DRAFT

ATTACHMENT J.02

DATA REQUIREMENT DESCRIPTIONS (DRDs)

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

A. **LINE ITEM NO**. – Sequentially number line items beginning with number 001.
B. **LINE ITEM TITLE** – Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
C. **OPR** (OFFICE OF PRIMARY RESPONSIBILITY) – Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
D. **TYPE** – Enter "Type of Data" code as follows:

CODE	DESCRIPTION
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

E. **INSPECT/ACCEPT** – Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE
1	Source	Source
2	Destination (OPR)	Destination (OPR)
3	Source	Destination (OPR)
4	Certificate of Conformance	(Mandatory)
5	Certificate of Conformance	(Optional)
6	No Inspection Required No	Acceptance Required

F. **FREQ. OF SUBM**. – Enter the frequency of submission code as follows:

CODE	DESCRIPTION
AD	AS DIRECTED
AN	ANNUAL
AR	AS REQUIRED
BE	BIENNIAL
BM	BIMONTHLY (every two months)
BW	BIWEEKLY (every two weeks)
DA	DAILY
DD	DEFERRED DELIVERY
MO	MONTHLY
OT	ONE TIME
PC	PER CONTRACT
PD	PER FAILURE
PE	PER EVENT
PF	PER FACILITY
PG	PER PROGRAM
PI	PER EQUIPMENT END ITEM
PJ	PER PROJECT
PL	PER LAUNCH FLIGHT MISSION
PS	PER SYSTEM
PT	PER TEST
PV	PER VEHICLE
QU	QUARTERLY
RD	AS RELEASED
RT	ONE TIME & REVISIONS
SA	SEMI ANNUALLY
SM	SEMI MONTHLY
TY	THREE YEAR PERIOD
UR	UPON REQUEST
WK	WEEKLY

G. **INITIAL SUBMITTAL** – Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
H. **AS OF DATE** – For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date.

Example: If Block F were “MO” and Block H were “30/10”, the data would include the entire month and would be submitted within 10 days thereafter.

J. **REMARKS** – Enter in this space:
   a. Minor exceptions to the DRD.
   b. Stipulation of specific forms when multiple forms are authorized on the DRD.
   c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
   d. Additional submittal information, if necessary.

K. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION
A	Regular
B	Reproducible

CODE	DEFINITION
C	Microfilm, Aperture Cards
D	Other, (Explain in remarks, Item J)

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy.
IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
Enter the total number of copies by type in the space provided

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

GENERAL – The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. **TITLE** – Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
   Examples: Plan, Project Development (SIVB)
   Specification, Test (GSE)
   Report, Quarterly Progress
   Proposal, Engineering change (ECP)
2. **NUMBER** – Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. **USE** – Enter a synopsis of the use of the document, stating reason for the requirement.
4. **DATE** – Enter date of preparation.
5. **ORGANIZATION** – Identify the installation preparing the DRD.
6. **REFERENCES** – List applicable documents by number (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.,) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. **INTERRELATIONSHIP** – Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
8. **PREPARATION INFORMATION** – Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator’s formal requirements.

Data Requirements List

Contract Management and Administration (CMA)

1. DRD CMA-01: Contract Management Plan
2. DRD CMA-02: Technical and Cost Plan
3. DRD CMA-03: Contract Transition (Phase-out) Plan
4. DRD CMA-04: Organizational Conflict of Interest Avoidance Plan
5. DRD CMA-05: Small Business Data Reporting
6. DRD CMA-06: Equal Employment Opportunity Report
7. DRD CMA-07: Advanced Notification of Workforce Reductions Report
8. DRD CMA-08: Records Management Program Plan
9. DRD CMA-09: Summary of Records Holdings Transfers (File Plan)

Financial Management (FM)

10. DRD FM-01: Wage/Salary and Fringe Benefit Data
11. DRD FM-02: NASA Form 533 Cost Reporting
12. DRD FM-03: Monthly Financial Management Report
13. DRD FM-04 Monthly Status Report

Information Technology (IT)

14. DRD IT-01: IT Management Plan
15. DRD IT-02: IT System Security Plan
16. DRD IT-03: IT Software Management Plan

Safety and Health (SH)

17. DRD SH-01: Safety and Health Plan

Security (SEC)

18. DRD SEC-01: Security Plan
19. DRD SEC-02 Emergency Management Plan
20. DRD SEC-03: Export Control Plan

Program Management (PM)

21. DRD PM-01: Program Financial Analysis
22. DRD PM-02: Project Metrics

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 01
B. LINE ITEM TITLE: Contract Management Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/LX-B	1	2	See Block J	See Block J	See Block J

J. REMARKS:

Initial due 60 days after contract start. Updated report shall be submitted when significant changes are made or on an annual basis. Supplemental reports may be requested.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX/KLXS-II COR (1A)	2	A
OP-ES/KLXS-II CO (1A)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Contract Management	CMA-01
3. USE To enable NASA to evaluate the Contractor's management organization, approach, processes, and systems.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A

8. PREPARATION INFORMATION

SCOPE: The KLXS-II Contract Management Plan shall describe the basis for the Contractor's management organization, approach, and processes. The Plan shall describe the Contractor's approach for accomplishing contract requirements while adhering to all applicable laws, regulations and directives It shall provide a comprehensive integration of all management systems of the prime and subcontractors. The Plan will include those processes specifically required to accomplish the Performance Work Statement (PWS), as well as those systems and procedures that are to be set in place by the Contractor.

CONTENT: The Plan shall define the Contractor's approach for work definition and authorization, scheduling, budgeting, data accumulation, safety and health, risk management, subcontract, material control, indirect cost management, and organization structure.

The following items shall be addressed in this Plan:

A. Describe the overall management approach to fulfilling all contract requirements including approach for managing and integrating performance of IDIQ task orders.

B. Describe how this approach creates an efficient and effective interface to the Government in the management and communication of PWS tasks and priorities. Include a description of how the Plan provides a balanced, coordinated, and proactive approach to management of the contract (e.g., PWS requirements, contract schedules and deliverables). Describe how the Contractor communicates and obtain Government concurrence with changing priorities and workforce adjustments.

8. PREPARATION INFORMATION (CONTINUED)

C. Include processes and plans for coordinating and interfacing with other NASA Contractors and establishing Associate Contractor Agreements (ACAs). Additionally, in the event that other organizations are involved in conducting the work, describe the roles of these organizations, their relationships to other organizations on the GSDO team, and their proposed contributions to the overall work effort, identified into each part of the proposal, as appropriate.

D. Describe the Contractor's organizational structure, including an organization chart. Include a description of communication channels, lines of authority and reporting relationships within the organization to include subcontractors. Describe management relationships between key Contractor personnel and their associated NASA personnel. Describe the organizational work elements most critical to the performance of the requirements. Describe how the organizational structure and processes will provide a single, accountable entity to NASA.

E. Describe the management processes the Contractor will use to accurately identify, monitor, and control cost, schedule, product and service quality, and contract risks. Identify any specific risks relative to performance of work under the PWS and any plans to mitigate those risks.

F. Describe the plan for work definition and authorization, scheduling, budgeting, data accumulation, safety and health, risk management, subcontract management, material control, indirect cost management, and organization structure.

G. Describe any progressive management, innovations and efficiencies to be implemented and gained since the previous submittal of this plan.

H. Identify the stakeholders and describe how the Contractor will measure and report customer satisfaction for key PWS functional areas. Describe the plan to develop and maintain customer relations. Describe the steps that the Contractor will take to ensure that customer interactions are positive (e.g., meeting contract requirements in a friendly, professional manner). Describe the steps that the Contractor will take, if any, to continuously improve overall customer satisfaction.

