

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. INTELLIGENT SYSTEMS RESEARCH AND DEVELOPMENT SUPPORT-2 (ISRDS-2)	CONTRACT/RFP NO. NNA13424845R	DRL DATE/MOD DATE February 13, 2013
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Progress Report	Monthly	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			8. REMARKS	
Contracting Officer (CO), Code JAC, M/S 241-1 (1 cy electronic)			The Contractor shall submit a monthly progress report no later than the 15th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Task Order. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data, (4) discussion of achieving deliverables and milestone schedules, and (5) include that required by Clause H.4. ADDITIONAL REPORTS OF WORK – RESEARCH AND DEVELOPMENT (NFS 1852.235-74) (FEB 2003).	
Contracting Officer's Technical Representative (COTR) Code TI, M/S 269-1 (1 cy electronic)				
Task Requestor listed on Task Order				

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Non-Disclosure Agreements	Once	Prior to Starting Work	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			8. REMARKS	
CO, Code JAC, M/S 241-1 (1 cy electronic)			All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.	
Code TI, M/S 269-1 (1 cy electronic)				
Task Requestor listed on Task Order				

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Mishap Report	See Remarks	See Remarks	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	
CO, Code JAC, M/S 241-1 (1 cy electronic)			The Contractor shall submit NF 1627, NASA Mishap Report within one working day after the occurrence of any mishap.	
Code TI, M/S 269-1 (1 cy electronic)				
Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 copy)				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Contractor Monthly Accident Report	Monthly	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			8. REMARKS	
CO, Code JAC, M/S 241-1 (1 cy electronic)			The contractor shall submit Form ARC 15, Monthly Safety and Health Report, no later than 15 calendar days after the end of each month in accordance with NFS clause 1852.223-70, Safety and Health. ARC collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly form which is located at http://cmar.arc.nasa.gov	
Code TI, M/S 269-1 (1 cy electronic)				
Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, MS/237-1 (1 copy)				

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Subcontracting Report (SF 294)	Semi-annually	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			8. REMARKS	
CO, Code JAC, M/S 241-5 (original)			The contractor shall submit Standard Form 294, utilizing the Electronic Subcontract Reporting System (eSRS), in accordance with the instructions provided on the reverse of the form and in accordance with the Section I FAR clause 52.219-9, <i>Small Business and Small Disadvantaged 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. NASA has prepared a website for use when submitting the SF 294 https://prod.nais.nasa.gov/srs/iSRS_registration_help.html . Use of this website is optional, but preferred.	
Small Business Specialist, Code JAB, M/S 241-1 (1 cy)				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	Summary Subcontracting Report (SF 295)	Semi-annually	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			8. REMARKS	
NASA-HQ, Attn: HS/Office of Procurement, Washington DC 20546 (Original)			The contractor shall submit Standard Form 295 in accordance with the instructions provided on the reverse of the form and in accordance with the Section I FAR clause 52.219-9, <i>Small Business and Small Disadvantaged 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. NASA has prepared a website for use when submitting the SF 295 reports https://prod.nais.nasa.gov/srs/iSRS_registration_help.html . Use of this website is optional, but preferred.	
CO, Code JAC, M/S 241-5 (1 cy)				
Small Business Specialist, Code JAB, M/S 241-1 (1 cy)				

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Patent Rights—Retention by the Contractor (Short Form) or New Technology Report	Annual	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			8. REMARKS	
CO, Code JAC, M/S 241-1 (1 cy)			The Contractor shall submit Patent Rights—Retention by the Contractor (Short Form) or New Technology Report in accordance with FAR clause 52.227-11, <i>Patent Rights-Retention by the Contractor (Short Form)</i> as modified by NFS clause 1852.227-11, NFS 1852.227-70, <i>New Technology</i> and NFS clause 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i> . Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.	
New Technology Report Only: Technology Utilization Office, Code EP, M/S 202A-3 (original)				
Patent Rights—Retention by the Contractor (Short Form) Only: Code DL, M/S 202A-4 (original)				

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1. LINE ITEM NO. 8	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 CO, Code JAC, M/S 241-1 (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.		

