

## SECTION J - ATTACHMENTS

### EXHIBIT B - CONTRACT DOCUMENTATION REQUIREMENTS

#### **I. REPORTING REQUIREMENTS**

**1. Monthly Walk-Thru Inspection and Monthly Progress Report** -- A monthly inspection of facilities shall be conducted by the COTR and Contractor in order to evaluate performance. The Contractor shall submit a monthly progress report summarizing work progress, manpower utilization for assigned work, and material expenditures. This report shall be submitted within 15 calendar days following the end of the reporting period and contain the following:

Basic Custodial Services (CLIN X001):- The Contractor will provide a schedule to the COTR showing type of annual service, scheduled date of annual service, actual date of service, and percent of building receiving annual service to date by contract year. The format of the report shall be cumulative starting with contract award, be divided by contract year and submitted electronically to the COTR and the CO within 15 calendar days following the month service was provided

1. A narrative statement of work accomplished during the report period.
2. A statement of current and potential problem areas and proposed corrective action.
3. A discussion of work to be performed during the next report period.

Task Order Progress (CLIN X002): The Contractor shall submit a monthly progress report summarizing work progress. Work progress shall include as a minimum:

1. Significant issues/problems associated with a task.
2. Task Order Spreadsheet -- The Contractor shall prepare an electronic task order spreadsheet and maintain it through contract completion. The spreadsheet shall include but not be limited to: (1) task order number, (2) award date and period of performance, (3) task monitor, organization code, and mail stop, (4) task order FFP amount, (5) modifications to task order, and (6) the total cumulative amount of all task order issued under the contract. The spreadsheet shall be made available to the Contracting Officer and the Contracting Officer's Technical Representative upon request.
3. Upon completion of the task order and prior to submission of the final invoice, the contractor shall submit a written Certificate of Service to the Government certifying that all task order requirements have been satisfactorily completed and no items or services are outstanding.

**2. Accident/Incident Safety Reports** -- The Contractor shall submit accident/incident reports to the LaRC Safety and Facility Assurance Branch (SFAB) within 10 working days after the end of each month. If the period of performance is less than ninety days, the Contractor shall submit a single report upon completion of on-site work. The Safety Report shall include the number of employees, hours worked on the contract, number of fatalities, lost time cases, restricted work day cases, number of lost/restricted work days, OSHA recordable incidents and first aid cases relative to the past month (if less than ninety days, during the contract's period of performance). NOTE: The NASA LaRC SFAB has developed a web-based system entitled Contractor Monthly Accident Reporting (CMAR) located at <http://cmar.larc.nasa.gov/login.cfm> for support service contractor working on-site or within the LaRC firewall. If you able and choose to submit your

information electronically via CMAR, no additional hard-copy reports are required.

**3. Notice of Violation Response** -- The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime and/or its' subcontractors. The response shall include the cause for violation; mitigation of impact, if applicable; and planned prevention of recurrence. Response shall be submitted to the issuer of the NOV and SFAB within three working days of issuance.

**4. Occupational Injuries/Illnesses Report** - The Contractor shall submit an annual summary of occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA) as described in 29 CFR Part 1904.32. (If contractor is exempt by regulation from maintaining and publishing such logs, equivalent reporting the contractor's format is acceptable.) This report is due within 45 working days after the end of the calendar year and shall be posted in accordance with OSHA regulations.

**5. Safety and Health Plan** - Per 1852.223-70(j) of the contract, the contractor is required to continually update the Safety and Health Plan when necessary (e.g., requirement change, safety regulation change, safety incident impact). The Contractor shall submit a revised Plan for Contracting Officer approval no later than 30 days after the affect of a change or incident.

**6. Conformable Wage Rate Agreement** -- Within 15 working days after the effective date of the contract, the Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the FAR clause 52.222-41, Service Contract Act of 1965, as Amended, for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit #, Register of Wage Determinations and Fringe Benefits (WD).

