

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CLAUSES INCORPORATED BY REFERENCE -- SECTION G

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.

G.2 INVOICE PAYMENTS

(a) The invoice for CLIN 0000, Phase-In Period, shall be submitted at the end of the Phase-In Period.

(b) In accordance with the contract clause entitled Payments (FAR 52.232-1), payment will be made by the Government to the Contractor no more than twice monthly based on receipt of a proper invoice and satisfactory contract performance. The Contractor shall invoice for sustaining effort (CLIN X001) in 12 equal payments of the total Firm Fixed-Price per CLIN. The Contractor shall invoice for task orders at task completion and after work is accepted by the Government.

(c) A proper invoice is defined as containing the following information:

1. Contract/Task Order Number,
2. Contractor Name and address,
3. Date of Invoice,
4. Invoice number and Taxpayer Identification Number (TIN),
5. CLIN, Qty, Unit of Measure, Unit Price, and Extended Price for Services Performed,
6. Total amount due per CLIN,
7. Name and Title of Signatory Authority, and Date.

(d) All invoices marked either "Interim" or "Final", as appropriate, shall be sent directly to the Payment Office as follows:

NASA Shared Services Center (NSSC)
Financial Management Division (FMD)
Accounts Payable
Bldg 111, C. Road
Stennis Space Center, MS 39529

Email: NSSC-AccountsPayable@nasa.gov

*Note. Electronic submissions is preferred, but not required.

(e) All payments will be made by electronic funds transfer. Payment will be forwarded to the financial institution and account identified on Standard Form 3881, executed by the Contractor.

(End of Clause)

G.3 GOVERNMENT PURCHASE CARD (PCard) PAYMENT (Applicable to CLIN X002)

(a) The Contractor shall accept firm-fixed priced orders placed by authorized Government Purchase Card (PCard) users for services under \$3,000. The Government PCard is a purchasing instrument issued through a commercial bank to a Government Agency to facilitate micro purchases.

(b) The Contractor shall accept and perform only those services within the scope of the contract. In addition, the Contractor shall obtain all Government approvals (e.g., safety, environmental, or standard practice engineers) required. Use of Purchase Card by Government personnel does not alter the terms and conditions of this contract or the SOW requirements.

(c) The Contractor shall utilize pre-priced miscellaneous rates established in Section B.8 for Unit Priced Direct Labor, when Government personnel are ordering work directly via the Government PCard. Any request for work that cannot be priced from these schedules requires advance approval of the Contracting Officer. The Contractor is responsible for tracking and reporting PCard orders. See Exhibit B, Contract Documentation Requirements, for reporting requirements.

(d) The Government PCard shall be billed by the Contractor when the work is completed and accepted by the customer.

G.4 TECHNICAL DIRECTION (1852.242-70) (SEPT 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

Invitation For Bid (IFB)

NNL10345081E

Section G

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 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES

The Contractor is authorized use of the types of services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

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

(b) General- and special-purpose equipment, including office furniture.

(c) Safety and fire protection for Contractor personnel and facilities.

(d) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(e) Cafeteria privileges for Contractor employees during normal operating hours.

(f) Building maintenance for facilities occupied by Contractor personnel.

(g) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(h) 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.

(End of clause)

Invitation For Bid (IFB)

NNL10345081E

Section G

**G.6 OCCUPANCY MANAGEMENT REQUIREMENTS (1852.245-82) (SEP 2007)
(DEVIATION)**

(a) In addition to the requirements of the clause at FAR 52.245-1, Government Property, the Contractor shall comply with the following in performance of work in and around Government real property:

(1) NPD 8800.14, Policy for Real Property Management.

(2) NPR 8831.2, Facility Maintenance Management

(3) LAPD 8800.14, Real Property Management

(b) The Contractor shall obtain the written approval of the Contracting Officer before installing or removing Contractor-owned property onto or into any Government real property or when movement of Contractor-owned property may damage or destroy Government-owned property. The Contractor shall restore damaged property to its original condition at the Contractor's expense.

(c) The Contractor shall not acquire, construct or install any fixed improvement or structural alterations in Government buildings or other real property without the advance, written approval of the Contracting Officer. Fixed improvement or structural alterations, as used herein, means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. Title to such property shall vest in the Government.

(d) The Contractor shall report any real property or any portion thereof when it is no longer required for performance under the contract, as directed by the Contracting Officer.

(End of Clause)

(End of Section)