1. LINE ITEM NO. 9	2. DRL TITLE RESERVED	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		

1. LINE ITEM NO. 10	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 CO, Code JAC, M/S 241-1 (1 cy electronic) Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)		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, <i>Requisition and Invoice/ Shipping Document</i> , 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
11	Initial Financial Management Report	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		8. REMARKS		
CO, Code JAC, M/S 258-5 (1 cy) Electronic submission to: COTR, Code TI, M/S 269-1 (1 cy) Resource Management Specialist, Code TI, M/S 269-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)		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 (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting System</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; award fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	Quarterly Financial Management Report	Quarterly	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			8. REMARKS	
CO, Code JAC, M/S 241-1 (1 cy) Electronic submission to: COTR, Code TI, M/S 269-1 (1 cy) Resource Management Specialist, Code TI, M/S 269-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)			Submission not later than the 15 th day of the month proceeding 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 Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001G_&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; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract 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 between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date. NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	Monthly Financial Management Report	Monthly	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			8. REMARKS	
CO, Code JAI, M/S 241-1 (1 cy) Electronic submission to: COTR, Code TI, M/S 269-1 (1 cy) Resource Management Specialist, Code TI, M/S 269-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)			To be delivered no later than the 10th working day after each full month of service. A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001G_&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, Contract 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. Contractor estimates can be used if actual data is not available by the required submission date. NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.	

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TITLE OF CONTRACT, PRODUCT, SOW, ETC. INTELLIGENT SYSTEMS RESEARCH AND DEVELOPMENT SUPPORT-2 (ISRDS-2)	CONTRACT/RFP NO. NNA13424845R	DRL DATE/MOD DATE February 13, 2013
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1. LINE ITEM NO. 14	2. DRL TITLE On-Call Schedule	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 CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic)			8. REMARKS The Contractor shall submit to the CO and the COTR a schedule containing the employee names, home telephone numbers, and pager numbers of all personnel with on-call support responsibilities, along with their dates of assignment. The schedule shall be submitted not later than the 5 th working day of the month and within 1 working day after any subsequent changes.	

1. LINE ITEM NO. 15	2. DRL TITLE RESERVED	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES

1. LINE ITEM NO. 16	2. DRL TITLE Phase-Out Plan	3. FREQUENCY Once	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic)			8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. See ISRDS Statement of Work for additional Phase-Out information.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	Safety and Health Plan	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic)			8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
18	IT Security Training Report	Monthly	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 CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic)			8. REMARKS The Contractor shall submit a listing and an updated listing of all Contractor personnel receiving IT security training pursuant to NFS 1852.204-76 no later than 5 working days after the end of each month.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
19	Organizational Conflicts of Interest Avoidance Plan	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic)			8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.14, Organizational Conflicts of Interest, and Limitation on Future Contracting and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information. The plan is required upon submission of proposal.	

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1. LINE ITEM NO. 20	2. DRL TITLE RESERVED	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	

1. LINE ITEM NO. 21	2. DRL TITLE Quarterly Report of Purchases	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic) Supply and Equipment Management Officer (SEMO), M/S 255-2 (1 cy electronic)			8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.	

1. LINE ITEM NO. 22	2. DRL TITLE DD 1419-- DOD Industrial Plant Equipment Requisition	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 checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code TI, M/S 269-1 (1 cy electronic) SEMO, M/S 255-2 (1 cy electronic)			8. REMARKS The Contractor shall comply with the requirements of NFS 52.245-70, CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (NFS 1852.245-70) (DEVIATION)(SEP 2007). The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
23	Task Summaries	Monthly	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 COTR, Code TI, M/S 269-1 (1 cy electronic) Financial Analyst, Code TI, M/S 269-1 (1 cy electronic)	8. REMARKS The Contractor shall provide a monthly summary of the 533M on a single report for each contract task order. This shall include the reporting month labor hours and actuals as well as the current estimated months' labor hours and estimated budget.		

Time is defined as follows: "Time" if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on Saturday, Sunday, or legal holiday, then the period shall include the next working day."