

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 9	
2. AMENDMENT/MODIFICATION NO. 000002	3. EFFECTIVE DATE 08/06/2013	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA/Stennis Space Center Office of Procurement Building 1100 Room 251H Stennis Space Center MS 39529-6000	CODE SSC	7. ADMINISTERED BY (If other than Item 6)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. NNS13481083R	9B. DATED (SEE ITEM 11) 07/31/2013	
CODE	FACILITY CODE	10A. MODIFICATION OF CONTRACT/ORDER NO.		10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 3 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to update clauses, add a clause, change time of site visit, update Pricing Schedule, Attachment A, Attachment C-2, add omitted language and provide questions and answers received from the synopsis.

See continuation pages 2-9.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Beth L. Bradley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

A. The following full text FAR clauses are hereby updated:

52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (FEB 2012), is hereby deleted and replaced with **52.209-9** Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIIS consist of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for--

(i) Past performance reviews required by subpart 42.15;

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items. (JAN 2013) is hereby deleted and replaced with **52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items. (AUG 2013)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note))

(3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009)

(4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note)

(5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

(6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Aug 2013) (31 U.S.C. 6101 note)

(7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313)

(8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (May 2012) (section 738 of Division C of Public Law 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

(9) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

- ___ (10) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).
- ___ (11) [Reserved]
- ___ (12) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).
- ___ (ii) Alternate I (Nov 2011).
- ___ (iii) Alternate II (Nov 2011).
- ___ (13) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (Oct 1995) of 52.219-7.
- ___ (iii) Alternate II (Mar 2004) of 52.219-7.
- ___ (14) 52.219-8, Utilization of Small Business Concerns (Jul 2013) (15 U.S.C. 637(d)(2) and (3)).
- ___ (15) (i) 52.219-9, Small Business Subcontracting Plan (Jul 2013) (15 U.S.C. 637 (d)(4)).
- ___ (ii) Alternate I (Oct 2001) of 52.219-9.
- ___ (iii) Alternate II (Oct 2001) of 52.219-9.
- ___ (iv) Alternate III (July 2010) of 52.219-9.
- ___ (16) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
- X (17) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- ___ (18) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (19) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (June 2003) of 52.219-23.
- ___ (20) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Jul 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (21) 52.219-26, Small Disadvantaged Business Participation Program—Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (22) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).
- X (23) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- ___ (25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).

- (26) 52.222-3, Convict Labor (June 2003) (E.O. 11755)
- (27) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Mar 2012) (E.O. 13126)
- (28) 52.222-21, Prohibition of Segregated Facilities (Feb 1999)
- (29) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246)
- (30) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212)
- (31) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793)
- (32) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212)
- (33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- (34) 52.222-54, Employment Eligibility Verification (Jul 2012). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- (35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b)
- (37) (i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423)
- (ii) Alternate I (Dec 2007) of 52.223-16
- (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011)
- (39) 52.225-1, Buy American Act--Supplies (Feb 2009) (41 U.S.C. 10a-10d).
- (40) (i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (Nov 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- (ii) Alternate I (Mar 2012) of 52.225-3.
- (iii) Alternate II (Mar 2012) of 52.225-3.
- (iv) Alternate III (Nov 2012) of 52.225-3.
- (41) 52.225-5, Trade Agreements (Nov 2012) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note)
- (42) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury)

___ (43) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2303 Note).

___ (44) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (45) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150)

___ (46) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (47) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f))

X (48) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332)

___ (49) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332)

___ (50) 52.232-36, Payment by Third Party (Jul 2013) (31 U.S.C. 3332)

X (51) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a)

___ (52) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631)

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

X (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*)

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*)

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C.206 and 41 U.S.C. 351, *et seq.*)

X (4) 52.222-44, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*)

___ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).

___ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

X (7) 52.222-17, Nondisplacement of Qualified Workers (Jan 2013) (E.O. 13495)

___ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (Mar 2009) (Pub. L. 110-247).

___ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Jul 2013) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (Jan 2013) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965, (Nov 2007), (41 U.S.C. 351, *et seq.*)

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

 Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*)

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*)

(xii) 52.222-54, Employment Eligibility Verification (Jul 2012).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

B. The following FAR Clauses incorporated by reference are hereby updated:

52.232-38 Submission of Electronic Funds Transfer Information with Offer (MAY 1999) is hereby deleted and replaced with **52.232-38** Submission of Electronic Funds Transfer Information with Offer (JUL 2013).

