 33%; vertical-align: top;"> c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4 Code QH, M/S 237-14 </td> <td style="width: 34%; vertical-align: top;"> d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap. </td> </tr> </table>				b. RECIPIENT CO, TBD at time of Award COTR, Linda Connell Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.
b. RECIPIENT CO, TBD at time of Award COTR, Linda Connell Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference: NPR 8621.1, <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> APR 1700.1, <i>Ames Health and Safety Manual Procedural Requirements</i></p>						

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 07	2. TITLE Patent Rights—Ownership by the Contractor or New Technology Report		
3. DESCRIPTION			
<p>The Contractor shall submit either (1) Patent Rights—Ownership by the Contractor or (2) New Technology Reports in accordance the applicable clauses listed below. A final report shall be submitted listing all reportable items (or certifying that there were no such reportable items), and listing all subcontracts at any tier containing a patent rights clause (or certifying that there were no such subcontracts).</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAZ, M/S 241-1	Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.
New Technology Officer		Code VP, M/S 202A-3	A final report is due within 3 months after completion of contracted work.
Patent Counsel		Code DL, M/S 202A-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used.</p> <p>Reference:</p> <p>FAR 52.227-11, <i>Patent Rights—Ownership by the Contractor</i> (as modified by NFS clause 1852.227-11) NFS 1852.227-70, <i>New Technology</i> NFS 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i></p>			
1. ITEM NO. 08	2. TITLE IT Security Management Plan		
3. DESCRIPTION			
<p>The Contractor shall prepare and submit, for NASA approval, an IT Security Plan, Risk Assessment, and FIPS 199, <i>Standards for Security Categorization of Federal Information and Information Systems</i>, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents. (See Section I.6, SOW Section VIII.A.2)</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAZ, M/S 241-1	Due within 30 days after contract award
COTR, Linda Connell		Code TH, M/S 262-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference:</p> <p>NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)</p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 09	2. TITLE IT Security Training Report	3. DESCRIPTION	
The Contractor shall submit a monthly listing, including updates, of all Contractor personnel receiving IT security training.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Linda Connell		c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4	d. FREQUENCY / DELIVERY DATE Due no later than 5 working days after the end of each month.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)			
1. ITEM NO. 10	2. TITLE Organizational Conflicts of Interest Avoidance Plan	3. DESCRIPTION	
The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address any other requirements identified in the contract.			
The Contractor's Organizational Conflicts of Interest Avoidance Plan is incorporated by reference into this contract (see Attachment J.1(a)6). A Draft of this Plan is required to be submitted with the offeror's proposal (<u>see RFP Section L.8(a)(2)(v)(i)</u>). This Plan addresses Organizational Conflicts of Interest at the contract level.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Linda Connell		c. SHIPPING ADDRESS Code JAZ, M/S 241-1 Code TH, M/S 262-4	d. FREQUENCY / DELIVERY DATE Draft OCI Avoidance Plan shall be included with proposal submission. The contractor shall submit a comprehensive Final Organizational Conflicts of Interest Avoidance Plan within 30 days after contract award.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: Section H.2 clause. <i>Organizational Conflicts of Interest and Limitation on Future Contracting</i> SOW Section II.C - Personnel NFS 1837.203-70, <i>Providing contractors access to sensitive information</i> NFS 1852.237-72, <i>Access to Sensitive Information</i>			
1. ITEM NO.	2. TITLE		

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11	Non-Disclosure Agreements
3. DESCRIPTION	
<p>All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, TBD at time of Award	Code JAZ, M/S 241-1
COTR, Linda Connell	Code ATH, M/S 262-4
d. FREQUENCY / DELIVERY DATE	
Once / Prior to starting work	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
Reference: SOW Section II.C Personnel	

