

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Organizational Conflict of Interest (OCI) Avoidance Plan	2. Version 09/25/2013	3. DRL No. 06	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To document the contractor’s comprehensive management approach and implementation methods for avoiding, neutralizing, and mitigating organizational conflicts of interest.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest NFS 1852.209-71, Limitation of Future Contracting NFS 1852.237-72, Access to Sensitive Information NFS 1852.237-73, Release of Sensitive Information	8. Interrelationships (<i>e.g. with other DRDs</i>)		

A. SCOPE:

The OCI Plan describes the contractor’s comprehensive management approach and implementation methods for avoiding, neutralizing, or mitigating organizational conflicts of interest. Upon approval by the Government, the plan shall become a part of the contract as Attachment J-10, Organizational Conflict of Interest Avoidance Plan.

B. CONTENT:

The OCI Plan shall discuss the following:

1. Purpose: A summary of the contractor’s rationale for instituting and applying the OCI Plan.
2. Update Criteria: A description of the criteria and process for determining when an update to the plan is required.
3. OCI Assessment Methodology: A summary of the general methodology use to avoid, neutralize, or mitigate OCI issues.
4. OCI Risks: A description of potential OCI risks, due to the contractor’s relationships or potential relationships with the Government, other companies, and other contracts. The description shall characterize the risk and measures to avoid, neutralize, or mitigate each OCI threat.
5. Personnel Clearance Procedures: A description of the procedures the contractor will use if needed to identify and partition contractor personnel requiring access to or participation in activities that would otherwise create an OCI issue.
6. OCI Response Procedures: A summary of the steps that the contractor will take when an OCI has been identified of when circumstances have changed such that an OCI issue is probable.
7. OCI Training: A description of the training to be provided to contractor personnel regarding potential OCIs on this contract.

C. FORMAT:

Contractor format is acceptable but must include the content listed above. The product shall be in a Microsoft Office compatible format.

D. MAINTENANCE:

The plan shall be reviewed by the contractor annually and updated as needed or as directed by the contracting officer.

E. SUBMISSION AND DISTRIBUTION:

Submission and distribution shall be in accordance with Attachment J-01, Data Requirements List.