52.212-4 Contract Terms and Conditions - Commercial Items (FEB 2012) is hereby deleted and replaced with **52.212-4** Contract Terms and Conditions - Commercial Items (JUL 2013).

52.204-7 Central Contractor Registration (DEC 2012) is hereby deleted and replaced with **52.204-7 System for Award Management (Jul 2013)**

C. The following FAR clause is hereby incorporated into the solicitation by reference:

52.204-13 System for Award Management Maintenance (Jul 2013)

D. Pre-proposal/Pre-bid conference time is hereby changed from 1:00 PM Central Time to **2:00 PM** Central Time, the dates remains the same, Thursday, August 8, 2013.

E. The Pricing Schedule on pages 6-10 are hereby deleted and replace with revised Pricing Schedule pages 6-10 which are attached to this amendment.

F. Attachment C-2 is hereby deleted and replace with the revised Attachment C-2.

- G. Attachment A is hereby deleted and replaced with the revised Attachment A to include Paragraph 13.
- H. Language was omitted from paragraph (A) (1) on page 10. The omitted language is hereby added to complete the paragraph on the attached revised page 10.
- I. Questions and Answers received from the synopsis are hereby provided:

Question #1 - Will this acquisition be restricted geographically for areas serviced by SBA-Mississippi and Louisiana District Offices only?

Answer #1 - No, there are no geographical restrictions for the 8(a) set aside.

Question #2 - In terms of relevant past performance. Are you looking for past performance to the opportunity from both the prime and subcontractor or just the prime?

Answer #2 – Relevant Past performance information should be submitted on for all.

Question #3 - Is this a new or follow on requirement? If it is a follow on, please let us know the current contract number and contract value?

Answer #3 – This is follow on requirement. The contract number is NNS09AA06C with a NTE value of \$7 Million.

Question #4 - Who is the incumbent? Is it still eligible to bid as a prime for this contract?

Answer #4 – The incumbent is Patriot Technologies, LLC. Questions regarding the incumbent's eligibility should be directed to the incumbent.

Question #5 - Let us know that how many total FTE's (Key Personnel) are required under this requirement? Do we need resumes?

Answer #5 – Historically, in the last 5 years, there have been 11-15 WYE's for this requirement. Resumes are not required.

Question #6 - Is the referenced opportunity going to be solicited through a GSA contract vehicle?

Answer #6 – No, this will not be through GSA.

Question #7 - Is SSC going to facilitate an Industry Day for this procurement prior to RFP release?

Answer #7 – No, SSC will not be hosting an Industry Day for this procurement, there will be "pre-proposal conference/job walk." Information pertaining has been announced in the RFP, see page 40 of 54.

- J. All other terms and conditions remain the same.

INVOICES

The Contractor shall submit invoices to the following address:

NASA Shared Services Center (NSSC)
 Financial Management Division (FMD) – Accounts Payable
 Bldg 1111, C. Road
 Stennis Space Center, MS 39529
 Email: NSSC-AccountsPayable@nasa.gov
 Fax: 866-209-5415

PRICING SCHEDULE

Complete the rate tables below on pages 6-10 as well as Attachment C – Fully Loaded Labor Rates. The rates identified in Attachment C must be the same as established in the CLIN rates below.

CLIN				
001	Estimated 30 Day Phase-In Period & Estimated 30 Day Phase-Out Period	TOTAL		\$