1. ITEM NO.	2. TITLE
12	NASA Property in the Custody of Contractors (NF 1018)
3. DESCRIPTION	
<p>The Contractor shall submit a NASA Form (NF) 1018, <i>NASA Property in the Custody of Contractors</i>, in accordance with the instructions on the form, NFS Part 1845, and any supplemental instructions for the current reporting period issued by NASA for property in the off-site possession of the contractor and/or any subcontractor.</p> <p>Electronic submittal: Use the NF 1018 Electronic Submission System (NESS) for report preparation and submission at https://ness.gsfc.nasa.gov/. A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete.</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, TBD	Code JAZ, M/S 241-1
COTR, Linda Connell	Code TH, M/S 262-4
ARC Industrial Property Officer (IPO)	Code JS, M/S 255-3
ARC Deputy CFO for Finance*	Code C, M/S 203-10
d. FREQUENCY / DELIVERY DATE	
The reporting period shall be from October 1 of each year through September 30 of the following year. Report to be submitted no later than October 15.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
Reference: NFS 1852.245-73, <i>Financial Reporting of NASA Property in the Custody of Contractors</i>	
1. ITEM NO.	2. TITLE

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13	Property Management Report (DD Form 1149)		
3. DESCRIPTION			
<p>The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i>, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): (1) at the time of receipt and acceptance of accountability; (2) when major changes occur in the data initially submitted to NASA; and (3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	
CO, TBD	Code JAZ, M/S 241-1	Due quarterly, no later than 5 working days after the end of each quarter.	
COTR, Linda Connell	Code TH, M/S 262-4		
ARC Supply and Equipment Management Officer (SEMO)	Code JS, M/S 255-2		
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference: NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>			

14	Centrally Reportable Equipment (DD Form 1419)		
3. DESCRIPTION			
<p>The Contractor shall submit a DD Form 1419, <i>DoD Industrial Plant Equipment Requisition</i>, for property screening.</p> <p>The Contractor shall submit a DD Form 1419, <i>DOD Industrial Plant Equipment Requisition</i>, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	
COTR, Linda Connell	Code TH, M/S 262-4	Submit to COTR, who forwards to CO, who forwards to SEMO.	
CO, TBD	Code JAZ, M/S 241-1	Due 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.	
ARC Supply and Equipment Management Officer (SEMO)	Code JS, M/S 255-2		
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference: FAR 52.245-1, <i>Government Property</i> NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 15	2. TITLE Individual Subcontracting Report (ISR)		
3. DESCRIPTION			
The contractor shall submit the required report via the Electronic Subcontract Reporting System (eSRS) at http://www.esrs.gov/ (replacing SF 294). This report is not required for commercial plans.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD		Code JAZ, M/S 241-1	Due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due at contract completion.
Small Business Specialist		Code JAB, M/S 241-1	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.219-9, <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i>			

1. ITEM NO. 16	2. TITLE Summary Subcontract Reports (SSR)		
3. DESCRIPTION			
The contractor shall submit the required report via the Electronic Subcontract Reporting System (eSRS) at http://www.esrs.gov/ (replacing SF 295).			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
NASA-HQ		Office of Procurement, Washington DC 20546	Due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due at contract completion.
CO, TBD		Code JAZ, M/S 241-1	
Small Business Specialist		Code JAB, M/S 241-1	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.219-9, <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i>			

1. ITEM NO. 17	2. TITLE Subcontract Consent Package		
3. DESCRIPTION			
The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAZ, M/S 241-1	See Block 3. above.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.244-2, <i>Subcontracts</i>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 18	2. TITLE Phase-Out Plan
3. DESCRIPTION	
<p>The Contractor shall submit, for Government approval, a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, TBD at time of Award	Code JAZ, M/S 241-1
COTR, Linda Connell	Code TH, M/S 262-4
d. FREQUENCY / DELIVERY DATE	
Due 60 days before contract completion.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	

