

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Organization Conflict of Interest Avoidance Plan 1.b Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-PM-05	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) To ensure that conflict of interest mitigation exists, and to ensure that the contractor provides unbiased impartial advice and adequately protects sensitive, proprietary data belonging to other contractors.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SOW 1.1.1 B National Aeronautics and Space Administration's Guide on Organizational Conflicts of Interest March 2010	7. Interrelationships (e.g., with other DRDs) (Optional) http://www.hq.nasa.gov/office/procurement/OCIGuide.pdf		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: In accordance with NFS 1852.237-72, Access to Sensitive Information, the contractor shall deliver a Organizational Conflict of Interest (OCI) Avoidance Plan with the proposal. This plan shall become part of the contract after review and approval by NASA.</p> <p>CONTENT: The OCI Avoidance Plan shall discuss the following:</p> <ul style="list-style-type: none"> (a) Situations anticipated that may impair the contractor's objectivity or biased judgment. (b) Company/team conflicts of interest avoidance techniques. (c) Conflicts of interest that cannot be avoided or mitigated. (d) Mitigation of utilization any sensitive information coming into the contractor's possession only for the purposes of performing the services specified in this contract which may improve the contractor's competitive position in another procurement. (e) Safeguards for sensitive information coming into its possession from unauthorized use and disclosure. (f) Safeguards for allowing access to sensitive information only to those employees that need it to perform services under this contract. (g) Mitigation precluding access and disclosure of sensitive information to persons and entities outside of the contractor's organization. (h) Training of employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure. (i) Plans to obtain a written affirmation from each employee that he/she has received and shall comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract. (j) Strict segregation/firewall of all personnel having access to sensitive information, including identification by name of those individuals who have been segregated for purposes of accessing sensitive information. The contractor shall keep this list current and make this list available to the Government. Individuals on this list shall be employees with a "need to know." Disclosure of sensitive information to non-Government individuals not on this list is strictly prohibited. 			

FORMAT: MS Word

9. OPR: Contracting Officer

10. FIRST SUBMISSION DATE: Plan shall be submitted in draft form with the proposal, updated as a result of the accepted structure and processes defined in the transition plan, and submitted for final approval forty-five (45) calendar days after contract start.

Frequency of Submission: See below

Additional Submissions: Within 45 calendar days after the addition/deletion of significant content to the contract or to describe and justify major changes in the contractor's OCI plan.

11. MAINTENANCE: Electronically

12. COPIES/DISTRIBUTION:

1 copy (electronic): Program authorized repository

Program Authorized Repository Upload Notification: MPCV Data Management

Program Authorized Repository Upload Notification: Contracting Officer

Program Authorized Repository Upload Notification: Contracting Officer's Representative

13. REMARKS: None