I. Provide rationale for significant changes to this Plan.

FORMAT: Contractor's format is acceptable**.**

MAINTENANCE: Electronic. Changes shall be incorporated as required by change page or complete reissue**.**

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 02
B. LINE ITEM TITLE: Technical and Cost Plan					
C. OPR. NASA/LX-B	D. TYPE (Initial 1) 3	E. INSPECT/ ACCEPT (Initial 2) 3	F. FREQ. See Block J	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Technical Plan – initial submission 85 days after contract start. Follow-on submission by Jan 15 of each year.
Cost Plan – Initial submission 85 days after contract start. Follow-on submission by Jan 15 of each year.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX/KLXS-II COR (1AD)	1	A
OP-ES/KLXS-II CO (1D)	3	D
GG-C-E (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Technical and Cost	CMA-02
3. USE To provide data for the assessment of contract progress. To provide visibility to the Contractor and GSDO management of actual and potential problems and progress towards meeting the requirements of the contract.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A

8. PREPARATION INFORMATION

TECHNICAL PLAN: This Plan shall serve as the primary source for the Contractor to document the current state, future needs, and innovative ideas for meeting the requirements under this contract. The Plan shall address at least the following:

A. Innovative Ideas:
   1. Processes, procedures, approaches or other innovative ideas for both meeting the requirements of this contract or other requirements within GSDO
   2. Provide a detailed description of each innovative idea with supporting rationale
   3. Identify point of contact who could provide further discussions and/or answer questions

B. Recommendations:
   1. Identify tasks/requirements that are needed to improve services and/or reduce risks
   2. Identify cost reductions and provide supporting rationale

The plan shall also include an executive summary and a consolidated, prioritized list of innovations and recommendations proposed. Innovations and recommendations shall be forward looking and cover the next five (5) Government Fiscal Years (GFY).

8. PREPARATION INFORMATION (CONTINUED)

COST PLAN: This plan shall be for the five-year outlook of expected costs and shall tie to the WBS by various required breakouts. In addition, the plan will also be used for the annual operating budget call for the Government PPBE. At a minimum the Plan shall include:

- Cost Summaries: Roll up formatted data representing the planned work in accordance with the WBS structure to support cost analysis as directed by the Government along with assumptions and basis of rationale for the PPBE inputs. Cost summary data shall reflect the costs of each component of the roll up and total them to form at least the following cost summaries:

  - Cost by functional category for each GFY
  - Cost by subcategory within each functional category for each GFY
  - All elements of costs
  - Contribution by functional category for each GFY
  - Contribution by subcategory within each functional category for each GFY
  - Total contribution by each program within each GFY
  - Total cost by GFY and total contract value

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 03
B. LINE ITEM TITLE: Contract Transition (Phase-out) Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/LX-B	1	6	AD	See Block J	See Block J

J. REMARKS:
One time submittal at the CO's discretion.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX/KLXS-II COR (1AD)	1	A
OP-ES/KLXS-II CO (1D)	2	D

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Contract Transition (Phase-out)	CMA-03
3. USE Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment and resource/cost information used to perform future re-procurement activities	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A

8. PREPARATION INFORMATION

SCOPE: This plan shall provide the details necessary to transition the contract to any follow-on contract.

CONTENT: The content of the deliverables shall include:

A. Implementation Strategy

B. Task description and schedule

C. Staffing profile

D. Cost Estimate, including the following:

1. Labor resources:
   a. List of all direct labor skills by labor category segregrated by current Work Breakdown Structure (WBS)
   b. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
   c. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
   d. The number of Work Year Equivalents (WYEs), headcount, and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS
   e. Seniority level of all skills on the current contract

8. PREPARATION INFORMATION (CONTINUED)

2. Non-labor resources:
   a. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS.
   b. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts the Contractor has negotiated with its vendors.

3. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.

4. Equipment (additional information to that listed in #2.a., above):
   List of all Contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
   a. Description of the equipment (include make and model #)
   b. Location of the equipment (address, builidng and room #)
   c. Date purchased
   d. Purchase price of the equipment
   e. Current depreciated value of the equipment

FORMAT: Electronic. Contractor's format is acceptable

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 04
B. LINE ITEM TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan					
C. OPR. NASA/LX-B	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Initial due with submission of proposal. Upon approval, the OCI Avoidance Plan becomes a contractual requirement.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX/KLXS-II COR (1AD)	2	A
OP-ES/KLXS-II CO (1AD)	2	D

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Organization Conflict of Interest Avoidance	CMA-04
3. USE To ensure that organizational conflicts of interests are mitigated	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: In accordance with NFS 1852.237-72, *Access to Sensitive Information*, and NFS 1852.237-73, *Release of Sensitive Information*, the Contractor shall deliver a Conflict of Interest Avoidance Plan with submission of the proposal.

CONTENT: The Conflict of Interest Avoidance Plan shall discuss the following:

A. The categories of OCI (FAR 9.505)
   1. Evaluation of own work or company's work that may impair objectivity or result in biased judgment.
   2. Contractor sets biased "ground rules" of procurement (writing PWS or performing systems engineering and technical direction effort) skewing competition in its own favor.
   3. Access to nonpublic information in performance of Government contract.

B. Identify the Contractor's company/team OCI categories and avoidance technique that have impaired objectivity or biased judgment.

C. List of OCI that cannot not be avoided or mitigated

D. Safeguards for ensuring sensitive information coming into the Contractor's possession is used only for the purposes of performing the services specified in this contract, and not to alter the Contractor's competitive position in another procurement

E. Safeguards for sensitive information coming into its possession from unauthorized use and disclosure.

8. PREPARATION INFORMATION (CONTINUED)

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, including persons within the Contractor's and subcontractor's company not engaged in support of this contract.

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 will 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.

K. Safeguards and/or mitigation for any other situation unique to the Offeror's circumstances that involves access to sensitive information.

FORMAT: The report shall be provided in a business style report to be delivered in a format compatible with standard KSC office software loads such as the latest Microsoft Office Suite.

MAINTENANCE: Revisions required as necessary.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II	A. ITEM NO. 05

B. LINE ITEM TITLE:
Small Business Data Reporting

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/LX-B	3	2	See Block J	See Block J	See Block J

J. REMARKS:

This report should be submitted semi-annually. The report should be submitted no later than the end of May and no later than the end of November each year. Initial report due May 31, 2014.

Additional submissions: If the Contractor is not meeting any one of the Small Business goals or Small Disadvantaged Business (SDB) targets, they shall provide a plan for correcting the deficiency along with this report. The Contractor can, on a separate sheet, discuss other elements of the Small Business program to show its commitment and how they are trying to provide maximum opportunities to small business (i.e., outreach activities, in reach activities, mentor protégé agreements, awards received, etc.)

NASA will evaluate if small businesses performing the work as proposed in the Small Business Plan or if the small business is subcontracting the work to other than small businesses. The Contractor will be required to complete Table 5 Small Business Commitment Reporting Data for every first tier small business Contractor.

Type “D”: Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX/KLXS-II COR (1D)	1	A
OP-ES/KLXS-II CO (1D)	3	D
KSC Small Business Specialist (1AD)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Reporting, Small Business Data	CMA-05

3. USE
This data will be used in regards to the Small Business retainage pool evaluation. This data will be used to evaluate the Contractor’s compliance with meeting its Small Business goals and SDB target within its Small Business Plan. This data will be used to identify the Contractor’s compliance and to identify short falls in the Contractor’s performance in meeting its Small Business Plan and SDB target.