1. ITEM NO. 19	2. TITLE Annual Technical Report (NLT April 20 of each year)
3. DESCRIPTION	
<p>The Contractor shall submit, for Government approval, an annual progress reports of all work accomplished during each reporting period throughout contract performance. Reports shall be in narrative form, and brief and informal in content. Reports shall include 1) A quantitative description of overall progress, 2) An indication of any current problems which may impede performance and proposed corrective action, 3) A discussion of the work to be performed during the next annual reporting period, and 4) As part of any reports required, the Contractor shall provide a separate analysis section which interprets the results obtained, recommends further action, and relates occurrences to the ultimate objectives of the contract work. Sufficient diagrams, sketches, graphs, photographs, and drawings shall be included to convey the intended meaning.</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, TBD at time of Award	Code JAZ, M/S 241-1
COTR, Linda Connell	Code TH, M/S 262-4
d. FREQUENCY / DELIVERY DATE	
Draft due NLT January 30 of each year	
Final due NLT the following Feb 20	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	

1. ITEM NO. 20	2. TITLE ASRS Final Facility Security Plan – NLT 20 days after contract award
3. DESCRIPTION	
<p>The Contractor shall submit, for Government approval, a ASRS Final Facility Security Plan (draft of the Plan is to be submitted with the offeror’s proposal). The Contractor shall develop, implement, and maintain this Plan, which shall include both Facility and IT security procedures and policies. The ASRS and Related Systems Facility Security Plan shall address at a minimum the issues identified in the SOW, Appendix Section X.C, “Minimum Security Considerations.”</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, TBD at time of Award	TBD at time of Award
COTR, Linda Connell	Code TH, M/S 262-4
d. FREQUENCY / DELIVERY DATE	
Due NLT 20 days after contract award (Draft due with proposal)	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
<p>This plan will be reviewed annually and updated as appropriate. Reference: SOW Section VIII.A.1</p>	

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 21	2. TITLE Contingency Plan – NLT 30 days after award		
3. DESCRIPTION			
<p>The Contractor shall submit, for Government approval, a Contingency Plan to address actions that would be necessary to assure accessibility and preservation of the ASRS and other databases in the event of a catastrophe. The Plan shall address how to reinstate database at 98% of the pre-catastrophic condition within one week of downtime. The recovery procedures addressed in the Contingency Plan shall be demonstrated to NASA 30 days after contract award and annually thereafter.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Due 30 days after contract award
COTR, Linda Connell		Code TH, M/S 262-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: SOW Section VIII.A.3 - Contingency Plan			

1. ITEM NO. 22	2. TITLE Quality Assurance Plan – NLT 3 months after award		
3. DESCRIPTION			
<p>The Contractor shall submit, for Government approval, a Quality Assurance Plan to assure accuracy, completeness and quality of data entry. The overall standards of database records shall assure that the database is current with standards identified in the SOW. The quality of the database records shall be maintained at 95% accuracy for content and keying errors. The Plan shall be approved by the COTR prior to implementation.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Due NLT 3 months after contract award
COTR, Linda Connell		Code TH, M/S 262-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: SOW Section VIII.A.5 Quality Assurance Plan			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 23	2. TITLE Telephone Conduct Plan – NLT 2 weeks after award		
3. DESCRIPTION			
<p>The Contractor shall submit, for Government approval, a set of guidelines for analysts' telephone conduct prior to conducting programmatic phone calls. These guidelines shall include who contacts the reporters, how the analysts identify themselves to the reporter, how messages are left at work or home for a return collect phone call, and how reporters' collect calls are handled once received. This Plan shall include Contractor staff guidelines concerning telephone and direct communication with media, lawyers, general public, NASA, FAA, NTSB, and other Government agencies. Upon NASA approval, the Contractor shall educate the staff on this conduct and the importance of confidentiality protections. This training shall be renewed every 6 months.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Due NLT 2 weeks after contract award
COTR, Linda Connell		Code TH, M/S 262-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: SOW Section VIII.A.4 – Telephone Conduct Plan			

1. ITEM NO. 24	2. TITLE Standard Operating Procedures Manual		
3. DESCRIPTION			
<p>The Contractor shall submit, for Government approval, a manual which details the processes and procedures it follows to operate the ASRS and its related programs. The Manual shall include all other Plans, such as the Telephone Conduct Plan, Quality Assurance Plan, Contingency Plan, IT Security Management Plan.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Due NLT 8 months after contract award
COTR, Linda Connell		Code TH, M/S 262-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			