CLIN	Base Year	Organization	Occupational Category	Number of hours (If more than one WYE is utilized in a category, insure hours capture all WYEs)	Fully burdened (included profit) Monthly Rate capturing all WYE hours in a category	Fully burdened (includes profit) Annual Rate capturing all WYE in a category
101		Center Operations	Administrative Assistant		\$	\$
		Center Operations	Administrative Assistant		\$	\$
		Safety & Mission Assurance	Secretary III		\$	\$
		Office of Human Capital	Personnel Assistant III		\$	\$
		Office of External Affairs	Administrative Assistant		\$	\$
		Office of Procurement	Administrative Assistant		\$	\$
		ODEO	Administrative Assistant		\$	\$
		Total			\$	\$
102		Office of the Chief Engineer	Secretary III		\$	\$
		Engineering & Test Directorate	Administrative Assistant		\$	\$
		Project Directorate	Administrative Assistant		\$	\$
		Project/NESC	Administrative Assistant		\$	\$
	Total			\$	\$	
103		Demand Work To-Be Determined & Priced at amounts equal to or less than established rates in Attachment C	Not-to-Exceed		\$	\$ 25,000.00
		Total			\$	\$ 25,000.00
	Base Year		Total		\$	\$

Option Year 1					
<u>CLIN</u>	<u>Organization</u>	<u>Occupational Category</u>	<u>Number of hours (If more than one WYE is utilized in a category, insure hours capture all WYEs)</u>	<u>Fully burdened (included profit) Monthly Rate capturing all WYE hours in a category</u>	<u>Fully burdened (includes profit) Annual Rate capturing all WYE in a category</u>
201	Center Operations	Administrative Assistant		\$	\$
	Center Operations	Administrative Assistant		\$	\$
	Safety & Mission Assurance	Secretary III		\$	\$
	Office of Human Capital	Personnel Assistant III		\$	\$
	Office of External Affairs	Administrative Assistant		\$	\$
	Office of Procurement	Administrative Assistant		\$	\$
	ODEO	Administrative Assistant		\$	\$
	Total			\$	\$
202	Office of the Chief Engineer	Secretary III		\$	\$
	Engineering & Test Directorate	Administrative Assistant		\$	\$
	Project Directorate	Administrative Assistant		\$	\$
	Project/NESC	Administrative Assistant		\$	\$
	Total			\$	\$
203	Demand Work To-Be Determined & Priced at amounts equal to or less than established rates in Attachment C	Not-to-Exceed			\$ 25,000.00
	Total				\$ 25,000.00
	Option Year 1	Total		\$	\$

Option Year 2					
<u>CLIN</u>	<u>Organization</u>	<u>Occupational Category</u>	<u>Number of hours (If more than one WYE is utilized in a category, insure hours capture all WYEs)</u>	<u>Fully burdened (included profit) Monthly Rate capturing all WYE hours in a category</u>	<u>Fully burdened (includes profit) Annual Rate capturing all WYE in a category</u>
301	Center Operations	Administrative Assistant		\$	\$
	Center Operations	Administrative Assistant		\$	\$
	Safety & Mission Assurance	Secretary III		\$	\$
	Office of Human Capital	Personnel Assistant III		\$	\$
	Office of External Affairs	Administrative Assistant		\$	\$
	Office of Procurement	Administrative Assistant		\$	\$
	ODEO	Administrative Assistant		\$	\$
	Total			\$	\$
302	Office of the Chief Engineer	Secretary III		\$	\$
	Engineering & Test Directorate	Administrative Assistant		\$	\$
	Project Directorate	Administrative Assistant		\$	\$
	Project/NESC	Administrative Assistant		\$	\$
Total			\$	\$	
303	Demand Work To-Be Determined & Priced at amounts equal to or less than established rates in Attachment C	Not-to-Exceed			\$ 25,000.00
	Total				\$ 25,000.00
	Option Year 2	Total		\$	\$

Option Year 3					
<u>CLIN</u>	<u>Organization</u>	<u>Occupational Category</u>	<u>Number of hours (If more than one WYE is utilized in a category, insure hours capture all WYEs)</u>	<u>Fully burdened (included profit) Monthly Rate capturing all WYE hours in a category</u>	<u>Fully burdened (includes profit) Annual Rate capturing all WYE in a category</u>
401	Center Operations	Administrative Assistant		\$	\$
	Center Operations	Administrative Assistant		\$	\$
	Safety & Mission Assurance	Secretary III		\$	\$
	Office of Human Capital	Personnel Assistant III		\$	\$
	Office of External Affairs	Administrative Assistant		\$	\$
	Office of Procurement	Administrative Assistant		\$	\$
	ODEO	Administrative Assistant		\$	\$
	Total			\$	\$
402	Office of the Chief Engineer	Secretary III		\$	\$
	Engineering & Test Directorate	Administrative Assistant		\$	\$
	Project Directorate	Administrative Assistant		\$	\$
	Project/NESC	Administrative Assistant		\$	\$
	Total			\$	\$
403	Demand Work To-Be Determined & Priced at amounts equal to or less than established rates in Attachment C	Not-to-Exceed		\$	\$ 25,000.00
	Total			\$	\$ 25,000.00
	Option Year 3	Total		\$	\$