4. DATE
TBD

5. ORGANIZATION
LX-B

7. INTERRELATIONSHIP
N/A

6. REFERENCES
See Block 8

8. PREPARATION INFORMATION

SCOPE: The Contractor shall complete Table 2, SDB Target Reporting. The Contractor shall provide the SDB target in terms of percentage of TOTAL CONTRACT VALUE. The Contractor shall provide its actuals in terms of percentage of TOTAL CONTRACT VALUE. The Contractor shall list all active contracts that have been awarded to SDBs, along with the NAICS code and the scope of work that the Contractor is performing.

8. PREPARATION INFORMATION (CONTINUED)

The Contractor shall complete Table 1, Subcontracting Performance for reporting compliance with the goals in the small business plan. The Contractor shall provide the small business goals in terms of dollars and percentage of TOTAL CONTRACT VALUE and using the small table, express the goals in terms of dollars and percentages of the TOTAL SUBCONTRACTED DOLLAR AMOUNT. The Contractor shall provide it's actuals in terms of dollars and percentage of TOTAL CONTRACT VALUE AND THE TOTAL SUBCONTRACTED DOLLAR AMOUNT in the respective charts. The format in Table 1 shall be used to document both. The Contractor shall also provide rationale for not meeting any goals in the SB plan and show how the Contractor plans to correct the deficiency, along with this report. The Contractor shall provide, on a separate sheet, information about other elements of the Small Business program to show its commitment and how it is trying to provide maximum opportunities to small business (i.e., outreach activities, in reach activities, mentor protégé agreements, awards received, etc.).

The Contractor shall complete the Table 4, Small Business Commitment Reporting Data. NASA will evaluate if small businesses are performing the work as proposed in the Contractor's small business plan and if the small business is subcontracting the work to other than small businesses. The Contractor can provide, on a separate sheet, information to show its commitment to ensuring that small businesses are performing the majority of the work contracted to them and how it is trying to provide maximum opportunities to small business.

APPLICABLE DOCUMENTS: FAR 19.1202, 19.702 and 19.704

CONTENT: This is in addition to the small business Subcontracting Plan requirements.

FORMAT: Specific. Electronic format of all submissions shall be compatible with MS Office. See Table 1: Subcontracting Performance, Table 2: Small Disadvantage Business Target Reporting.

REFERENCES: http://www.esrs.gov

Table 1 Total Subcontracting Performance

Contract Title: TBD			**Contract Number: TBD**		**Contract Value: TBD**	
Total Subcontracted Dollars			**Actuals for the period (Dates)**		**Cumulative for contract**	
	Goals					
	$	%	$	%	$	%
LB						
SB						
SDB						
WOSB						
VOSB						
SDVOSB						
HUBZone						
HBCU/MI						

Table 2 Small Disadvantaged Business Target Reporting

Company Name	Target		Actuals		WBS number and description of work scope.	NAICS Industry
	Dollars	Percentage of total contract value	Dollars	Percentage of total contract value		
Totals						

Table 3 Contractor Small Business Goals

The goals for total contract value in this table should be the same as the goals in Table 1 “Subcontracting Performance”.

Contract Value			
Total Planned Subcontracting (Large and Small Business)	Dollars	Percentages	
	Goals		
	Dollars	Percentages	
	Total Contract Value	Total Contract Value	Subcontract Value
LB			
SB			
SDB			
WOSB			
VOSB			
SDVOSB			
HUBZone			
HBCU/MI			

Table 4 Small Business Commitment Table

Name of Subcontractor (NAICS for work being performed by subcontractors)	DUNS Number, and/or CAGE Code	Type of Business (SB, SDB, WOSB, HBZ, VO, SDVOSB)	Hours proposed	Hours as percentage of total effort.	PWS Paragraph to be performed	Percentage of work subcontracted out by this Contractor to other than small businesses
XYZ Corp. (811212)	01345 DUNS 123456789	SB, SDB	19,000	1.18%	3.1.1, 3.1.2 3.1.3.1, 3.1.3.2	
Acme Ltd. (541519)		SB	320,000	20.00%	3.1.3, 3.1.4	
Smith, Jones and Assoc. (541512)		SB, SDB, HBZ	85,000	5.31%	3.1.4	
ABC Co. (334111)		SB, VOSB, SDVOSB	264,000	16.50%	3.1.5	
Triple A Inc. (541511)		SB, SDB	83,000	5.19%	3.1.9	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 06
B. LINE ITEM TITLE: Equal Employment Opportunity Report					
C. OPR. NASA/OP-ES	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. Within 30 days of Contract Start	H. AS OF DATE See Block J

J. REMARKS:

Submissions shall be made not later than September 30 of each year.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
OP-ES/KLXS-II CO (1A)	1	A
See Block 8 (1D)	1	D

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Report, Equal Employment Opportunity	CMA-06
3. USE	4. DATE
To describe the Contractor's equal employment and affirmative action plan, and management of the contract in accordance with KSC Yearly Equal Opportunity Statistical Report and EEO-1 report.	TBD
	5. ORGANIZATION OP-ES/KLXS-II CO
7. INTERRELATIONSHIP RFP Section G.18	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: The Equal Employment Opportunity Report or Employer Information Report EEO-1, otherwise known as the EEO-1 Report, is required to be filed with the U.S. Equal Employment Opportunity Commission's EEO-1 Joint Reporting Committee. The EEOC uses the data to support civil rights enforcement. The EEOC also uses the data to analyze employment patterns, such as the representation of female and minority workers within companies, industries, or regions.

CONTENT: The Equal Employment Opportunity Report shall describe the Contractor's equal employment and affirmative action plan for meeting equal employment opportunity goals and managing the contract to comply with the items listed in the EEO-1 Report located on the EEOC website and the KSC Annual Equal Opportunity Statistical Report.

FORMAT: The Contractor should submit the report via: http://www.eeoc.gov/eeo1survey/index.html. The preferred method for completing the 2012 EEO-1 reports is the web-based filing system. Online filing requires the Contractor to log into the company's database with a Login ID and Password. If the Contractor cannot locate its Login ID and/or Password, contact the EEO-1 Joint Reporting Committee at e1.techassistance@eeoc.gov.

Hardcopy of report should be provided to OP-ES/KLXS-II CO.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II	A. ITEM NO. 07

B. LINE ITEM TITLE:
Advanced Notification of Workforce Reductions Report

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/OP-ES	3	6	AR	See Block J	See Block J

J. REMARKS:
The Contractor shall notify in writing the Industrial Relations Officer (IRO), Mail Code OP, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full- time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the Contractor shall provide to the IRO and the CO the information required by the WARN Act, section 639.7© and a listing of all organizations to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification. Contractor format is acceptable.

Type “D”: Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
OP-ES/KLXS-II CO (1A)		
OP IRO (1A)	4	A
LX/KLXS-II COR (1A)		
LX Director (1A)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Report, Advanced Notification of Workforce Reductions	CMA-07
3. USE To provide the Government advanced notification of workforce reductions and allow compliance with the Workforce Adjustment and Retraining Notification (WARN) Act.	4. DATE TBD 5. ORGANIZATION OP-ES
7. INTERRELATIONSHIP N/A	6. REFERENCES See Block J

8. PREPARATION INFORMATION

The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.

The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.