**7. Collective Bargaining Agreements** -- The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract.

**8. Quality Plan** -- Within 30 calendar days after the effective date of the contract, the Contractor shall submit a quality plan that addresses how the contract quality requirements will be met. The plan and subsequent revisions will be reviewed and approved by the Contracting Officer or the designated representative.

- The format used shall be at the Contractor's discretion; however, the QCP shall address all requirements of the SOW and demonstrate how the Contractor intends to ensure quality performance during the contract period of performance. The Contractor shall maintain the Quality Control Plan throughout the life of the contract. The Contractor shall provide any updates to the plan to the CO for acceptance with a copy to the COTR when changes occur within ten (10) days. The Quality Control Plan shall include the following:
  - Inspection System. The Contractor shall ensure written procedures for the inspection system includes the title/name of the individual responsible for the Quality Control Plan and who shall perform the inspections. The location of inspection records and key control logs shall be made available to the government at all times during the term of the contract

- Deficiency Prevention. The Contractor shall provide an inspection form describing the method for identifying and preventing defects in the quality of service performed
- Inspection Record – The inspection record shall provide the following information:
  - Date, time and location (building number) of the inspection
  - Title and signature block for the person who performed the inspection.
  - Ratings of acceptable or unacceptable for all work performance inspected.
  - Areas (i.e. room number, section, etc.) found to be deficient and corrective action taken.
  - Total number of observations and defects.
  - Type of inspection (i.e. 100%, random, periodic, etc.)
  - Frequency (i.e. daily, weekly, monthly, quarterly, etc.) of inspection
- Notification Plan – The Contractor shall submit a Notification Plan upon award to the CO for acceptance. The Contractor shall maintain the Notification Plan throughout the life of the contract. This plan shall include information for points-of-contact. The Plan shall also state what method shall be used to notify personnel. The Contractor shall provide any updates to the Plan to the CO for acceptance with a copy to the COTR when changes occur.

**9. Federal Contractor Veterans Employment Report** -- In compliance with Clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.

**10. Evidence of Insurance** -- The Contractor shall submit evidence of the insurance coverage, required by the Section I, NFS Clause 1852.228-75 Minimum Insurance Coverage, (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. The Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under any options exercised, if applicable.

**11. On and Near-Site Staffing Report** -- The contractor shall submit a report which includes the number of on-site and near-site Work Year Equivalent (WYE's) performing work on the contract, broken down by skill category. An initial report shall be submitted within 30 calendar days from the effective date of the contract. Subsequent updated reports are due quarterly, on January 1, April 1, July 1 and October 1 of each year.

These reports shall be e-mailed to the following:

[larc-dl-contractorwye@mail.nasa.gov](mailto:larc-dl-contractorwye@mail.nasa.gov)

The subject line for the e-mail should be "Contractor WYE".

"On-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is on-site at Langley Research Center, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems

(e.g., management and administrative staff may charge their time to an "indirect" account, but the time worked by such individuals shall still be counted in the on-site WYE).

"Near-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is within 50 miles of LaRC, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems. Work performed on local college campuses shall not be considered "near site" WYE's.

The contractor shall use the number of hours in its productive work year to compute the number of WYE's to be reported.

The contractor shall break out the On-site and Near-site WYE by skill category using the following categories: Scientist, engineer, technician, administrative professional, and clerical.

**12. Recovered Material Reporting** - Within 30 calendar days after the effective date of the contract, the Contractor shall submit a recovered material report detailing the estimate of percentage of total recovered material to be used in performance of this contract. This report shall be submitted annually to be due not later than January 1<sup>st</sup>. The report shall detail the amounts of total recovered material and percentages of postconsumer material content actually used in the previous 12 months, and update the estimates for the balance of contract performance.

**13. Waste Reduction Reporting** – The Contractor shall submit an annual report, due not later than January 1<sup>st</sup>, detailing total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding reporting period. A complete listing of all categories and products the EPA has designated as having to meet recycled/reclaimed percentages can be found at <http://www.epa.gov/cpg/products.htm>.