Option Year 4					
<u>CLIN</u>	<u>Organization</u>	<u>Occupational Category</u>	<u>Number of hours (If more than one WYE is utilized in a category, insure hours capture all WYEs)</u>	<u>Fully burdened (included profit) Monthly Rate capturing all WYE hours in a category</u>	<u>Fully burdened (includes profit) Annual Rate capturing all WYE in a category</u>
501	Center Operations	Administrative Assistant		\$	\$
	Center Operations	Administrative Assistant		\$	\$
	Safety & Mission Assurance	Secretary III		\$	\$
	Office of Human Capital	Personnel Assistant III		\$	\$
	Office of External Affairs	Administrative Assistant		\$	\$
	Office of Procurement	Administrative Assistant		\$	\$
	ODEO	Administrative Assistant		\$	\$
	Total			\$	\$
502	Office of the Chief Engineer	Secretary III		\$	\$
	Engineering & Test Directorate	Administrative Assistant		\$	\$
	Project Directorate	Administrative Assistant		\$	\$
	Project/NESC	Administrative Assistant		\$	\$
Total			\$	\$	
503	Demand Work To-Be Determined & Priced at amounts equal to or less than established rates in Attachment C	Not-to-Exceed			\$ 25,000.00
	Total				\$ 25,000.00
	Option Year 4	Total		\$	\$

Total Contract Phase-In/Out, Base Year & All Options \$ _____

Additional Service Contract Act labor categories are identified in Attachment C to establish other occupational categories as they may be used for demand work. The demand work amount is yet to be determined but historically has been minimal; therefore a not-to-exceed amount of \$25,000.00 is set for each year.

ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS

The following paragraphs (A-D) are incorporated as addendum to 52.212-4:

(A) Handling of Sensitive Data

(1) It is anticipated that in the performance of this contract, the Contractor may have access to and use of NASA's sensitive internal budget, accounting, or financial data. The Contractor agrees to use, copy, or disclose such data, or any other data arguably within these categories, only for contract purposes, and to make no other use or disclosure of such data without written permission of the Contracting Officer.

ADMINISTRATIVE/CLERICAL SUPPORT SERVICES
STATEMENT OF WORK

1.0 Introduction

This Statement of Work (SOW) describes the services to be provided by the Contractor to NASA and other Resident Agencies working at the John C. Stennis Space Center (SSC) under this Administrative/Clerical Support Services (ACSS) contract. The Contractor shall provide all necessary personnel, materials, equipment, and facilities, except as stated otherwise, for delivery of the services described herein.

1.1 Service Descriptions

The services required are described in the following areas of this SOW:

- 3.0 General Office Services
 - 3.1 Telephone Services
 - 3.2 Appointment and Schedule Services
 - 3.3 Visitor Services
 - 3.4 Meeting Services, Telecommunication Services, and Scheduling Conference Rooms
 - 3.5 Information Dissemination
 - 3.6 Coordination of Supplies Ordering
 - 3.7 Copying/Faxing/Graphics/Photo Services/Mailing (Federal Express)
 - 3.8 Records Management
- 4.0 Data Management Services
 - 4.1 Desktop Processing
 - 4.2 Travel Coordination
 - 4.3 Correspondence Tracking
- 5.0 Time and Labor Collection
- 6.0 Property Coordination
- 7.0 Move Coordination
- 8.0 Training Coordination
- 9.0 Information Services Coordination
- 10.0 Special Events Coordination
- 11.0 Miscellaneous Activities

Department of Labor (DOL) Wage Determination No. 2005-2301 (Rev. 13), is attached to this SOW as Attachment A-1 for estimating purposes. Current Wage Rates have been requested from the DOL. Should the DOL issue revised rates that differ from those included in Attachment A-1, an equitable adjustment shall be issued to the basic contract via modification.