FORMAT: Contractor format is acceptable.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 08
B. LINE ITEM TITLE: Records Management Program Plan					
C. OPR. NASA/IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Initial submission is required 60 days after contract award with additional submissions as required.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
Per the OP-ES/KLXS-II CO's letter		
LX/KLXS-II COR (1A)	2	A
IT-A/NASA Records Manager		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Records Management Program	CMA-08
3. USE To describe the overall approach to Records Management Program (RMP).	4. DATE TBD 5. ORGANIZATION OP-ES
7. INTERRELATIONSHIP RFP Clause I.136	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: This pertains to all RMPs.

CONTENT: The RMP plan shall describe the implementation of a records management program in accordance with compliance requirements below. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas.

A. Program Management
   1. Program authorization and organization
   2. Guidance and training
   3. Internal evaluations
   4. Procedures and Processes
B. Records Creation/Recordkeeping Requirements
   1. Creation of records/adequacy of documentation
   2. Contractor records
C. Records Maintenance (General)
   1. General
   2. Paper-based records
   3. Electronic records
   4. Legacy records

8. PREPARATION INFORMATION (CONTINUED)

D. Maintenance of Special Records
   1. Audiovisual records
   2. Cartographic and Architectural Records
   3. Micrographic records
E. Records Disposition
   1. Records disposition schedule implementation
F. Vital Records

DEFINITIONS: The following definitions are provided for clarification purposes.

Government-owned records. When in doubt of the ownership of records, the Contractor shall seek the Record Manager's determination as to which records are subject to this clause.

A. **NASA-owned/Contractor-held records** (including electronic records, vital records, legacy Federal records (data created for Government and delivered to, or falling under the legal control of the Government) inherited from predecessor Contractors) shall consist of documentation of Contractor activities and functions necessary for the performance of this contract, including, but not limited to, documentation of those day-to-day operating procedures that are essential to carrying out the PWS and those actions, organizational structure, policies, decisions, operations, and activities necessary to perform or continue the work performed under the contract. Except as provided in paragraph (b) of this clause, all records acquired or generated by the Contractor in its performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the Contractor either as the CO may from time to time direct during the process of the work or, in any event, as the CO shall direct upon completion or termination of the contract.

B. **Contractor-owned records** NASA-owned/Contractor-held records shall not include those Contractor records that relate exclusively to the Contractor's internal business or are of a general nature not specifically related to the performance of work under the contract. The Contractor's general policies, procedures, etc., that apply to the general conduct of its business do not fall under the purview of this clause. The following records are considered the property of the Contractor and are not within the scope of paragraph (a) of this clause.
   1. Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health-related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.
   2. Confidential Contractor financial information, and correspondence between the Contractor and other segments of the Contractor located away from the NASA Center (i.e., the Contractor's corporate headquarters);
   3. Records relating to any procurement action by the Contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;

8. PREPARATION INFORMATION (CONTINUED)

4. Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
5. The following categories of records maintained pursuant to the technology transfer clause of this contract.
   a. Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
   b. The Contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
   c. Patent, copyright, mask work, and trademark application files and related Contractor invention disclosures, documents and correspondence, where the Contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

C. **Electronic Records**. The Contractor shall deliver any electronic data deliverables as stated in 36 CFR 1228.270. If the electronic records reside in a digital management asset system, they must be exportable to NASA's digital management asset system in an automated fashion.

D. **Legacy Records**. The Contractor shall maintain and manage any data created for Government use and delivered to, or falling under the legal counsel of the Government, inherited from the predecessor Contractors.

E. **Vital Records**. Essential Agency or Center records identified as necessary for continuing critical operations immediately following national security emergencies or other emergency or disaster conditions (Emergency Operating Records) or to protect the legal and financial rights of the Government or those affected by Government Activities (Legal and Financial Rights Records).

Metadata: Metadata as defined by ISO 15489 3.12, "Metadata: data describing context, content, and structure of records and their management through time."

APPLICABLE DOCUMENTS:

A. 44 U.S.C. Chapters 29, 31, 33
B. 44 U.S.C. 3501 et seq., Paperwork Reduction Act.
C. 36 CFR Parts 1220-1238.
D. 5 U.S.C. 552, The Freedom of Information Act as amended.
E. 5 U.S.C. 552a, The Privacy Act of 1974 as amended.
F. OMB Circular A-130, Management of Federal Information Resources.
G. OMB Circular A-123, Internal Control Systems.
H. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.
I. NPD 1440.6 (As revised), NASA Records Management.
J. NPR 1441.1 (As revised), NASA Records Retention Schedule.
K. NPD 2190.1 (As revised), NASA Export Control Program.
L. KNPD 1440.1 (As revised), KSC Records Management and Vital Records Program.
M. KDP-KSC-P-1881 (As revised), Records Management process.

FORMAT: Contractor format is acceptable provided the guidance described in the applicable documents is followed.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 09
B. LINE ITEM TITLE: **Summary of Records Holdings Transfers (File Plan), KSC Form 16-516**					
C. OPR. NASA/IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:
Initial submission is required 120 days after contract award and annually thereafter. Contractor format is acceptable.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
OP-ES/KLXS-II CO (1D) LX/KLXS-II COR (1A) IT-A/NASA Records Manager	3	A

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
KSC Form 16-516, Summary of Records Holdings & Transfers (File Plan)	CMA-09
3. USE To submit summary of records holdings as specified in stated requirements.	4. DATE TBD 5. ORGANIZATION OP-ES
7. INTERRELATIONSHIP RFP Clause I.136	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: All records management programs.

CONTENTS: The file plan shall include at a minimum, the following data:

A. Agency Filing Scheme (AFS)#: In accordance with (IAW) NPR 1441.1
B. Item#: IAW NPR 1441.1
C. Record Title: Record Series description, a description of the record and its function
D. Office of Record: Office responsible for retiring the record at end of lifecycle
E. Location: Physical or virtual location of records
F. Retention/Disposition: The period of time the record shall be kept, and how it is treated at the end of its active life cycle
G. Permanent vs. Temporary: Designation of permanent status or temporary status of records including marking records that are ITAR controlled sensitive
H. Vital Status: Records identified as necessary for continuing operations immediately following an emergency
I. Volume: Amount of records (listed in cubic feet, megabyte, gigabyte, etc.)

APPLICABLE DOCUMENTS:

A. NPD 1440.6 (As revised), NASA Records Management
B. NPD 2190.1 (As revised), NASA Export Control Program
C. NPR 1441.1 (As revised), NASA Retention Schedule
D. KNPR 1440.6 (As revised), KSC Records Management

FORMAT: Contractor format is acceptable provided the guidance described in the applicable documents is followed.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 10
B. LINE ITEM TITLE: Wage/Salary and Fringe Benefit Data					
C. OPR. NASA/LX-B	D. TYPE 3	E. INSPECT/ ACCEPT 2	F. FREQ. See Block J	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Part A: Initial submission due 60 days following contract start. Annual submission required 90 days prior to the anniversary date of the contract.

Part B: Reviews shall be conducted no less than semi-annually. Data shall be submitted no later than 15 September and 15 April each year. Submittals and reviews shall cover a combination of current and previous FY data to ensure data for each FY is captured in its entirety. End of year actuals (15 Oct data) shall be provided as a baseline comparison for estimates in the next fiscal year.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX/KLXS-II COR (1AD),		
OP-ES/KLXS-II CO (1AD)	4	A
Labor Relations Officer (Part A Only) (1AD)	4	D
GG-C-E (1AD)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Data, Wage/Salary and Fringe Benefit	FM-01
3. USE To be used by the CO and Contract Labor Relations Office to provide necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor. Also, to assess any cost/budget impacts for current and future contract years.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES FAR 52.222-41 & See Block 8

8. PREPARATION INFORMATION

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. This requirement is in accordance with FAR regulations 22.1007 and 22.1008.

