

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. TECHNICAL SERVICES FOR AEROSPACE SYSTEMS MODELING AND SIMULATION II	CONTRACT/RFP NO. NNA10345000R	DRL DATE/MOD DATE
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1. LINE ITEM NO. 1	2. DRL TITLE Phase-In Plan	3. FREQUENCY Once	4. SUBMISSION DATE Contract Award	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR, Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov (1 cy electronic) Alternate COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov (1 cy electronic) Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS	

1. LINE ITEM NO. 2	2. DRL TITLE Monthly Contract Summary	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov (1 cy electronic) Alternate COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov (1 cy electronic) Contracting Officer, Code JAC, M/S 243-1 (1 cy) Technology Partnerships Division, Code VP, M/S 202A-3 (1 cy)			8. REMARKS To be delivered not later than the 10th working day after each full month of service. The Contractor shall provide the Government with a monthly technical management, business management, and technical performance summary. The report shall contain at least: brief status information in narrative form; issues, problems which may impede performance, and recommended action items for both the Government and the Contractor; staffing data and productivity metrics.	

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1. LINE ITEM NO. 3	2. DRL TITLE Special Purchase Summary	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR, Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov (1 cy electronic) Alternate COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov (1 cy electronic) Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS To be delivered at least monthly or as requested not later than the 10th working day after each full month of service or request. The Contractor shall provide the Government with a Special Purchase Summary. The Government will designate Special Purchase Items and will typically include items designated Integrity Upgrades or special sub-contracts. The report shall contain at least: Item title, approved purchasing dollar value, actual price and procurement status.	

1. LINE ITEM NO. 4	2. DRL TITLE System Status Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov (1 cy electronic) Alternate COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov (1 cy electronic)			8. REMARKS The Contractor shall provide an electronic System Status database that provides the status of trouble calls for all facility hardware and software. Information shall be made available via on-line computer inquiry.	

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1. LINE ITEM NO. 5	2. DRL TITLE Monthly Accident Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/		8. REMARKS The Contractor shall submit Monthly Accident Report data, electronically, to the Contractor Monthly Report web-based system within 10 working days after each full month of completed service. A negative report is required.		

1. LINE ITEM NO. 6	2. DRL TITLE Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Original Filed through IRIS COTR, Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov (1 cy electronic) Alternate COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov (1 cy electronic) Contracting Officer, Code JAC, M/S 243-1 (1 cy) Office of Occupational Safety, Health and Medical Services Code QH, M/S 237-14 (1 cy)		8. REMARKS A NASA Mishap Report is required within 24 Hours of a mishap occurrence. The Mishap Report must be entered into the NASA Incident Reporting Information System (IRIS) at: https://nasa.ex3host.com/iris/eauth_nasa/login.asp		

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1. LINE ITEM NO. 7	2. DRL TITLE 2 nd /3 rd Shift Roster	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
Contracting Officer, Code JAC, M/S 243-1 (1 cy) Protective Services Office, Code JP, M/S 15-1 (1 cy)			Upon receipt of contract document, the Contractor shall provide the schedule/roster for on-site second and third shifts, to include number of employees, locations, and scheduled working periods on a monthly basis. A revised schedule/roster shall be submitted within five workdays of any change in location, personnel or hours scheduled. This report may be posted electronically.	

1. LINE ITEM NO. 8	2. DRL TITLE Subcontracting Report SF 294	3. FREQUENCY Semi-annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
Contracting Officer, Code JAC, M/S 243-1 (original) Small Business Specialist, Code JAB, M/S 241-1 (1 cy)			The contractor shall submit Standard Form 294, utilizing the Electronic Subcontract Reporting System (eSRS), in accordance with Section I, Clause 52.219-9 <i>Small Business Subcontracting Plan</i> . The SF 294 is 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. The Contractor shall use http://www.esrs.gov/ to submit a SF 294 report.	

