

I. DOCUMENTATION REQUIREMENTS

The following reports, as a minimum, are required for all tasks. Other reports may be specified in the individual task orders.

1. Monthly Financial Management Report - The contractor shall comply with the NASA FAR Supplement (NFS) clause 1852.242-73 NASA Contractor Financial Management Reporting, by monthly submission of NASA Form 533M for each task order. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NASA Procedural Requirements (NPR) 9501.2, NASA Contractor Financial Management Reporting as further definitized below:

1. Due not later than the 10th working day following the close of the Contractor's accounting period being reported.
2. For this task order contract, a 533M shall be provided for the levels indicated below:
 - a. Each Authorized Task
 - b. Contract Total
3. Columns 8.a and b shall be completed using estimates (forecasts) for the succeeding two months.
4. It is NASA's goal to improve the integrity of its financial data. Since NASA uses the Contractor's estimate for the current month (column 8a of the 533M) as accrued costs in its monthly financial statements, it is important that this estimate be your best projection of the actual costs to be reported in column 7a of the subsequent month's 533M.

Therefore, each NF533M shall include a narrative explanation for variances exceeding +-10 percent between estimated dollars shown in the prior month and actual dollars shown in the current month at the contract level. (For example, the estimated dollars shown for June in column 8a. in the May 533M and the actual June dollars shown in column 7a. in the June 533M.) Accuracy of financial reporting will be evaluated as part of the annual performance evaluation.

5. The minimum reporting categories specified in A. above shall be included in column 6 of this report.

2. Monthly Technical Letter Progress Report -- The Contractor shall submit monthly technical letter reports for each task order describing progress of the task to date, noting all technical areas in which effort is being directed and indicating the status of work within these areas. Tasks may be summarized in one letter report, unless otherwise stipulated in individual task orders, however the status of work shall be itemized by task order. Reports shall be in narrative form, brief and informal in content. These reports shall include:

1. A narrative statement of work accomplished during the report period to an overall top level narrative of the contract as well as a narrative for each task order.
2. A statement of current and potential problem areas and proposed corrective action for the contract and itemized statements for each task order.
3. A discussion of work to be performed during the next report period for the contract and itemized statements for each task order.
4. A summary of the direct labor-hours and total cost expended during the report period as well as the cumulative direct labor hours and total cost expended to date for each task order and the projected direct labor hours and total cost to be expended to completion of the task.

The monthly progress report **shall be submitted within 15 working days after the end of each calendar monthly report period.** A monthly report shall not be required for the period in which the final report is due.

3. Final Reports -- Each task order may require the Contractor to submit a final report, either formal or informal, which documents and summarizes the results. When a formal final Contractor report is required, it shall be submitted in accordance with the instructions contained in NASA FAR Supplement clause 1852.235-73 Final Scientific and Technical Reports. The specified number of approval copies shall be submitted as specified in the task orders.

4. Information Technology (IT) Security Management Plan - The Contractor shall submit the IT Security Plan required by contract clause NFS 1852.204-76 Security Requirements for Unclassified Information Technology Resources (November 2004 [Deviation]) for Contracting Officer approval no later than 30 calendar days after award.

5. NASA Property in the Custody of Contractors (NASA FORM (NF) 1018) - The Contractor shall submit the NF 1018 no later than October 15th of each year in accordance with the Section I, NFS clause entitled 1852.245-73 Financial Reporting of NASA Property in the Custody of Contractors.

6. 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.

7. Interim patent rights report - After the first anniversary date of the contract, the Contractor shall submit an annual list of all subject inventions to be disclosed as set forth in FAR 52.227-11 Patent Rights--Retention by the Contractor (Short Form) (as modified by 1852.227-11 Patent Rights--Retention by the Contractor (Short Form)).

8. Final Patent Rights Report - The Contractor shall submit a listing of all subject inventions or certify that there were none as set forth in FAR 52.227-11 Patent Rights--Retention by the Contractor (Short Form) (as modified by 1852.227-11 Patent Rights--Retention by the Contractor (Short Form)). This report is due prior to contract closeout.

9. Invention Disclosure Reporting - The Contractor shall disclose each subject invention under the contract as set forth in FAR 52.227-11 Patent Rights--Retention by the Contractor (Short Form) (as modified by 1852.227-11 Patent Rights--Retention by the Contractor (Short Form)). The electronic and paper version of NASA Form 1679, Disclosure of Invention and New Technology (Including Software), shall be used for this reporting. Both the electronic and paper versions of this form may be accessed at <http://invention.nasa.gov>. Disclosures are required **within two months after the inventor discloses it in writing to Contractor personnel** who are responsible for patent matters.