CONTENT:

Part A: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications if union represented employees are working on the contract. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a

8. PREPARATION INFORMATION (CONTINUED)

computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for non-represented classifications and for each separate CBA, if applicable. A separate form must be completed for the prime and each subcontractor. Three hardcopies and one electronic copy of each Collective Bargaining Agreement are required if organized labor is represented on its contract.

Part B: For each sub-element listed below, the Contractor shall identify the cost for each FY of the contract which shall become the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale for changes. Contractor format is acceptable but shall be approved by the Government. Sub-elements and data to be reviewed shall include, but not be limited to, the following:

INDIRECT RATES:

A. Fringe Benefits/Non-Productive Expenses: holiday, other paid absence, personal/sick leave, vacation
B. Fringe Benefits/Payroll Expenses: FICA SS, FICA medical, state unemployment, federal unemployment, workers compensation.
C. Fringe benefits/Other Expenses: group insurance, insurance disability, life insurance, pension, company match 401K, tuition reimbursement, VEBA Trust.
D. Total fringe benefit expense, total labor base, total fringe application rate.

DIRECT RATES: Productive/non-productive hours, regular/overtime/premium hours, and average unloaded wage rate and, if available, for each subcontractor. Level of staffing by WBS. For each reporting period, the report shall contain an itemized list of any wage rate changes since the previous report by labor category or skill code to reflect old and new unloaded labor rate with explanation of the basis of change. The Government reserves the right to drill down to WBS or labor category level for analysis.

G&A RATE: Labor & non-labor elements, Total G&A, G&A base, G&A rate.

OVERHEAD RATE: Labor and non-labor elements (e.g., equipment, training, other direct costs, and supply/material). Total overhead value, overhead base, and overhead rate.

FORMAT:

Part A: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD (Forms 2, 3, and 3A) (NOTE: CO completes Form 1).

Part B: Type "D" electronic versions shall be compatible with Microsoft Office.

Form 2

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

CONTRACTOR'S LABOR CLASSIFICATION	WAGE DETERMINATION CLASSIFICATION	EXEMPT OF NONEXEMPT	UNION OR NONUNION	CURRENT HOURLY RATE	MYE NO. OF EMPLOYEES
Illustration of required data: (The data is sample only and not actual rates.)					
Project Manager	Not Required	E	N	$40.00	1
Manager	Not Required	E	N	$32.00	1
Engineer	Not Required	E	N	$26.50 - 30.00	3
Engineering Tech, Jr	Engineering Tech, I	N	N	$16.59 - 18.00	12
Electrical Technician	Electronics Tech Maint II	N	U	$21.33 - $24.00	4
Secretary	Secretary I	N	N	$14.67 - $17.50	2
File Clerk	General Clerk II	N	N	$12.97	1
Clerical Data Entry	Word Processor I	N	N	$11.45 - $12.90	3

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract.

All Contractor labor classifications must be matched to wage determination classes listed in CBAs represented classes or classes shown in WD 2005-2516 for non-represented classes.

Form 3

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. **Shift Differential**: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. **Health and Welfare Items and Other Fringe Items**: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	**Coverage Provided (Yes or No)**	**Average Hourly Cost**
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		

3. **Paid Absences:**

	Service Requirement	**Days per Year**
a. Vacation		
b. Holiday		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

4. **Severance Pay:** (Briefly describe terms and amounts.)

5. **Other Fringe Benefits:** (Describe any other fringe benefits not included above, and show average hourly cost.)

6. **Premium Pay**: (Discuss all premium pay provisions not previously shown on this form.)

_____ _____

Signature of Company Representative Date

Form 3A

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor:

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. **Health and Welfare Items and Other Fringe Items**: (Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

Item	**Coverage Provided**	**Average Hourly Cost**
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical & Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. **Paid Absences**

	Service Requirement	**Days per Year**
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

_____ _____

Signature of Company Representative Date

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 11
B. LINE ITEM TITLE: NASA Form 533 Cost Reporting					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/GG-C-E	3	6	See Block J	See Block J	See Block J

J. REMARKS:

Initial NF533Q due within 30 days after Authorization to Proceed (ATP). NF533M due not later than 10 working days after close of Contractor's monthly accounting period. NF533Q due not later than the 15th day of the month proceeding the quarter being reported.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
GG-C-E Chief (1AD), GG-C-E (3AD), LX-B (1D), GG-B1 (1D)		
LX/KLXS-II COR (1D)	4	A
OP-ES/KLXS-II CO (1D)	8	D

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Cost Reporting, NASA Form 533	FM-02
3. USE	4. DATE
See SCOPE	TBD
	5. ORGANIZATION
	GG-C-E
7. INTERRELATIONSHIP	6. REFERENCES
DRD FM-03 and DRD FM-04	NPR 9501.2, "NASA Contractor Financial Management Reporting,"

8. PREPARATION INFORMATION

SCOPE: The NASA Form 533 (NF533) reports provide data necessary for the following:

A. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.

B. Evaluating Contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.

C. Planning, monitoring, and controlling project and program resources.

D. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements

CONTENT: Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2(as revised) entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

8. PREPARATION INFORMATION (CONTINUED)

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow:

Cost Elements	**Definitions**
Labor	Reported to NASA as hours are incurred.
Equipment & Materials (commercial off the shelf)	Generally reported to NASA when received and accepted by the Contractor.
Manufactured Equipment	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.
Leases	Reported to NASA using a proration over the life of the lease.
Travel	Reported to NASA as costs are incurred.
Subcontracts	Actual and estimated costs reported by prime Contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime Contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime Contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub-divisions of work. Data submitted by the subcontractor should be structured similar to the prime Contractor's NF533 to enable the prime Contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than $500,000, the prime Contractor is required to document the methodology used to generate the sub- Contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
Unfilled Orders	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
Fee	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
Prompt Payment Discounts	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

8. PREPARATION INFORMATION (CONTINUED)

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

SUBMITTAL: The due dates for the NF533M and NF533Q reports are outlined in Chapter 3 of NPR 9501.2D. The following is a summary of the NF533 due date requirements.

NF533 Report	**Due Date**
NF533M	Due not later than 10 working days following the close of the Contractor's monthly accounting period.
NF533Q	Due not later than the 15th day of the month preceding the quarter being reported.

The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

FORMAT: An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the Contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

Prior period cost adjustments should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a footnote discussing the reasons for and amounts of the adjustments.

8. PREPARATION INFORMATION (CONTINUED)

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The Contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" Contractor cost report, the Contractor must submit a revised NF533 report in the month the cost change is recognized.

Electronic NF533 Requirement: In addition to submitting the NF533M or NF533Q, the Contractor, shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using the Government prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information from the hardcopy.

Data Element	**Description**
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the NF533 report
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative Date Signed	Date the NF533 is approved and signed by the authorized Contractor Representative
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Mnth Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete (column 8c on the NF533)
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract (column 9a on the NF533)
Grand Total Contract Value (9b)	Contractor distribution of contract value by the reporting categories (column 9b on the NF533)
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period (column 10 on the NF533)

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the Contractor shall use to comply with this data requirement.

8. PREPARATION INFORMATION (CONTINUED)

The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for specific layout details).

