

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT I D CODE	PAGE OF PAGES	
			1	13
2. AMENDMENT/MOD NO. 1	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO	
NASA/Johnson Space Center Attn: Andrea L. Browne/BR 2101 NASA Parkway Houston, TX 77058-3696		7. ADMINISTERED BY	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) To Prospective Offerors		(9)	9A. AMENDMENT OF SOLICITATION NO NNJ13473923R	
		<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 11/1/13	
		(10)	10A. MOD. OF CONTRACT/ORDER No	
CODE	FACILITY CODE	<input type="checkbox"/>	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 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 one (1) copy 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 ACKNOWLEDGMENT 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)				
<i>Financial Management</i>				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/>	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.			
<input type="checkbox"/>	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).			
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)			
IMPORTANT: Contractor IS NOT required to sign this document and return 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 Amendment 1 is to make changes to clarify that:				
1. Offerors shall submit all questions and comments by November 15, 2013 at 5:00 p.m. CST. Attached is the updated Cover Letter to include this clarification.				
(CONTINUED ON PAGE 2)				
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		
		Andrea L. Browne		
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
(Signature of person authorized to sign)			11/4/13	
		(Signature Of Contracting Officer)		
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105	STANDARD FORM 30 (REV. 10-83) ES Prescribed by GSA FAR (48 CFR)	

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Cont'd)

2. Offerors shall submit an Organizational Conflict of Interest (OCI) Avoidance Plan with their proposal. Attached are the updated Data Requirements List (DRL) and the updated Data Requirement Document 4 (DRD 4) to include this clarification.

All other terms and conditions remain the same.

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



November 4, 2013

Reply to Attn of: BR2-13-076

TO: All Prospective Offerors

FROM: BR/Contracting Officer, Operations Support Office

SUBJECT: Request for Proposal (RFP) NNJ13473923R

The National Aeronautics and Space Administration (NASA) Lyndon B. Johnson Space Center (JSC) is pleased to release RFP NNJ13473923R for the JSC Administrative Support Services II (JASS II) contract. The JASS II contract provides support to JSC, including Ellington Field, Sonny Carter Training Facility, White Sands Test Facility, and other NASA operating locations or other alternate workspaces that may be determined subsequent to contract award by providing secretarial and administrative support to organizations in fulfilling JSC's mission and objectives. Offerors are advised to read all requirements contained herein and in the RFP.

The following information should be considered in proposal preparation:

ACQUISITION STRUCTURE:

The JASS II contract is reserved as an 8(a) set-aside under the authority of Federal Acquisition Regulation (FAR) 6.204(a), Section 8(a) Competition, and has been assigned North American Industry Classification System (NAICS) code 561110 – Office Administrative Services with a small business size standard of \$7 million per year. Only proposals from organizations meeting these standards will be accepted in response to solicitation number NNJ13473923R.

ACQUISITION FEATURES:

- The JASS II acquisition is for an indefinite delivery/indefinite quantity (IDIQ) contract comprised of firm-fixed price (FFP) task orders.
- The Government anticipates a 5-year period of performance, consisting of a 45-day phase-in from June 5 – July 20, 2014, and 5-year base period from July 21, 2014, to July 20, 2019.
- The addition of Administrative Specialist positions.
- Subcontracting information is required for any small business proposing a subcontracting arrangement and will be evaluated as part of RFP Section 6.1.4.A, Subcontractor Arrangement Information.

- JSC has implemented Phase I of a Super-Flex program by which the Center strives to embrace and enhance workplace flexibility as a positive balance for the workforce while meeting Federal mandates to reduce energy intensity and carbon footprint. Through Super-flex, civil servants are encouraged to take a simultaneous flex day every other Friday by utilizing our maxiflex schedules and telework to accomplish 80 hours during the pay period without working on site on Flex Fridays. JSC will not require that our contractor team members adopt a matching schedule; however, you should be aware that many of your civil service customers will not be on site on those Flex Fridays and plan to support contract requirements, while accommodating JSC's new work schedule. During the current phase, JSC facilities remain fully operational Monday-Friday in preparation for transition to full weekend mode operations. For Phase II, much of the Center will operate as if it is in a standard weekend mode on Flex Fridays. Many JSC buildings (except 24/7 buildings), gates, cafés, and clinic will be placed in "bi-weekly weekend mode" on Flex Fridays. On those days, Center operations will be at the same level as on the weekend (no lights and air in many buildings).