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1. LINE ITEM NO. 9	2. DRL TITLE Summary Subcontracting Report (SF 295)	3. FREQUENCY Semi-annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION NASA-HQ, Attn: HS/Office of Procurement, Washington DC 20546 (Original) Contracting Officer, Code JAC, M/S 243-1 (1 cy) Small Business Specialist, Code JAB, M/S 241-1 (1 cy)			8. REMARKS The contractor shall submit Standard Form 295 in accordance with Section I, Clause 52.219-9 <i>Small Business Subcontracting Plan</i> . The SF 295 is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. The Contractor shall use http://www.esrs.gov/ to submit a SF 295 report.	

1. LINE ITEM NO. 10	2. DRL TITLE New Technology Report	3. FREQUENCY Annual	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Technology Partnerships Division, Code VP, M/S 202A-3 (original) Contracting Officer, Code JAC, M/S 243-1 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1 cy)			8. REMARKS The Contractor shall submit New Technology Reports or reportable items in accordance with Section G Clauses 1852.227-70, <i>New Technology</i> , and 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i> . Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.	

1. LINE ITEM NO. 11	2. DRL TITLE Subcontract Consent Package	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

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1. LINE ITEM NO. 12	2. DRL TITLE Centrally Reportable Equipment (DoD Industrial Plant Equipment Requisition System (DD 1419))	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Through: COTR, Code AFS, M/S 243-5; and Contracting Officer, Code JAC, M/S 243-1 To: Equipment Management Specialist, Code JS, M/S 255-2 John.Lehman@nasa.gov			8. REMARKS The Contractor shall submit a DD Form 1419, <i>DoD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.	

1. LINE ITEM NO. 13	2. DRL TITLE Property Management Report	3. FREQUENCY Quarterly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy) Equipment Management Specialist, Code JS, M/S 255-2 John.Lehman@nasa.gov Industrial Property Officer, Code JS, M/S 255-3 Maria-Elena.Lopez-1@nasa.gov			8. REMARKS 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, DoD Requisition and Invoice/Shipping Document, 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. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	Initial Financial Management Report Contracting Officer, Code JAC, M/S 243-1 (1 cy) Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy) Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov			8. REMARKS Submission 30 days after effective date of contract. An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q and M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2D, <i>NASA Contractor Financial Management Reporting</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_&page_name=main and as set forth below. Reports shall be generated for Core Requirement and Task Orders. 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; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Task Order projections and estimates to complete. All blocks shall be completed as appropriate.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	Quarterly Financial Management Report 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request 7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy) and (1 electronic cy) Electronic submission to: COTR, Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov Resource Specialist, Code CRM, M/S 210-4, Pilar.C.Gutierrez@nasa.gov	Quarterly	See Remarks	See Distribution
		8. REMARKS Submission not later than the 15th day of the month preceding the quarter being projected. 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 forms and the NASA Procedural Requirements (NPR) 9501.2D, <i>NASA Contractor Financial Management Reporting</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_&page_name=main and as set forth below. 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; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Task Order projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.		

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1. LINE ITEM NO. 16	2. DRL TITLE Monthly Financial Management Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 paper cy) and (1 electronic cy) Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov (1 cy) Resource Specialist, Code CRM, M/S 210-4, Pilar.C.Gutierrez@nasa.gov Facility Managers: TBD			8. REMARKS To be delivered no later than the 10th working day after each full month of service. NOTE: This report is desired by the end of the 11th calendar day of each month. A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533 M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2D, <i>NASA Contractor Financial Management Reporting</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_&page_name=main and as set forth below. 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; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Task Order projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Additionally, when a differential of 5% or more occurs between the actual and planned total costs, the Contractor will submit a variance analysis. The Contractor shall provide a breakout of the labor hours and labor costs for the current month for each Task Order (TO). This breakout will segregate the hours and costs amongst the prime and its subcontractors. The Contractor shall provide the actual costs for the month and the cumulative cost to date of each Task Assignment against its associated Task Order (TO). The total actual cost for each month and the cumulative costs to date shall be summed for each Task Order (TO).	