Data Element Name	Description
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is an actual Reporting Category or a Sub-Reporting Category

The flat file shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample file name:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Ames	AM	Dryden	DR
Glenn	GL	Goddard	GO	Johnson	JO
Kennedy	KE	Langley	LA	Marshall	MA
Stennis	ST				

MAINTENANCE: The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

PAGE _____ OF _____ PAGES

National Aeronautics and Space Administration

Monthly Contractor Financial Management Report

Form Approved
O.M.B. No. 2700-0003

2. REPORT FOR MONTH ENDING AND NUMBER OF WORKING DAYS

TO:

FROM:

3. CONTRACT VALUE
a. COST $
b. FEE $

1. DESCRIPTION OF CONTRACT
a. TYPE
b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.
c. SCOPE OF WORK
d. AUTHORIZED CONTRACTOR REPRESENTATIVE *(Signature)*
DATE

4. FUND LIMITATION $

5. BILLING
a. INVOICE AMTS. BILLED $
b. TOTAL PYTS. REC'D. $

6. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED				8. ESTIMATED COST/HOURS TO COMPLETE			9. ESTIMATED FINAL COST/HOURS		10. UNFILLED ORDERS OUTSTANDING
	DURING MONTH		CUM. TO DATE		DETAIL		BALANCE OF CONTRACT			
	ACTUAL a.	PLANNED b.	ACTUAL c.	PLANNED d.	a.	b.	c.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.	

Baseline Plan Identification (Col. 7b & 7d): Revision No. _____, Dated _____

NASA FORM 533M AUG 96 PREVIOUS EDITIONS ARE OBSOLETE. RCS 10PUBL00417

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II	A. ITEM NO. 12

B. LINE ITEM TITLE:
Monthly Financial Management Report

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/LX-B	3	6	MO	See Block J	See Block J

J. REMARKS:
As-of-date: Reports shall cover Contractor accounting calendar months. Submission shall be within 10 working days of end of accounting month.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail. Specific formatting will be mutually agreed upon by the Contractor and KLXS COR.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX/KLXS-II COR (1D)	3	D
OP-ES/KLXS-II CO (1D)		
GG-C-E (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Report, Monthly Financial Management	FM-03
3. USE The report is to provide historical and projected labor hour data to be used for GSDO budgetary purposes.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP DRD FM-02, FM-04, and PM-01	6. REFERENCES N/A

8. PREPARATION INFORMATION

SCOPE: The Monthly Financial Management Report provides detailed performance metrics by specified tasks and labor categories and the projected hours and headcount information.

CONTENT: The Monthly Financial Management Report shall include:

A. Labor Hours and WYE and associated dollars expended by labor category by WBS line item showing overtime separately
   1. Hours/WYE should be shown by month for entire Government Fiscal Year (GFY)
   2. Hours/WYE should be subtotaled by expended "to-date" and projected "to-complete"
B. Changes from previous month data should be tracked and provide explanations for variance
C. Breakout of dollars for supplies, training, travel and other direct costs
   1. Costs should be shown by month for entire Contractor fiscal year
   2. Costs should be subtotaled by expended "to-date" and projected "to-complete"
   3. Costs associated with other direct costs should be specifically identified
D. If Contractor fiscal year differs from GFY, provide the same information as in Item 1-3 above by GFY
E. On separate Table, provide the following headcount data: (see definitions below*)
   1. The Contractor's total on-site workforce including subcontractors, broken-out by subcontractor when appropriate
   2. Total on-site union represented employees by the bargaining unit with each bargaining unit broken-out separately
   3. Total on-site non-union represented employees
   4. Total off-site workforce performing on the contract

8. PREPARATION INFORMATION (CONTINUED)

F. As an attachment, any additional information, data, reports, and/or repositories in response to Finance and Cost Controls (Ref: PWS Section 2.2, *Program Control and Business Management*) should be included as required.

The information requested in Item E should be totaled at the end of each quarter to provide an additional quarterly report of the information. The quarters end March 31st, June 30th, September 30th, and December 31st.

* On-site: Personnel who perform on the contract and occupy physical space on NASA KSC. The on-site headcount also includes personnel who are temporarily absent from their assigned stations (e.g., on leave without pay, annual/sick leave, TDY).

* Off-site: Personnel who are on the contract but physically located outside the environs of NASA KSC.

MAINTENANCE: Monthly reports should reconcile with the NF533 and the Monthly Status Report.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 13
B. LINE ITEM TITLE: Monthly Status Report					
C. OPR. NASA/LX-B	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See Block J	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

As-of-date: Reports shall cover Contractor accounting calendar months. Submission shall be within 10 working days of the end of accounting month. In addition, a quarterly, six-month or annual summary report of the reported months may be requested. Initial submission shall be within 10 days of the end of the first contract accounting month.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX/KLXS-II COR (1D) OP-ES/KLXS-II CO (1D) GG-C-E (1D)	3	D

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Report, Monthly Status	FM-04
3. USE These reports provide information on the Contractor's technical, quality, financial and schedule performance, identifying key accomplishments and threats.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP DRD FM-02 and DRD FM-03	6. REFERENCES N/A

8. PREPARATION INFORMATION

SCOPE: The monthly status reports provide a measurement of the Contractor's performance on the overall contract as well as on each WBS line item, task order, and delivery order. It is comprehensive in nature, and addresses technical, cost, quality and schedule performance. It also provides the Contractor the opportunity to highlight significant accomplishments and identify potential threats.

CONTENT: Reporting shall be by the levels detailed in the WBS line items and below as necessary to:

A. Describe major accomplishments, products delivered, milestones achieved for the overall contract as well as for each delivery order still active. Describe any risks to technical, cost or schedule performance. Include descriptions of any difficulties or dependencies, and any corrective actions taken or needed.

B. Provide a schedule showing progress toward completion of technical requirements or products, with updated forecast for completion. Provide a summary showing resource allocation and projected resource allocation. Include a rollup showing total resources and projections. Describe any changes between current forecast and that provided from previous month, and any corrective actions (if applicable) to mitigate undesirable deviation from forecast.

C. Describe goals and areas of focus for the following month.

D. Describe any changes in the contract or task orders, and potential impacts of those changes on overall ability to meet schedule, quality or cost targets. Describe any plans or processes already implemented, or plans for implementation, to mitigate those impacts.

8. PREPARATION INFORMATION (CONTINUED)

E. Provide a Management Summary which includes, but is not limited to, an overall schedule with milestones, any organizational changes, changes to processes or procedures, efficiencies planned or implemented or major accomplishments not mentioned previously.

F. Any other information that may assist the technical evaluators in evaluating the technical and administrative program; such as innovative processes, cost-reduction initiatives, etc.

G. Included as an attachment, any additional information, data, and/or reports in response to requirements found in PWS Section 2.0, Program Management, as required.

H. The Contractor shall report on all KLXS- II subcontracted work

FORMAT: Specific formatting to be mutually agreed upon by NASA and the Contractor.

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 14
B. LINE ITEM TITLE: IT Management Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/IT-B	1	2	AN	Within 30 calendar days of Contract Start	365/30

J. REMARKS:

The IT Plan shall be submitted annually and updated as required. The government will review the IT Plan within 30 calendar days.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX-B (1D) ; IT-C2 (1D) ; IT-B (1D)		
LX/KLXS-II COR (1D)	5	D
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, IT Management	IT-01
3. USE	4. DATE TBD
To document details on current IT architecture, coordinate future IT planning and obtain Government approval of Contractor's annual plan projecting 3 years ahead.	5. ORGANIZATION LX-B
7. INTERRELATIONSHIP DRD IT-02	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

The IT Management Plan shall cover all forms of IT including infrastructure and highly-specialized IT. The Contractor shall define the IT systems in text and sketches and provide a complete inventory of all IT hardware and software along with a listing of IT System Security Plans that cover each item. The plan shall include the software classification and software safety criticality of each software item. In addition, the data rights to the software shall be defined.

