

Attachment J-01

Data Requirements List (DRL)

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the Data Requirements Descriptions (DRD). Each DRD prescribes the required data product content, schedule, type, and other particulars for specific data submission requirements.

Subject to the Clause 52.227-14, Rights in Data - General, this document sets forth the data requirements in each DRD and shall govern that data required for this contract. The contractor shall furnish data defined by the DRDs listed on the DRL by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this document. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over this document, per FAR 52.215.33. NASA-Owned/Contractor-Held records shall be managed by the Contractor in accordance with Title 36 of the code of Federal Regulations, Chapter XII B, Records Management, and NMI 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NHB 1442.1, NASA Uniform Files index, as applicable. The contractor shall disposition records and non-records in accordance with NHB 1441.1, NASA Retention Schedules, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer to the JSC Records Management Officer.

Documents included as applicable documents in the data requirements form a part of this document to the extent specified herein. References to documents other than applicable documents in the data requirements of this document may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

Description

This document identifies and defines the requirements and data types for information and data required under this contract.

The DRDs, along with the DRL, define, by an individual Data Requirement, the information and data required for each deliverable document.

The data types are used to identify the approval and control required for each DRD. The DRL is an index of all the DRDs by category and includes additional requirements for each DRD and the data types, as described below.

Documentation submitted pursuant to this clause may incorporate references to other current approved documentation, provided the references are adequate and include such identification elements as title, document number, and approval date (where applicable). However, if the pertinent information is of relatively minor size, the contractor shall incorporate the information itself, in lieu of using a reference. The

contractor shall assure that any referenced information is readily available to appropriate users of the submitted document.

Number Of Copies And Distribution Requirements

The contractor shall submit data product required in each DRD in compliance with the standard distribution list shown in Block 8 of the DRLs. Additional distribution shall be made as directed, in writing, by the Contracting Officer. The number of copies required will not exceed the limits set forth in Clause 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Electronic Data Transmittal Forms will be used to confirm delivery of electronically resident DRD deliverables.

Electronic Format

All the data requirements shall be delivered in the format as depicted in each DRD and compatible with JSC software loads.

Further Explanation Of DRL

Contract Start is defined as May 28, 2014.

Block 3 – Frequency of submittal/Maintenance:

<u>Code Description</u>	<u>Code Description</u>	<u>Code Description</u>
AD As Directed	DA Daily	RD As Released
AN Annually	DD Deferred Delivery	RT One Time and Revisions as Required
AR As Required	MO Monthly	SA Semi Annually
BE Biannually	OT One Time	TY Three Per Year
BM Bimonthly	PV Per Vehicle	UR Upon Request
BW Biweekly	QU Quarterly	WK Weekly

Block 4 – As of Date- If reports are of a recurring nature, an as of date will be included in this block (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st).

Block 5 – 1st Submittal Date

Block 6 – Copies –
a. Type

<u>Copies Type Code Description</u>	
E	Electronic
HC	Hard Copy
HS	Hard Copy with Original Signature

b. Number – Number of copies required for each type of copy furnished.

Block 7 – Data Type

For the purpose of this clause, the following information/documentation types are applicable:

(1) Type1 - Written approval -- Data and changes thereto requiring written approval by the NASA Office of Primary Responsibility (OPR) before formal release or implementation

(2) Type2 - Mandatory submittal -- Data provided to NASA for coordination, information, review, and/or management control

(3) Type3 - Submitted upon request -- Data prepared and retained under a specific contract to be made available to NASA upon request

Type 1 submissions shall be marked "TYPE 1 PRELIMINARY pending NASA approval or Type 1 APPROVED BY NASA, as appropriate." Additional special designations and deviations may be required on specific submissions in accordance with configuration management requirements.

Type 2 submissions shall be marked "TYPE 2 PRELIMINARY - RELEASE TARGET DATE, xx/xx/xx" or "TYPE 2 FINAL - NASA COMMENTS INCLUDED" or "TYPE 2 FINAL DOCUMENT," where NASA comments were not received.

NOTE: Documents submitted under this clause, even though directly (Type 1) or implicitly (Type 2) approved by NASA, shall not take precedence over the specifications as set out in Section C, Statement of Work.

The contractor shall normally deliver a complete revised Type 1 or Type 2 data requirement with NASA comments incorporated within 45 days of receipt of comments.

Type 3 submissions shall be marked "TYPE 3 DOCUMENT - FOR INFORMATION, SURVEILLANCE, REVIEW OR MANAGEMENT CONTROL".