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1. LINE ITEM NO. 17	2. DRL TITLE Experiment Implementation Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy) and (1 electronic cy) Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov			8. REMARKS Submittal date is as specified in the authorizing Contract Task Order or Work Request. The EIP shall: <ul style="list-style-type: none"> • Define the tasks necessary to perform the experiment, the associated resources, schedule and budget. • Address special matters pertaining to Safety, Reliability and Quality Assurance (SR & QA), configuration management, maintenance, facilities integrity, and IPP. • Address any known technical and cost risks appendant to the Contractor's proposed approach. • Define the Contractor's approach to working with the researcher in refining the simulation requirements necessary to meet the research objectives. 	

1. LINE ITEM NO. 18	2. DRL TITLE Experiment Management Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov			8. REMARKS This plan shall be submitted to NASA before implementation. The Experiment Management Plan shall describe the management procedures to be implemented and the methods to be utilized to ensure efficient, effective and timely support. The Plan shall include the following: <ol style="list-style-type: none"> Requirements definition and planning; Development, scheduling, and execution; Support team leadership and coordination; Configuration management; Management and control of proprietary data; Experimenter and subject training. 	

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1. LINE ITEM NO. 19	2. DRL TITLE Training and Certification Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)		
		8. REMARKS This plan shall be submitted to NASA before implementation. The Contractor shall maintain and update a Training and Certification Plan to ensure Contractor staff is up-to-date and knowledgeable of all operating and maintenance procedures and policies.		

1. LINE ITEM NO. 20	2. DRL TITLE Reliability and Quality Assurance Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy) Office of Occupational Safety, Health and Medical Services Code QH, M/S 237-14 (1 cy)		
		8. REMARKS This plan shall be submitted to NASA before implementation. The contractor shall maintain and update a Reliability and Quality Assurance Plan that assures that maintenance, repairs, and modifications to equipment are performed. Work done to certain simulators may require compliance with specific NASA imposed Reliability and Quality Assurance Standards. (a) The contractor's quality assurance (QA) program shall provide QA engineering, in process and final inspection, nonconformance review and disposition, and coordination of design reviews. It is intended that the contractor's in-house QA program be used to the maximum extent possible. It is further intended that the contractor's QA program satisfy, as a minimum, the provisions as contained herein. (b) Records of all inspection work of the Contractor shall be kept complete and available to the Government during the performance of this contract. (c) The contractor shall provide an engineering drawing and documentation system to assure configuration control. (d) The contractor shall provide for disposition and documentation of nonconformances and failures.		

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1. LINE ITEM NO. 21	2. DRL TITLE Equipment Maintenance Procedures	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS These procedures shall be submitted to NASA before implementation. The Contractor shall maintain and update preventive maintenance procedures and schedules to ensure that equipment meets performance specifications and that the equipment is reliable.	

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1. LINE ITEM NO. 22	2. DRL TITLE Equipment Operating Procedures	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)	8. REMARKS These procedures shall be submitted to NASA before implementation. The Contractor shall maintain and update equipment operating procedures that contain a step-by-step approved method of starting, operating, and stopping the equipment listed in Attachments 5 and 6 in Section J., paragraph J.1(a). These procedures must include minimum staffing requirements and assigned work roles needed to take emergency actions and observe standard safety practices. The procedures can be in narrative and/or checklist form and shall include the following: <ul style="list-style-type: none"> • A set of equipment start-up procedures which include power-up instructions for each major system in the facility. Such procedures should include, where necessary, needed steps to confirm the existing state of the system prior to performing an instruction, and key normal/abnormal system responses to be observed following instruction execution before proceeding, re-trying, or abandoning the instruction procedures. • A set of equipment readiness procedures which include first running the appropriate diagnostics, and then pre-flying each of the simulators. • A set of equipment normal and abnormal procedures used to run the equipment in a full-up mode (experiment execution) and shall include emergency actions required to insure safety of personnel inside and outside of the simulators. The Contractor shall establish a set of post-use procedures to bring each major system of the facility from full-up mode to stand-by status. These procedures shall include steps for efficient completion of post-use tasks (i.e. transferring experiment data from computer hard drive to portable media). 		