The Contractor shall provide a summary of the plans for IT system changes during the next 3 years. The Contractor shall discuss obsolescence planning and include a technical refresh plan to address obsolescence issues associated with all IT items sustained by the Contractor under this contract. The Contractor shall provide an assessment and strategy to implement enhancements to support systems.

The Contractor shall describe the support of Government interfaces and Government access to all applications and data. Contractor formats are acceptable as coordinated and agreed upon by the Government.

The Contractor shall ensure that any desktop tools used by the Contractor are compliant with NASA-STD-2804, *Minimum Interoperability Software Suite*; and NASA-STD-2805, *Minimum Hardware Configurations*.

8. PREPARATION INFORMATION (CONTINUED)

APPLICABLE DOCUMENTS:

A. NPD 1382, NASA Privacy Policy
B. NPD 2800.1, Managing Information Technology
C. NPD 2810.1, NASA Information Security Policy
D. NPR 1382, NASA Privacy Procedural Requirements
E. NPR 2810.1, Security of Information Technology
F. NPR 2820.2, NASA Software Policy
G. NPR 2830.1, NASA Enterprise Architecture Procedures
H. NPR 2841.1, Identity, Credential, and Access Management
I. NPR 7150.2, NASA Software Engineering Requirements
J. NPR 7120.7, NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements
K. NASA-STD-8719.13, Software Safety Standard
L. NASA-STD-2804, Minimum Interoperability Software Suite
M. NASA-STD-2805, Minimum Hardware Configurations

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 15
B. LINE ITEM TITLE: IT System Security Plan					
C. OPR. NASA/IT-B	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

All IT System Security Plan (ITSSP) documentation shall be submitted into the NASA Security Assessment and Authorization Repository (NSARR) in native format. ITSSPs for Contractor provided systems shall be updated and submitted within 30 calendar days of Contract Award.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX-B (1D) ; IT-C2 (1D) ; IT-B (1D)		
LX/KLXS-II COR (1D)	5	D
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, IT System Security	IT-02
3. USE To allow the Government to monitor IT Security compliance and ensure that the Contractor protects the confidentiality, integrity, and availability of NASA Electronic Information and IT resources.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP DRD IT-01	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

The Contractor shall establish, maintain, and implement an ITSSP for all IT systems provided or operated in performance of this contract. NPR 2810.1 and ITS-HBK-2810.0302 define the format and details required in the Plan. The Contractor shall incorporate IT Security requirements at all phases of the system development life cycle (SDLC) in accordance with NPR 2810.1.

APPLICABLE DOCUMENTS:

A. NPD 1382, NASA Privacy Policy
B. NPD 2810.1, NASA Information Security Policy
C. NPR 1382, NASA Privacy Procedural Requirements
D. NPR 2810.1, Security of Information Technology
E. NPR 2841.1, Identity, Credential, and Access Management
F. ITS-HBK-2810.0302, Information System Security Plan Template, Requirements, Guidance and Examples
G. ITS-HBK-2810.0202, Security Assessment and Authorization: FIPS 199 Moderate and High Systems
H. ITS-HBK-2810.0203, Security Assessment and Authorization: FIPS 199 Low Systems
I. ITS-HBK-2810.0205, Security Assessment and Authorization: External Information Systems
J. Federal Information Processing Standards, FIPS 199, Standards for Security Categorization of Federal Information and Information Systems
K. FIPS 200, Minimum Security Requirements for Federal Information and Information Systems

8. PREPARATION INFORMATION (CONTINUED)

REFERENCES:

A. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-18, Guide for Developing Security Plans
B. NIST SP 800-37, Guide for the Security Authorization of Federal Information Systems
C. NIST SP 800-53, Recommended Security Controls for Federal Information Systems
D. NIST 800-53A, Guide to Assessing the Security Controls in Federal Information Systems
E. NIST SP 800-60, Guide for Mapping Types of Information and Information Systems to Security Categories

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 16
B. LINE ITEM TITLE: IT Software Management Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/IT-B	2	3	AN	Within 30 calendar days of Contract Start	365/30

J. REMARKS:

The Software Management Plan shall be submitted within 30 calendar days of contract start in draft form and revised to provide final Plan for approval within 120 calendar days of contract start. The Plan shall be reviewed at least annually thereafter and updated as required. If there are no changes since the last update, the Contractor shall re-certify its accuracy no later than October 1st of each year. The Contractor shall also publish this DR electronically on the Contractor's Performance Management System in a Government accessible location and format.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
LX-B (1D) ; IT-C2 (1D) ; IT-B (1D)	5	D
LX/KLXS-II COR (1D)		
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, IT Software Management	IT-03
3. USE To develop, implement, and maintain a Software Management Plan describing the Contractor's approach to compliance with the software development, operations, and maintenance requirements.	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP DRD IT-02	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

The Software Management Plan shall describe the Contractor's management approach and planned implementation methods for accomplishing software requirements in both the development and Operations & Maintenance (O&M) phases of the software life cycle.

The Software Management Plan shall describe the following:

A. The relationship of the Contractor's organization, policies, responsibilities and processes for performing the Software Management and Engineering elements: (1) Software Requirements Development, (2) Software Requirements Management, (3) Software Design, (4) Software Implementation, (5) Software Verification and Validation (including Software Testing), (6) Software Operations & Maintenance and (7) Software Configuration Management.

B. The relationship of the Contractor's Software Management and Engineering activities with Program, Project and Center Software Management and Engineering activities.

8. PREPARATION INFORMATION (CONTINUED)

C. The means to perform Software Management and Engineering activities in a safe, expeditious and cost-effective manner.

D. The planned reporting to the Government of performance to plan in preparation for major milestone reviews and regularly scheduled reviews.

E. The method for applying O&M requirements to legacy systems that contain software and bringing them into full compliance with requirements when the legacy system is modified.

APPLICABLE DOCUMENTS:

A. KNPR 8750.1, Software Assurance Procedural Requirements
B. NPD 2820.1, NASA Software Policy
C. NPR 2830.1, NASA Enterprise Architecture Procedures
D. NPR 7150.2, NASA Software Engineering Requirements
E. NASA-STD-8719.13, Software Safety Standard

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II	A. ITEM NO. 17

B. LINE ITEM TITLE:
Safety and Health Plan

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/SA-E	1	2	RT	See Block J	See Block J

J. REMARKS:

Initial due with submission of proposal. Revised/updated 30 days after Authority to Proceed (ATP); update as required.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
TA (1D)		
SA-E (1D)	5	D
LX-B (1D), LX/KLXS-II COR (1D)		
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Safety and Health	SH-01
3.. USE Establishes Safety and Health compliance plan for Contractors providing support to KSC organizations	4. DATE TBD 5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: This plan will apply to all Contractor operations conducted in support of this contract and identifies a baseline agreement to:

A. Prevent employee fatalities
B. Reduce the number of incidents
C. Reduce the severity of employee injuries and illnesses
D. Protect the environment through ongoing planning, implementation, integration and management control of the Contractor's safety and occupational health program

CONTENT: The Safety and Health Plan shall clearly describe how the Contractor plans to comply with the NASA and KSC requirements. The Plan shall at a minimum address the requirements listed in Appendix E of NPR 8715.3. The Plan shall provide detailed information on reporting mishaps and provide a government approved Mishap Report. The plan shall describe how the Contractor will protect the environment through ongoing planning, implementation, integration and management control of the Contractor's safety and occupational health program. The plan shall also include a Drug and Alcohol-Free Workplace Policy and Plan that complies with NFS 1852.223-74, Drug and Alcohol Free Workforce.