1.2 Performance Requirements

Performance requirements that define quality and timeliness standards for the services required are summarized in the Performance Requirements Summary in Attachment A-2. Each NASA Technical Monitor will perform an Annual Performance Evaluation on each position assigned to the respective office. This Annual Evaluation Form, which is presented in Attachment A-3, will be forwarded to the Contracting Officer's Representative (COR) who will submit all evaluation forms to the Contractor's appointed representative.

2.0 Management and Administration

The Contractor shall provide the overall management and administrative services required for the execution of all contract activities fully meeting the business, technical performance, legal and requirements of the contract such that the outcome of work performed fully meets the performance objective of the requirement and is performed within the schedule of the requirements. The Contractor shall monitor personnel matters relating to Contractor employees, ensuring that the Contractor employee relationship with the assigned NASA organization is followed in accordance with the ACSS SOW and ensuring that delivered services meet the performance standards identified in this contract. The Contractor shall develop and **submit** a Management Operating Plan with their proposal, which details the Contractor's philosophy on customer service, including phone coverage due to absences', backfill capacity, etc.; their work practices on managing in a multi-tasking environment; and an outline of their daily management strategy. The Management Plan once approved will be incorporated into the contract.

The Contractor shall establish and maintain team-oriented working relationships with the Government at all levels in the organization. Through frequent interaction, both formal and informal, the Contractor shall work with government counterparts to ensure requirements are clearly communicated, mutually understood, and satisfied. The Contractor shall ensure timely, accurate, and thorough response to the Government's requests for information.

2.1 Resources Management

The Contractor shall manage the labor, material, and other resources to perform the work described, providing a staff, fully capable of executing contract responsibilities and responding to requirements. The contractor is responsible for continuously monitoring, managing and controlling the work performed. This shall also include providing a backfill for personnel absences greater than **five** workdays. Because of the nature of NASA's work and organizational structure, the Contractor shall maintain working shifts (when necessary) to support programs and/or organizations. This may require that services be provided outside of normal business hours (night shifts, weekends, and holidays). Primary assignments will be made based on the office requirements; however, staff may be required to assist in other areas depending on the needs of the Center. Coordination among the Contracting Officer, Contractor designee, Task Owner, Office of Human Capital, and the COR will be required should this be exercised. Work in support of this contract will be performed onsite at NASA, John C. Stennis Space Center.

2.2 Position Requirements

The contractor shall provide qualified staff to fulfill the ongoing requirements identified in each CLIN. The Contractor shall begin delivery of services in accordance with the approved Phase-in plan. Vacancies that occur for each position shall be filled within **five** working days of notice of employee separation. In the case of internal Contractor personnel reassignments, the Contractor will provide a minimum of **five** working days' notice to the COR of a personnel reassignment resulting from Contractor action. The Contractor shall provide a transition plan that ensures continuity of service.

The contractor shall provide private sector temporary services in accordance with Office of Personnel Management Rules to meet short term situations where the work is of a critical need and cannot be delayed without adversely affecting the Government. This service is not to be used to backfill for vacation for contractor or civil servant employees. Requirements of this nature shall be filled within **two** working days notice of the requirement. Short term situations may be as minimal as three days to 120 days and may be extended up to 120 days. A modification will be issued for temporary services.

Modifications issued by NASA shall specify the requirements, describe the work to be done, and indicate schedules, quality level, and any special considerations. The Contractor shall maintain and track the status of all requirements and provide status to the COR.

2.3 Safety and Total Health

The Contractor will perform tasks to ensure the protection of personnel, property, equipment, and the environment in Contractor products and activities generated in support of SSC programs. To ensure compliance with pertinent NASA policies and requirements and Federal, State, and local regulations for safety and total health, environmental protection, and fire protection, the Contractor shall develop and implement a Safety and Total Health Program in accordance with a NASA approved Safety and Total Health Plan. The plan shall be **submitted** with the offeror's proposal. Once the Safety Plan is approved it will be incorporated into the contract. The Contractor shall support and work towards the requirements of the OSHA Voluntary Protection Program specified in CSP 03-01-003, Voluntary Protection Programs (VPP): Policies and Procedures (http://www.osha.gov/OshDoc/Directive_pdf/CSP_03-01-003.pdf). The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction.

