

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Rotary Wing Technology Development (RWTD)	CONTRACT/RFP NO. NNA13464313R-ALR	DRL DATE/MOD DATE October 2013
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Progress Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
Contracting Officer (CO), Code JAZ, M/S 241-1 (1 cy electronic: elisban.u.rodriguez@nasa.gov) Contracting Officer's Representative (COR) Code AV, M/S 243-12(1 cy electronic: william.warmbrodt@nasa.gov) Alternate Contracting Officer Representative (ACOR) Code AV, M/S 243-12, (1 cy electronic: robert.kufeld@nasa.gov) Task Requestor listed on Task Order			The Contractor shall submit a monthly progress report no later than the 15th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Task Order. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data, (4) discussion of achieving deliverables and milestone schedules, and (5) include that required by Clause H.9. ADDITIONAL REPORTS OF WORK – RESEARCH AND DEVELOPMENT (NFS 1852.235-74) (FEB 2003).	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Non-Disclosure Agreements	Once	Prior to Starting Work	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAZ, M/S 241- (1 cy electronic) Contracting Officer's Representative (COR) Code AV, M/S 243-12 (1 cy electronic) Task Requestor listed on Task Order			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. If a company has a Proprietary Information Agreement (PIA) in place in Corporate Level, then it is not required.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Mishap Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAZ, M/S 241-1 (1 cy electronic)			The Contractor shall submit NF 1627, NASA Mishap Report within 30 calendar days after the occurrence of any mishap.	
COR, Code AV, M/S 243-12 (1 cy electronic)				
Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 copy)				

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Interim Subcontract Reporting System (iSRS) (formerly Subcontracting Report SF 294)	Semi-annually	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
Electronic submission to: Subcontracting Reporting System (eSRS) at http://esrs.gov		The contractor shall submit Individual Subcontract Report (ISR), utilizing the web based electronic Subcontracting Reporting System (eSRS), in accordance with clause 52.219-9 Small Business and Small Disadvantaged Business Subcontracting Plan. The subcontracting data is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due 30 days after contract completion. NASA has prepared a website for use when submitting the SF 294 https://prod.nais.nasa.gov/srs/iSRS_registration_help.html . Use of this website is optional, but preferred.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Summary Subcontracting Report (SSR)	Semi-annually	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
Electronic submission to: Subcontracting Reporting System (eSRS) at http://esrs.gov			The contractor shall submit Summary Subcontract Report (SSR) utilizing the web based Electronic Subcontracting Reporting System (eSRS) in accordance with clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i> . The subcontracting data is due 30 days after the close of each reporting period. Reporting periods ends March 31 and September 30. NASA has prepared a website for use when submitting the SF 295 reports https://prod.nais.nasa.gov/srs/iSRS_registration_help.html . <u>Use of this website is optional, but preferred.</u>	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	Subcontract Consent Package	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAZ, M/S 241-1 (1 cy)			The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Centrally Reportable Equipment (DoD Industrial Plant Equipment Requisition System (DD 1419))	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
Through CO, Code JAZ, M/S 241-1; to Industrial Property Officer (IPO), Code JSL, M/S 255-3 (1 cy electronic: Maria-elena.lopez-1@nasa.gov)			The Contractor shall submit a DD Form 1419, <i>DoD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	Property Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
CO, Code JAZ, M/S 241-1 (1 cy electronic) Industrial Property Officer (IPO), Code JSL, M/S 255-3 (1 cy electronic)		The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i> , to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Initial Financial Management Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
<p>CO, Code JAZ, M/S 241-1 (1 cy electronic)</p> <p>Electronic submission to:</p> <p>COR, Code AV, M/S 243-12 (1 cy) ACOR, Code AV, M/S 243-12 (1cy)</p> <p>Financial Management Division, Code CF, M/S 232-23 (2 cy: perl.a.blancett@nasa.gov, jimmy.y.fong@nasa.gov)</p>		<p>Submission 30 days after effective date of contract.</p> <p>An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting System</i>, located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_&page_name=main and as set forth below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.</p>		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Quarterly Financial Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
CO, Code JAZ, M/S 237-2 (1 cy) Electronic submission to: COR, Code AV, M/S 243-12 (1 cy) ACOR, Code AV, M/S, 243-12 (1 cy) Financial Management Division, Code CF, M/S 232-22 (2 cy)		Submission no later than the 15 th day of the month proceeding the quarter being projected. A separate NASA Form 533 will be required for each task order and one for the overall contract level. A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001_G_&page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
11	Monthly Financial Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAZ, M/S 241-1 (1 cy electronic) Electronic submission to: COR, Code AV, M/S 243-12 (1 cy) ACOR, Code AV, M/S 243-12 (1cy) Financial Management Division, Code CF, M/S 232-22 (2 cy)			To be delivered no later than the 10th working day after each full month of service. A separate NASA Form 533 will be required for each task order and one for the overall contract level. A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001_G_&page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Contract Task Order projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Additionally, when a differential of 5% or more occurs between the actual and planned total costs, the Contractor will submit a variance analysis. Contractor estimates can be used if actual data is not available by the required submission date.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	Safety and Health Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 237-2 (1 cy electronic) COR, Code AV, M/S 243-12 (1 cy electronic)	8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	DD 1419-- DOD Industrial Plant Equipment Requisition	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAZ, M/S 241-1 (1 cy electronic)			<p>The Contractor shall comply with the requirements of NFS 52.245-70, CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (NFS 1852.245-70) (DEVIATION)(SEP 2007).</p> <p>The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.</p> <p>http://ness.gsfc.nasa.gov/</p>	
COR, Code AV, M/S 243-12 (1 cy electronic)				
IPO, M/S 255-3 (1 cy electronic)				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	New Technology Report	Interim reports shall be submitted annually. If there are not reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
CO, Code JAZ, M/S 241-1 (1 cy electronic) COR, Code AV, M/S 243-12 (1 cy electronic) New Technology Office, Code VP, M/S 202A-3 (1 cy electronic: gail.v.woll@nasa.gov)		The contractor shall submit either (1) Patent Right-Ownership by the Contractor or (2) New Technology Report in accordance with the applicable clauses listed below. A final report shall be submitted listing all reportable items (or certifying that there were no such items), an listing all subcontracts at any tier containing a patent right clause (or certifying that there were no such subcontracts). Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) website at http://invention.nasa.gov/ is highly encouraged. For hard copy submittals, NASA Form 1679, <i>Disclosure of Invention and New Technology (including Software)</i> may also be used. For questions about preparation of this report, contact the ARC Help Desk POC listed at the eNTRe website. Send e-mail notification to the recipients in Block 7, when reports are filed via the website. <i>Reference:</i> FAR 52.227-11, Patent Rights-Ownership by the Contractor (as modified by NFS clause 1852.227-11) NFS 1852.227-70, New Technology NFS 1852.227-72, Designation of New Technology Representative and Patent Representative		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	NF 1018—NASA Property in the Custody of Contractors	Annually	Annually, by October 15th	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION NF1018 Electronic Submission System (NESS) CO, Code JAZ, M/S 241-1 (1 cy electronic) COR, Code AV, M/S 243-12 (1 cy electronic) IPO, M/S 255-3 (1 cy electronic)	8. REMARKS In accordance with NFS 1852.245-73, Financial Reporting of NASA Property in the Custody of the Contractor, the Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instruction for the current reporting period issued by NASA. A final report shall be submitted within 30 day after disposition of all property subject to reporting when the contract performance period is complete. http://ness.gsfc.nasa.gov/		

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