Contract Data Requirements List (CDRL)
November 18, 2013

1. Contract Monthly Progress Report
2. Contractor Monthly Accident Report (CMAR)
3. NASA Mishap Report
4. Safety and Health Plan
5. IT Security Training Report
6. Equipment and Inventory Reports
7. Certificate of Insurance
8. IT Security Plan
9. Phase-Out Plan
10. Organizational Conflict of Interest Avoidance Plan
11. Non-Disclosure Agreements
12. Wage/Salary and Fringe Benefit Data
13. Exception Report for Initial Phasing Plan
14. Contractor Training Materials

1. LINE ITEM NO. 1	2. CDRL TITLE Contract Monthly Progress Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION Contracting Officer (CO), Contracting Officer's Representative (COR), Resources Analyst : 1 electronic copy via email. Task Requesters (1 electronic copy of each of their task(s) via email) Core requirements portion of the report shall be sent to the cognizant Government point of contact, as directed by the CO.		8. REMARKS The Contractor shall provide the Government with a monthly technical management, technical performance, and business management, summary for the contract and for each task(s), grouped by task requestor. The report shall explain the following for Contract Management, Core requirements, and each task order: brief status of what was accomplished during the month, significant activities and developments, issues and problems encountered, activities planned for following month. Delivery date: Ten (10) business days after the end of each month.	

1. LINE ITEM NO. 2	2. CDRL TITLE Contractor Monthly Accident Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION Electronic Submission to web-based system at http://cmar.arc.nasa.gov		8. REMARKS The Contractor shall electronically submit Monthly Accident Report data to the Contractor Monthly Accident Reporting (CMAR) web-based system. If no accidents occur, monthly negative reports are required. Delivery date: Fifteen (15) calendar days after the end of each month.	

1. LINE ITEM NO. 3	2. CDRL TITLE NASA Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	CO, COR, Code QH: 1 electronic copy via email		The contractor shall submit NASA form 1627, entitled "NASA Mishap Report" for any accident that meets one of the specific criteria described in the instructions on the form within one (1) working day of a mishap occurrence. Delivery date: Within one (1) working day of mishap occurrence.	

1. LINE ITEM NO. 4	2. CDRL TITLE Safety and Health Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☒Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	CO, COR: 1 electronic copy via email		The Contractor shall submit a Safety and Health Plan and provide all services required to implement this plan. The Safety and Health Plan shall comply with Ames Health and Safety Manual (AHB 1700-1). The plan shall be submitted for NASA approval before implementation in accordance with NFS clause 1852.223-70, "Safety and Health," and NFS provision 1852.223-73, "Safety and Health Plan." Delivery date: Submitted with initial proposal and sixty (60) days after the effective date of the contract.	

1. LINE ITEM NO. 5	2. CDRL TITLE IT Security Training Report	3. FREQUENCY Monthly	4. SUBMISSION DATE As Required	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	CO, COR: 1 electronic copy via email		The Contractor shall submit a listing and an updated listing of all Contractor personnel receiving IT security training pursuant to NFS 1852.204-76 no later than 5 business days after the end of each month.	

1. LINE ITEM NO. 6	2. CDRL TITLE Equipment and Inventory Reports	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☒Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	(a) COR signs electronically, then electronically sent to CO, then electronically sent to NASA Industrial Property Officer (IPO) (b) CO, COR, IPO, Supply and Equipment Management Officer (SEMO): 1 electronic copy via email		1. Centrally Reportable Equipment, DD 1419: (a) The Contractor shall submit a DD form 1419, "DOD Industrial Plant Equipment Requisition," as specified in NFS clause, NFS 1852.245-70, "Acquisition of Centrally Reportable Equipment" upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 business days in advance of the date the contractor intends to acquire the item. (b) Delivery date: See NFS clause 1852.245-70 2. Contractor Acquired Property: (a) The Contractor shall submit a listing of Contractor Acquired Property in accordance with NFS clause 1852.245-71, "Installation Provided Government Property" Alternate I. (b) Delivery date: See NFS clause 1852.245-71 3. The contractor shall comply with the requirements of NFS clause 1852.245-77, "List of Installation-Provided Property and Services." (a) Initial Inventory of Government-Furnished Property: Delivery date: Ten (10) working days following start of the base period. (b) Intermediate Inventory of Government-Furnished Property: Delivery date: One (1) month prior to the end of each contract year. (c) Final Inventory of Government-Furnished Property: Delivery date: Ten (10) working days prior to expiration of last contract year, or at the direction of the Contracting Officer.	