Personal protective equipment (PPE) will be provided to the Contractor on a no-charge basis if it is necessary to satisfy Occupational Safety and Health Act (OSHA) requirements. PPE requirements will be added to each individual position, as necessary.

3.0 General Office Services

3.1 Telephone Service

The Contractor shall answer incoming phone calls by identifying who he/she is and the company he/she works for in a courteous and professional manner, determine the nature of the call, and transfer calls to the appropriate individual. The Contractor shall take messages (including the name, phone number, and any other information pertinent to the phone call) when appropriate individuals are unavailable or out of the office. The Contractor shall place phone calls or look up phone numbers, when appropriate.

3.2 Appointment and Schedule Services

The Contractor shall schedule appointments and maintain calendars for appropriate office individuals, making final schedule commitments based on knowledge of the workload and priorities. The Contractor shall be proficient with maintaining Microsoft Outlook calendars for multiple individuals and coordinating with multiple offices.

3.3 Visitor Services

The Contractor shall receive, greet, and screen visitors in a courteous and professional manner. The Contractor shall determine the nature and purpose of the visit and refer the visitor to the appropriate personnel in a courteous and professional manner. Visitors will be escorted from initial greeting place to his/her end destination. The Contractor shall coordinate the required visitor clearances with the SSC Security Office and be familiar with the location of the SSC security reception center for visitor badges. The Contractor shall prepare required documents for visitors, secure the necessary approvals for international visitors, and maintain records of the documentation.

3.4 Meeting Services, Telecommunication Services, and Scheduling Conference Rooms

The Contractor shall provide on and off-site meeting services. Meeting services will include scheduling (or rescheduling), coordinating with all parties invited to the meeting, and providing telecommunication services and conference room services. In the event an invited party cannot participate, the Contractor shall ascertain the reasons why and report the reasons to the conference requester. The Contractor shall provide follow-up reminders to the invited parties the day of the meeting. Telecommunication services will include all scheduling/coordination with the SSC communications contractor (or other) and notifying other participants. The Contractor shall coordinate Video Teleconferences (ViTS) by working with the SSC ViTS contractor (or others) and other parties notified to participate in the call. The Contractor shall keep current and accurate conference logs and minutes of the meetings and action items. Additionally, the Contractor shall schedule and maintain assigned conference room(s), ensuring that all necessary equipment (overhead projectors, multimedia PC's, VCR, and other equipment) is available, in working condition, and set up for each meeting or conference. For each assigned conference room, the Contractor shall maintain a calendar of scheduled events annotating the point of contact and telephone number.

3.5 Information Dissemination

The Contractor shall pickup, receive, open, time stamp, and distribute original or copies of mail (Center mail, U.S. Postal mail, express services, and other mail deliveries), packaged material, announcements, directives, facsimiles, letters, correspondence (hardcopy and electronic), and packages to the appropriate personnel or organization in a specified timeframe. Distribution service may include delivery to any building at SSC. The Contractor shall disseminate additional information such as flyers, weather information, staff meeting notices, announcements, safety notices, and other correspondence received for general distribution to office employees daily via bulletin boards or e-mail, in a specified timeframe. In accordance with office protocol, the Contractor shall maintain an electronic or hardcopy log that includes incoming/outgoing correspondence and disseminated information.

3.6 Coordination of Supplies Ordering

The Contractor shall survey and coordinate supplies orders with appropriate Government purchase card holders to ensure that the office has sufficient stock to avoid work interruption. The Contractor shall track the costs of supplies and ensure that the office is within its budget. All orders and expenditures for additional supplies shall be in accordance with current SSC policy, using the appropriate SSC Forms.