APPLICABLE DOCUMENTS: NFS 1852.223-70 Safety and Health; NFS 1852.223-73 Safety and Health Plan; NFS 1852.223-74 Drug and Alcohol Free Workforce; FAR 52.223-3 Hazardous Material Identification and Material Safety Data; and NPR 8715.3 NASA General Safety Program Requirements)

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 18
B. LINE ITEM TITLE: Security Plan					
C. OPR. NASA/TA-A2	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Initial submission 60 days after contract start. Subsequent submissions or updates upon request of KSC security organization.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
TA-A2 (1AD)	1	A
LX/KLXS-II COR (1D)	3	D
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Security	SEC-01
3. USE This document will detail KLXS-II compliance and approach to implementing NASA KSC Security Policy and Directives.	4. DATE TBD 5. ORGANIZATION TA-A2
7. INTERRELATIONSHIP N/A	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: Scope includes all security activities related to the performance of KLXS-II contract requirements.

CONTENT: The Security Plan shall describe the Contractor's compliance and approach to implementing NASA KSC Security Policy and Directives as listed under Applicable Documents/References in this DRD. Additionally, other security initiatives and innovative operating approaches or procedures shall be included. The Security Plan shall be unclassified. Any KSC referenced documents that would be included in the Security Plan whose inclusion would be classified should be addressed as a separate appendix appropriately classified.

FORMAT: Contractor format is acceptable.

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

APPLICABLE DOCUMENTS:

A. KNPR 1600.1, KSC Security Procedural Requirements
B. NPR 1600.1, NASA Security Procedural Requirements
C. NPR 1620.2, Facility Security Assessment - SBU
D. NPR 1620.3, Physical Security Requirements for NASA Facilities - SBU
E. NFS Clause 1837.237-72
F. NFS Clause 1804.404-70

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 19
B. LINE ITEM TITLE: Emergency Management Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/TA-A2	1	2	RT	30 days prior to contract start	See Block J

J. REMARKS:

The plan shall be submitted 30 days prior to contract start in draft form and revised to provide a final plan for approval at contract start. The Contractor shall review the plan at least annually thereafter and update as required, submitting the plan for approval within 30 days after revision.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
NASA Emergency Management Officer: TA-A2 (1AD)	1	A
LX/KLXS-II COR (1D)	3	D
OP-ES/KLXS-II CO (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Emergency Management	SEC-02
3. USE	4. DATE TBD
To document the Contractor requirements, responsibilities, processes and implementation approach for preparing for emergencies and contingencies.	5. ORGANIZATION TA-A2
7. INTERRELATIONSHIP N/A	6. REFERENCES See Block 8

8. PREPARATION INFORMATION

SCOPE: The Contractor shall develop, implement and update an Emergency Management Plan that complies with KNPR 8715.2, *Comprehensive Emergency Management Plan*, and KNPR 1040.3, *Continuity of Operations Planning (COOP)*. The Contractor shall provide a single point of contact for coordination with the NASA Emergency Management Officer.

FORMATS: Contractor formats are acceptable as coordinated and agreed upon by the Government.

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

APPLICABLE DOCUMENTS:

A. KNPR 8715.2, *Comprehensive Emergency Management Plan (CEMP)*
B. KNPR 1040.3, *Continuity of Operations Planning (COOP)*

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 20
B. LINE ITEM TITLE: Export Control Plan					
C. OPR. NASA/LX-B2	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. FREQ. See Block J	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

The ECP requires approval of the Center Export Administrator (CEA). The Plan shall be submitted within 60 days after contract start in draft form and revised to provide a final plan for approval within 180 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
TA-A (1AD),		
LX/KLXS-II COR (1D)	1	A
OP-ES/KLXS-II CO (1D)	4	D
GG-C-E (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Plan, Export Control	SEC-03
3. USE This plan documents the Contractor's approach for export control.	4. DATE TBD 5. ORGANIZATION TA-A
7. INTERRELATIONSHIP N/A	6. REFERENCES NPR 2190.1

8. PREPARATION INFORMATION

SCOPE: The plan shall describe all export control activities related to the performance of the KLXS-II contract requirements in accordance with NPR 2190.1, *NASA Export Control Program*.

CONTENTS: The Contractor shall prepare and submit an Export Control Plan (ECP) to describe the Contractor's planned approach for accomplishing contract functions while adhering to export laws, regulations, and directives.

FORMAT: Contractor format is acceptable.

MAINTENANCE: The plan shall be reviewed annually to ensure accuracy. Any updates to the plan require a resubmission of the plan.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II					A. ITEM NO. 21
B. LINE ITEM TITLE: Program Financial Analysis					
C. OPR. NASA/LX-B	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See Block J	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J

J. REMARKS:

Report shall be submitted as requested or as the Contractor deems appropriate. In addition, some reports should be delivered as required based on the milestones of the requirement.

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX/KLXS-II COR (1AD)	2	A
OP-ES/KLXS-II CO (1AD)	3	D
GG-C-E (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Analysis, Program Financial	PM-01
3. USE	4. DATE
Provide various information and/or data collected to assist in meeting the requirements of the KLXS-II PWS.	TBD
	5. ORGANIZATION LX-B
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A

8. PREPARATION INFORMATION

The Program Financial Analysis Report shall be prepared to include any of the requested information in PWS Section 2.2, *Program Control and Business Management*, and PWS Section 2.3, *Assessments and Statistical Measurements*. This report shall include, but is not limited to, budget analysis, budget development data, ad hoc analysis, cost estimates, cost analysis, earned value management analysis, change request impact statements, achievability assessments, financial product reviews, and cost model evaluations.

MAINTENANCE:
Revisions as requested or as the Contractor deems appropriate.

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DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KLXS-II	A. ITEM NO. 22

B. LINE ITEM TITLE:
Project Metrics

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/LX-D	2	6	MO	See Block J	See Block J

J. REMARKS:

As-of-date: Reports shall cover contracting accounting calendar months. Submission shall be within 7 days of the monthly IPT Monthly Review (IMR).

Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Deliverable should be distributed via e-mail.

K. DISTRIBUTION	TOTALS NO.	TOTALS TYPE
LX-B (2A, 1D)	18	A
LX-D (3A, 1D)	8	D
LX-D1 (5A, 1D)		
LX-D2 (4A, 1D)		
LX-D3 (4A, 1D)		
LX/KLXS-II COR (1D)		
OP-ES/KLXS-II CO (1D)		
GG-C-E (1D)		

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Metrics, Project	PM-02
3. USE To provide data and assessments on project progress and performance to support GSDO Element Project Managers (EPMs).	4. DATE TBD 5. ORGANIZATION LX-D
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A

8. PREPARATION INFORMATION

SCOPE: Document shall contain all Project metrics and Earned Value Management (EVM) data (or other performance measurements).

CONTENT: EVM data (or other performance measurements) shall be based on approved Level 4 schedules and current year operation plans. Evaluation of scheduled work performance, cost variance explanations.

FORMAT: Type A: Bound 8.5 X 11 inch paper, double-sided.

MAINTENANCE: Document shall be maintained monthly throughout the performance period of the Contractor. The Contractor shall revise and update the project metrics/EVM data (where required) reports with actual cost performance data on a monthly basis.

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