1. LINE ITEM NO. 7	2. CDRL TITLE Certificate of Insurance	3. FREQUENCY See Remarks	4. SUBMISSION DATE Prior to starting work	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	CO: 1 electronic copy via email		The Contractor shall submit a certificate of insurance in accordance with NFS clause 1852.228-75, Minimum Insurance Coverage. Delivery date: Prior to start of on-site performance.	

1. LINE ITEM NO. 8	2. CDRL TITLE IT Security Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☒Government approval required			
	7. DISTRIBUTION		8. REMARKS	
	CO: 1 electronic copy via email		Contractor shall, within 30 days after contract award, submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.	

1. LINE ITEM NO. 9	2. CDRL TITLE Phase Out Plan	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☒Government approval required			
	7. DISTRIBUTION CO, COR: 1 electronic copy via email		8. REMARKS The contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.	

1. LINE ITEM NO. 10	2. CDRL TITLE Organizational Conflict of Interest Avoidance Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☒Submitted upon update ☒Government approval required			
	7. DISTRIBUTION CO, COR: 1 electronic copy via email		8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, Organizational Conflicts of Interest, and Limitation on Future Contracting and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information. The plan is required upon submission of proposal and shall be updated when necessary.	

1. LINE ITEM NO. 11	2. CDRL TITLE Non-Disclosure Agreements	3. FREQUENCY Once	4. SUBMISSION DATE Prior to Starting Work	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☒Submitted upon update ☐Government approval required			
	7. DISTRIBUTION CO, COR, Task Requestor listed on Task Order: 1 electronic copy via email		8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.	

1. LINE ITEM NO. 12	2. CDRL TITLE Wage/Salary and Fringe Benefit Data	3. FREQUENCY Annually and as needed.	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☒Submitted upon update ☒Government approval required			
	7. DISTRIBUTION CO: 1 electronic copy via email		8. REMARKS The Wage/Salary and Fringe Benefit Data shall be used by the NASA Contracting Officer and the Contract Labor Relations Office to assist in the monitoring of Service Contract Act compliance. The Wage/Salary and Fringe Benefit Data shall be submitted by the Contractor, and any subcontractors, which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR 22.1008, Contracting Officers may obtain most prevailing wage determinations using the WDOL website. Contracting officers may also use the Department of Labor's e98 electronic process, located on the WDOL website, to request a wage determination directly from the Department of Labor. The Wage/Salary and Fringe Benefit Data shall 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 on the contract. Separate forms shall be utilized for classifications working in different geographic areas and for each subcontractor. Continued on next page.		

		Wage determination numbers, appropriate labor organization names, and subcontractor names, shall be reflected. All nonexempt labor classifications shall 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 shall reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees in each labor category. Separate Fringe Benefit forms shall be completed for non-represented classifications and for each separate CBA, if applicable. A separate form shall be completed for the prime and each subcontractor. Three hardcopies of each CBA are required if organized labor is represented on your contract. Format: The Wage/Salary and Fringe Benefit Data shall be in a format substantially the same as attached in the contract as Attachment 12 (Forms 2, 3, and 3A).

1. LINE ITEM NO. 13	2. CDRL TITLE Exception Report for Initial Phasing Plan	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☒Scheduled submittal ☐Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION CO, COR, Resources Management Division Chief and the Program Analysis and Business Integration Division Chief, or their delegates. 1 electronic copy via email		8. REMARKS Submission of Exception Report for the initial Phasing Plan submitted into the Program Management Tool (PMT) and other phasing plan systems. See SOW and PRS Sections 4.1 and 4.3. Submission date: Government will delineate schedule of submission.	

1. LINE ITEM NO. 14	2. CDRL TITLE Contractor Process Improvements and Training Materials	3. FREQUENCY As needed	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: ☐Scheduled submittal ☒Submittal upon request ☐Submitted upon update ☐Government approval required			
	7. DISTRIBUTION CO, COR: 1 electronic copy via email		8. REMARKS Any contractor-provided process improvements and training materials developed and/or presented by the contractor shall be submitted to the individuals identified in Box 7. See SOW and PRS Sections 4.4.1 and 4.4.2.	