3.7 Copying/Faxing/Graphics/Photo Services/Mailing (Federal Express)

The Contractor shall photocopy, fax copies of materials, and prepare the documentation for graphic and photographic requests as requested. This service includes finding fax numbers and assembling data packages. When large volumes of copies are needed, special graphics services are required, or photographic services are required, the Contractor shall prepare and obtain approval on the appropriate SSC Forms. The contractor shall comply with the current version of NASA Policy Directive (NPD) 1490.1G, "NASA Printing, Duplicating, and Copy Management." (NASA Policy Directives and Procedural Requirements can be located on the NASA Online Directives Information System (NODIS) Library at URL <http://nodis3.gsfc.nasa.gov/>. When these special services are approved, the Contractor shall submit these to the appropriate offices and ensure delivery of the materials. The Contractor shall also shred sensitive contractual and/or personnel documents when these services are required. Contractor will be responsible for preparing and scheduling Federal Express packages for pick-up and delivery in a timely manner.

3.8 Records Management

The Contractor shall establish, review, maintain, and archive office files/records on personnel, action documents, employment verifications, correspondence, timekeeping records, organization and other administrative records, and provide copies upon request in accordance with NPR 1441.1D, "NASA Records Retention Schedules" at URL: <http://nodis3.gsfc.nasa.gov/>. The Contractor shall determine and implement

record/file systems most conducive for prompt retrieval, considering type of materials, flow/processes and extent of use in those instances where no system exists.

4.0 Data Management Services

4.1 Desktop Processing

The Contractor shall provide word processing services to the office by preparing or creating letters, presentation charts, memoranda, or other documentation. These may be a draft input provided to the Contractor through paper or electronic means or may come in the form of a correspondence, directive, or regulations on which the Contractor shall take action. The final product shall meet the grammatical and mechanical conventions based on:

- Gregg Reference Manual (Latest Edition)
- Current edition of [NPR 1450.10D](#), "NASA Correspondence Management and Communication Standards and Style," at URL: <http://nodis3.gsfc.nasa.gov/>

The Contractor shall obtain appropriate signatures for this documentation and prepare an appropriate data package to go with the documentation. The Contractor shall create, input data into, and maintain authorized office tracking systems, electronic spreadsheets, and other office electronic systems, including web-based documents. The Contractor shall be knowledgeable of and remain proficient in Microsoft Office Products, Word, Excel, and Power Point. Accurate correspondence, charts, and presentations will be completed to meet the requirements of the office.

4.2 Travel Coordination

The Contractor shall prepare official domestic and international travel documentation using NASA's Travel Manager System. This shall include preparation and processing of travel requests, orders, vouchers, itineraries, schedules, summaries, aircraft, lodging and car rental reservations, and securing government vehicles to travel to/from the airport and/or travel destination from the local transportation office. The Contractor shall also be responsible for obtaining the required administrative approvals, coordination with or notification of companies, organizations, or officials to be visited, and updating the traveler as to the status of his/her travel arrangements. These will be accomplished by creating and updating a travel data package. Travel coordination shall be in accordance with the Federal Joint Travel Regulations (JTR) and Section 9700 of the NASA Financial Management Manual at URL: <http://www.hq.nasa.gov/fmm/9700/9700.pdf>.

Normally, travel orders shall be completed within **two** working days of notification of intent to travel. Travel vouchers shall be completed within **two** days of receipt. The Contractor shall maintain a database of the office's travel budget, tracking budget allocation by fund codes, expenditures, and projected expenditures. The Contractor shall provide a monthly status of the remaining budget for the office.

4.3 Correspondence Tracking

In accordance with office protocol, meeting the organizational priorities, the Contractor shall maintain an electronic or hardcopy master action log that includes incoming/outgoing correspondence and actions assigned to the office. The Contractor shall notify the NASA office supervisor concerning pending or late actions assigned to the office and disseminate pending action status to office workers. The Contractor shall provide electronic access to the action item database for the office.

5.0 Time and Labor Collection

The Contractor may assist in collecting time and labor data for SSC civil service employees. The Contractor does not verify or certify civil service employees' time but merely collects and records time and labor data.

The Contractor may enter a civil service employee's time under the following circumstances:

In the event a civil service employee is unavailable or unable to enter his/her time at the end of a pay period, the civil service employee or NASA supervisor may request the Contractor via e-mail, telephone, fax message, or other **documented** request to enter his/her time.