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1. LINE ITEM NO. 23	2. DRL TITLE Equipment Operations/Maintenance Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS This plan shall be submitted to NASA before implementation. The Contractor shall maintain and implement an Equipment Operations/Maintenance Plan. The Equipment Operations/Maintenance Plan shall describe the system to be implemented and the methods to be utilized for all facilities equipment operations and maintenance including: (a) Procedures preparation; (b) Configuration identification; (c) System documentation filing and organization; (d) Work scheduling; (e) Log keeping; (f) Failure detection, isolation and correction; (g) System Status reporting and tracking; (h) Personnel training and certification.	

1. LINE ITEM NO. 24	2. DRL TITLE Configuration Management Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS The Contractor shall maintain and update a Configuration Management (CM) Plan. This plan shall define the processes to be used to control the configuration of both hardware and software elements of the Simulation Laboratory Facilities. This plan shall be submitted to NASA before implementation.	

DATA REQUIREMENTS LIST (DRL)

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1. LINE ITEM NO. 25	2. DRL TITLE Data Management Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS The Contractor shall maintain and update a Data Management Plan. The Data Management Plan shall describe the methods of data handling to be implemented in the identification, acquisition, and formatting of research data. Methods to be used by the Contractor for the protection of facility user-proprietary data shall likewise be detailed in the plan. This plan shall be submitted to NASA before implementation. The Contractor shall describe the procedures for tape backups of the baseline disk packs used to simulate the experimental flight environments within the simulation laboratory facilities. Included in this document shall be the procedures for backups of disk packs resulting from experiment data collection.	

1. LINE ITEM NO. 26	2. DRL TITLE Aircraft Operations Manual for the Advanced Concepts Flight Simulator	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS The Contractor shall maintain and update an Aircraft Operations Manual for the ACFS. The form, organization, scope, depth of coverage, and subject matter shall be patterned after operations manuals issued by airlines to flight crew members as an on-board reference and guide. The operational procedures shall reflect a thorough analysis and understanding of crew activity required to safely and efficiently operate this type of aircraft. This manual shall be submitted to NASA for approval before implementation.	

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1. LINE ITEM NO. 27	2. DRL TITLE Data Protection Agreements	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Contracting Officer, Code JAC, M/S 243-1 (1 cy)		
		8. REMARKS If, in the performance of work under this contract, the Contractor enters into a separate agreement with a company for the protection of proprietary data, the Contractor shall furnish a copy of that agreement to the Contracting Officer.		

1. LINE ITEM NO. 28	2. DRL TITLE Project Summary Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)		
		8. REMARKS Submittal date is as specified in the authorizing Contract Work Assignment . The Project Summary Report shall: <ul style="list-style-type: none"> • Provide project background/history • Record the schedule, participants (e.g. researchers, pilots and simulation/project engineers). • State project goals. • List project resources • Describe project development, including any hardware or software changes • Describe project testing methodology • Describe simulation results • Describe project problems • Describe any special requirements 		

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1. LINE ITEM NO. 29	2. DRL TITLE Financial Reporting of NASA Property in the Custody of Contractors (NF 1018)	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION NF1018 ELECTRONIC SUBMISSION SYSTEM https://ness.gsfc.nasa.gov/			8. REMARKS 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 annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted annually NLT October 15 th . A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete	

1. LINE ITEM NO. 30	2. DRL TITLE Outreach Plan	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR Code AFS, M/S 243-5, Steven.E.Cowart@nasa.gov Alt. COTR, Code AFS, M/S 243-1, Steven.D.Beard@nasa.gov Contracting Officer, Code JAC, M/S 243-1 (1 cy)			8. REMARKS The first submittal will be due three months after contract award. Subsequent submissions will be due annually, on the anniversary date of contract award. IAW with Section of the SOW the contractor will formalize an outreach plan. Plan first submittal will be two months after contract award and within one month from the anniversary date of the contract At a minimum, the plan shall address specific outreach for the year include the Contractor's Outreach Plan for the coming year and its Outreach activities to date.	