10. Organizational Conflicts of Interest (OCI) Avoidance Plan - The Contractor shall submit a comprehensive OCI Avoidance Plan within 30 calendar days from the effective date of the contract. The plan shall address the contractor's approach to identifying, mitigating and/or avoiding organizational conflicts of interest (OCIs) and personal conflicts of interest (COIs) that may arise under this contract. This response must include, at a minimum: (A) an assessment of the potential risk for various types of conflicts such as access to government sensitive or industry proprietary data that may result from the award of this contract, (B) the contractor's process for identifying OCIs, including the contractor's coordination with each of its parent, subsidiaries, affiliates, office locations, divisions and/or other similar entities (collectively, the "Business Units") to determine whether OCIs currently exist, (C) the approach for maintaining communication with each Business Unit during the performance of this contract to identify potential OCIs arising during such performance period, (D) the approach to training and refresher training for its employees, (E) once identified, the methods the contractor will utilize to mitigate the various types of OCIs, (F) the approach for identifying, mitigating and/or avoiding personal OCIs for employees performing work under the contract, and (G) the approach for ensuring the processes and procedures included herein will be applied to each of its subcontractors and/or consultants (including their respective Business Units). The plan and subsequent revisions will be reviewed and approved by the Contracting Officer. There will be no task orders issued prior to a Contracting Officer approved OCI plan, which will be incorporated into the contract as a compliance document in accordance with NFS 1852.237-72.

11. Software Engineering Requirements Compliance Documentation— When software engineering requirements per NPR 7150.2A, for Basic Science/Engineering Design and Research Technology Software (Class D), or Small

Light Weight Design Concept and Research and Technology Software (Class E) software are required, and a compliance matrix for Class D or Class E software is submitted per item 12 below, the Contractor shall submit corresponding documentation, to demonstrate compliance in accordance with NPR 7150.2A. The contractor shall submit compliance documentation 30 days prior to task order completion.

12. Software Engineering Requirements Matrix- Within 30 calendar days after the effective date of the task order, the Contractor shall perform software development and maintenance activities in compliance with the requirements of NPR 7150.2A, as identified in Contract Section H.15, using Exhibit F, Software Development Matrix for Class D, or Exhibit G, Software Development Matrix for Class E and submit for Contracting Officer approval. The approved matrix will be incorporated into the task order as a compliance document once accepted by the Contracting Officer.

13. Software Development Plan - Within 30 calendar days after the effective date of the task order, the Contractor shall submit a software development plan for Class D software, in compliance with the requirements of NPR 7150.2A, for Contracting Officer approval. The approved software development plan will be incorporated into the task order as a compliance document once accepted by the Contracting Officer.

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: See Below Mail Stop: See Below.
Contract: TBD 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:

1. A--Contract Specialist, Mail Stop 12
2. B--Contracting Officer Technical Representative, Mail Stop 449
3. C--New Technology Representative (Contracting Officer Technical Representative), Mail Stop 449
4. D--Reserved
5. E--Reserved
6. F--Reserved
7. G--Financial Management, Mail Stop 22
8. H--Patent Counsel, Mail Stop 30
9. I--Reserved
10. J--Reserved
11. K--Center Information Technology Security Manager (CITSM), Mail Stop 164
12. L--According to instructions on form
13. M--As required by Task Order
14. N--Task Monitor

15. O--Reserved

16. P--Industrial Property Officer, Mail Stop 377

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:

DISTRIBUTION REQUIREMENTS		
Document Letter	Document	Distribution Code and Quantity
1	Monthly Financial Management Report (NASA Form 533M)	A-1, B-1, G-1, N-1
2	Monthly Technical Letter Progress Report	A-1, B-1, M-1, N-1
3	Final Reports	A-1, B-2, N-1
4	Information Technology (IT) Security Management Plan	A-1,B-1,K-1
5	NASA Property in the Custody of Contractors (NASA FORM (NF)1018)	A-1,G-1, P-1
6	Federal Contractor Veterans Employment Report (VETS-100)	L, A-1
7	Interim Patent Rights Report	A-1, B-1, C-1, H-1
8	Final Patent Rights Report	A-1, B-1, C-1, H-1
9	Invention Disclosure Reporting	A-1, B-1, C-1, H-1
10	Organizational Conflicts of Interest Avoidance Plan	A-1, B-1
11	Software Engineering Requirements Compliance Documentation	A-1, B-1
12	Software Engineering Requirements Matrix	A-1, B-1
13	Software Development Plan	A-1, B-1

D. 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.