#### **14. Environmental Management Reporting Requirements**

- 1.1. Within thirty (30) days of contract award, the Contractor shall submit a Biobased Product Plan. This submittal shall be approved by the CO in writing. The Contractor shall not commence work until this submittal is approved by the CO in writing. The Plan must be reviewed and updated annually. The plan must contain and define the following elements:
- 1.2. At a minimum, the Plan must include a complete list of biobased products with biobased content (percentage), indicating the name of the manufacturer, and the intended use of each of the materials that are to be used in carryout out the requirements of the contract.
  - 1.2.1. NOTE: A Contractor may propose more than one product within a product category and/or propose a product or products addressing more than one product category.
- 1.3. The Contractor shall provide data on the quantity and dollar values of biobased and CPG listed products used in this contract. The data will be submitted to the COTR once a year (end of fiscal year) via EMBs Affirmative Procurement Purchasing Report. The Contractor shall list volume to be used and total cost for each individual product. This information will be used for reporting purposes
- 1.4. Biobased Product Certification. This statement should be submitted to EMB prior to commencement of work.

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1.5. The Contractor shall execute the following certification required by the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 8102C (3):

1.5.1. I, \_\_\_\_\_ (name of certifier), am an officer or employee responsible for the performance of this contract and I hereby certify that biobased products (within categories of products listed by the United States Department of Agriculture in 7CFR part 2902, subpart B) to be used or delivered in the performance of the contract, other than biobased products that are not purchased by the office as a direct result of this contract, will comply with the applicable specifications of other contractual requirements.

## II. DOCUMENT DISTRIBUTION REQUIREMENTS

A. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted F.O.B. destination as specified below, addressed as follows:

National Aeronautics and Space Administration Langley Research Center Attn: Contracting Specialist, Mail Stop 126 Contract Number (Contractor Insert Number) Hampton, VA 23681-2199

B. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

- A--Contract Specialist, Mail Stop 126
- B--Contracting Officer Technical Representative
- C--Safety and Facility Assurance Branch, Mail Stop 350 or fax 757-864-8918 or CMAR <http://cmar.larc.nasa.gov/login.cfm>
- D--Contractor Labor Relations Officer, Mail Stop 144
- E--Financial Management, Mail Stop 175
- F--Industrial Property Officer, Mail Stop 377
- G--According to instructions on form
- H--RESERVED
- N--Task Monitor (Only Applicable to Task Orders)
- I--On and Near-Site Staffing Report,  
larc-dl-contractorwye@mail.nasa.gov
- J--Environmental Management Team, Mail Stop 213

C. The following are the distribution requirements for reports and other documentation required to be delivered f.o.b. destination. The numeral following the letter code specifying the number of copies to be provided:

NOTE: Distribution information and POCs may change over the life of the contract. The contractor shall maintain a current listing of all distribution locations and points of contact throughout the life of the contract.

### LETTER CODE AND DOCUMENT: DISTRIBUTION

- Monthly Progress Report: A-1, B-1, N-1 if required by the task order
- Quarterly Progress Report: A-1, B-1, N-1 if required by the task order
- Conformable Wage Rate Agreement: A-1, B-1, D-1
- Collective Bargaining Agreement: A-1, B-1, D-1
- Report of Property in the Custody of Contractors (NASA Form 1018): E-1, F-1 L
- Federal Contractor Veterans Employment Report (VETS-100): G
- Quality Plan: A-1, B-1, O-1
- Accident/Incident Safety Reports: C-1
- Occupational Injuries/Illnesses Report: C-1
- Safety and Health Plan: A-1, B-1, C-1
- Notice of Violation Responses: C-1, issuer of NOV
- On and Near-Site Staffing Report: I-1
- Recovered Material and Waste Reduction Report: A-1, J-1

D. When the Contract Specialist (A) is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the

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Contract Specialist. If delegated, the Contractor shall also furnish a copy of the transmittal letter and a copy of each Financial Management Report to the delegated Administrative Contracting Officer of the cognizant DoD (or other agency) contract administrative services component.

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