6.0 Property Coordination

The Contractor may serve as the organization's property custodian with responsibility for any property or equipment required by the organization including furniture that needs to be moved, obtained, replaced, repaired, or excessed in accordance with NPR 4200.1F, "NASA Equipment Management Procedural Requirements " at URL: <http://nodis3.gsfc.nasa.gov/>. If the Contractor is not designated as property custodian, he/she shall inform the organization's property custodian of any property or equipment, including furniture that needs to be moved, obtained, replaced, repaired, or excessed in accordance with the above referenced procedure. The Contractor shall follow-up on requests to ensure all required information has been furnished and that all property is moved, obtained, replaced, repaired, or excessed.

7.0 Move Coordination/Packing

The Contractor shall coordinate office moves with the appropriate personnel and affected office individuals. The Contractor shall prepare the proper paperwork for physical moves of office furniture and information technology equipment. Additionally, the Contractor shall prepare the proper paperwork for office modifications in accordance with the appropriate SSC policy for "Facility Space Allocation and Utilization." The Contractor shall ensure that appropriate move supplies, such as boxes, are provided to the affected office individual(s) and that NASA mail codes/locations/e-mail addresses are updated for those individuals. The Contractor shall monitor the progress of the move or office modifications ensure the timeliness of the move or office modifications, and status the NASA office supervisor on the progress. The Contractor shall pack in appropriate boxes, files and general office supplies to assist with the efficient and timely movement of an organization or in the case of files to transition them to records retention.

8.0 Training Coordination

The Contractor shall serve as the organizational training coordinator (if required), responsible for disseminating training information, preparing and submitting training requests/registration to the Office of Human Capital. The Contractor may serve as an administrator in the System for Administration, Training and Education Resources for NASA (<https://satern.nasa.gov>), providing organizational status on training registration and request for training.

9.0 Information Services Coordination

The Contractor shall serve as the organizational center telephone system (CTS) coordinator and process routine service requests for changes, moves, and updates to the assigned communications contractor.

10.0 Special Events Coordination

The Contractor shall assist in coordination efforts for special events such as office activities, monthly staff meetings, annual inspections, Total Health and Safety Day, and mission-related activities by performing work such as making signs and posters, obtaining badges, and providing other basic administrative services.

11.0 Miscellaneous Activities

The Contractor shall assist in coordinating a variety of activities, including serving as the organization Fire Warden, or additional support to specific Center or organization sponsored functions required by the office.

12.0 Deliverables

The contractor shall provide the following deliverables **five** days after the end of the reporting/billing period:

1. Monthly Status Report by position
2. Timesheet Report
3. Monthly Activity Report by position
4. The Contractor shall hold a performance evaluation meeting at least quarterly or as agreed to by the COR and Contractor, during the contract performance period. Performance meetings will be required on a weekly basis during the transition period and initial implementation. The contractor shall be prepared to discuss contract performance. A mutual effort will be made to resolve any problems which arise during the performance of the contract. Written minutes of these meetings shall be prepared by the contractor for the COR's approval.

13.0 Emergency Preparedness and Response

The Contractor's obligation may include resolution of unusual or emergency situations. The Contractor may be required to assist NASA, within the general scope of work, but in currently unidentified ways, in preparation for, or in response to emergencies. Obligations under this requirement shall only arise when one or more of the criteria at FAR 18.001, enabling NASA to utilize "Emergency Acquisition Flexibilities", are met. If the emergency preparedness and response requirements result in changes to the contract, all contract adjustments will be processed in accordance with the Changes clause of this contract.

Offeror's may use this Attachment or an Offeror's format containing at a minimum, all the information identified below for each CLIN #. (Basic and Option Years.)

CLIN # XXXX for what organization?	Base Period ?	First Option Period ?	Second Option Period ?	Third Option Period ?	Fourth Option Period ?
Total Hours proposed (Productive hours)					
Labor dollars (based on productive hours)					
Fringe dollars (H&W based on productive hours while Vacation, Holidays are based upon Nonproductive hours)					
Salary Related expenses dollars (taxes, insurance)					
Other (OH, G&A, Profit, etc) dollars					
Total Price					