Block 8 – Distribution

Block 9 – Remarks: Additional requirements, clarification or amplification of requirements from other blocks.

a. Title of Contract, Project, SOW, etc. Robotics, Vehicle, & Graphics Simulation Services		b. Contract/RFP No. NNJ14HA03B/ NNJ13470997R		c. DRL Date/Mod Date (mm/dd/yyyy) 09/25/2013		
1. Line item no. 01	2. DRD Title Contract Management Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E)			9. Remarks Block 3: Updates upon request of the Contracting Officer Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			
1. Line item no. 02	2. DRD Title Staffing and Critical Skills Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E)			9. Remarks Block 3: Updates upon request of the Contracting Officer Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			
1. Line item no. 03	2. DRD Title Total Compensation Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E)			9. Remarks Block 3: Updates upon request of the Contracting Officer Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			

1. Line item no. 04	2. DRD Title Contract Phase-In Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1 st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E)			9. Remarks Block 3: Updates upon request of the Contracting Officer Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			
1. Line item no. 05	2. DRD Title Safety and Health Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1 st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E) 4) NS/Safety and Test Operations Division (1 E) 5) JSC Occupational Health Officer (1 E) 6) JSC Emergency Preparedness Office (1 E)			9. Remarks Block 3: Contractor shall review the plan annually and update as needed or as directed by the contracting officer. Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			
1. Line item no. 06	2. DRD Title Organizational Conflict of Interest Avoidance Plan	3. Frequency AR	4. As-of-date 09/25/2013	5. 1 st subm. date Due with Proposal	6. Copies	
					a. Type See Block 9	b. Number See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E)			9. Remarks Block 3: Updates upon request of the Contracting Officer and/or upon significant events identified by the contractor, warranting an update to the plan. Block 6.b.: Initial per Table L-3 in Provision L.16.2; Revisions per Block 8			

1. Line item no. 07	2. DRD Title NASA Form 533, Financial Management Reports	3. Frequency MO	4. As-of-date 09/25/2013	5. 1st subm. date See block 9	6. Copies	
					a. Type See Block 8	b. Number See Block 8
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Contracting Officer (1 HS, 1 E) 2) Contracting Officer's Representative (1 E) 3) LD2/Budget/Program Analyst (1 E, 1 Flat File, if requested) 4) LF3/Cost Accounting (1 E; If electronic copy is not signed, a signed hardcopy is required)				9. Remarks Block 3: Initial NF 533M Report is due within 30 days of contract start. Block 3: Initial NF 533Q Report is due within 30 days of contract start. After initial report, subsequent NF 533Q Reports are not required.		
1. Line item no. 08	2. DRD Title Software Assurance Plan	3. Frequency RT	4. As-of-date 09/25/2013	5. 1st subm. date See block 9	6. Copies	
					a. Type See Block 8	b. Number See Block 8
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Contracting Officer (1 HS, 1 E) 2) Contracting Officer's Representative (1 E)				9. Remarks Block 3: Contractor shall review the plan annually and update as needed or as directed by the contracting officer. Block 5: Initial submission due 30 days after contract start.		
1. Line item no. 09	2. DRD Title Monthly Progress Reports	3. Frequency MO	4. As-of-date 09/25/2013	5. 1st subm. date See Block 9	6. Copies	
					a. Type See Block 8	b. Number See Block 8
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Contracting Officer (1 E) 2) Contracting Officer's Representative (1 E)				9. Remarks Block 3: Due on the 10 th day following the month reported. Block 5: First submission due on the 10 th day of the month following the first month of contract performance.		

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
10	Information Technology Security Program Plan and Reports	AN	09/25/2013	See Block 9	See Block 8	See Block 8
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) BH/Contracting Officer (1 HS, 1 E) 2) ER/ Contracting Officer's Representative (1 E)			9. Remarks Block 3: Plan due within 30 days of contract start. Reports due per the DRD. Update plan upon request of the Contracting Officer Block 7: Information Technology Security Program Plan is Data Type 1 and reports are Data Type 2			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
11	Reprocurement Data Package	UR	09/25/2013	See Block 9	See Block 8	See Block 8
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) BH/Contracting Officer (1 HS, 1 E) 2) BB/Pricing Team Lead (1 E)			9. Remarks Block 3: Submit upon request of the Contracting Officer			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
12	Environmental and Energy Consuming	AN	09/25/2013	12/30/2014	See Block 8	See Block 8
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Contracting Officer (1 HS, 1 E) 2) JE/JSC Environmental Office (1 HS, 1 E)			9. Remarks Block 3: Submit reports annually on December 30.			

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
13	Government Property Management Plan	RT	09/25/2013	Due with Proposal	E, HC	See Block 9
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Initial with Proposal 2) Contracting Officer (1 HS, 1 E) 3) Contracting Officer's Representative (1 E) 4) Industrial Property Officer (1 HC, 1 E)				9. Remarks Block 3: Updates during phase-in and as needed from annual review or upon request of the Contracting Officer. Block 6.b.: Initial 3 HC, 2 E; Revisions per block 8		
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
14	Reports Required for Logistics	See Block 9	09/25/2013	See Block 9	E, HC	1, 3
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Delivered to the Design Data Management System (DDMS). This record will be automatically distributed. 2) Contracting Officer (1 HC, 1 E) 3) Contracting Officer's Representative (1 HC, 1 E) 4) Supply and Equipment Management Office (SEMO) (1 HC, 1 E)				9. Remarks Semi-Annual Report of Personnel Property Management Operations Block 3: SA Block 5: September 15, 2014 Semi-Annual Analysis of fixed inventory Assets Block 3: SA Block 5: September 15, 2014 Physical Inventory of Materials Annual Report Block 3: AN Block 5: September 25, 2014 Quarterly Report of Contractor-Acquired Material (CAM) Block 3: QU Block 5: July 15, 2014 Annual Report of Exchange/Sale Block 3: AR Block 5: 15 days after the end of each Government Fiscal Year if required by the NASA PA		

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
7. Data type: <input type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution			9. Remarks			