Offerors should ensure their company is listed in the on-line database and have submitted the required documentation for the following:

- Central Contractor Registry: System for Award Management (SAM) at www.sam.gov
- VETS 100: <http://www.dol.gov/vets/vets-100.html>
- EEO National Pre-Award Registry: <http://www.dol-esa.gov/preaward>
- Data Universal Numbering System (DUNS): <http://fedgov.dnb.com/webform>

ELECTRONIC ACCESS:

This RFP, a technical library, and other information about this solicitation can be accessed electronically at the following address: <http://procurement.jsc.nasa.gov/jassII/>. The Offerors are encouraged to suggest any additional information they would like to see made available in the Technical Library.

PROPOSAL SUBMISSIONS:

Proposals submitted in response to this solicitation shall include the Offeror's name and complete address, including street, city, county, state, and 9-digit zip code. Also include telephone and fax numbers and the e-mail address of the contact person responsible for the proposal.

All proposal volumes identified in Section 5.14.2, Proposal Arrangement, Page Limitations, Copies, and Due Date, are due on December 9, 2013 at 1:30 p.m. CST.

Offerors must deliver their proposal in accordance with Section 5.14.2 and 5.9, JSC 52.215-109, Proposal Marking and Delivery (AUG 2012).

Proposals that arrive after the prescribed time for receipt will be considered late and treated in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisitions."

It is the Offeror's responsibility to monitor the acquisition Web site as any changes to the schedule will be posted there.

QUESTIONS/COMMENTS RELATED TO THE RFP:

In order for answers to be obtained and disseminated in a timely manner, all questions and comments related to the enclosed RFP shall be submitted in writing via the e-mail address listed below under the section entitled "E-MAIL CORRESPONDENCE." Please title the e-mail note "Questions/Comments – JASS II RFP" in the subject block and make sure to include the e-mail, name, and daytime phone number of the person submitting questions or comments. Offerors shall submit all questions and comments by November 15, 2013 at 5:00 p.m. CST. Answers to questions and comments will be posted to the NASA Acquisition Internet Service (NAIS) through an amendment to the RFP and posted to the JASS II Procurement Web site at <http://procurement.jsc.nasa.gov/jassII/>.

Oral communications are not acceptable in response to this notice.

E-MAIL CORRESPONDENCE:

All e-mail correspondence related to this solicitation shall be submitted to the following e-mail address:

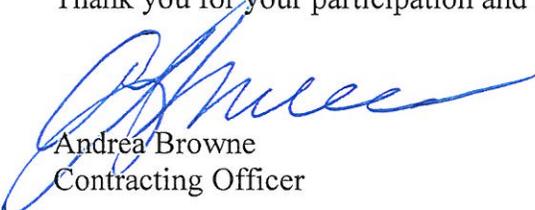
Andrea Browne, Contracting Officer
andrea.browne-1@nasa.gov

COMMUNICATION WITH INDUSTRY:

Offerors are responsible for monitoring the NASA Business Opportunities Web site, <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=73>, and the JASS II Procurement Web site, <http://procurement.jsc.nasa.gov/jassII/> for any amendments to the RFP, additional information, and/or changes to the schedule. Information will be posted as it becomes publicly available.

The RFP does not commit the Government to award a contract nor does it obligate the Government for costs incurred in the preparation and submittal of proposals in anticipation of a contract or comments in response to this RFP.

Thank you for your participation and interest in this procurement.



Andrea Browne
Contracting Officer

Enclosure:
RFP NNJ13473923R

Attachment 4.3: JASS II Data Requirements List

Data Requirements List (DRL) and Data Requirements Descriptions (DRD)

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the DRDs. 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 Data Requirements Descriptions (DRDs), along with the Data Requirements List (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 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.

DATA TYPES

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 requirements 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".

NUMBER OF COPIES AND DISTRIBUTION REQUIREMENTS

The contractor shall provide one copy of each DRD to 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.

DRDs shall be maintained electronically.

FURTHER EXPLANATION OF DRL

Contract Start is defined as October 1, 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
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 –

Code Description

EM E-mail
ES E-mail with Signature
CD Compact Disk
HC Hard Copy

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

Block 8 – Distribution

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

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc.	b. Contract/RFP No.	c. DRL Date/Mod Date			7. Copies
JSC Administrative Support Services (JASS) II					
1. Line item 1	Management Operating Plan 3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	NNJ13473923R 4. Frequency RT	5. As-of-date 6. 1 st subm. date See Remarks	7. Copies a. Type b. Number 3	9. Remarks With submission of proposal. To be updated as required thereafter.
1. Line item 2	Safety and Health Plan 3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT	See Remarks	5 5	5
1. Line item no. 3	JASS II "How to" Resource Guide 3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AR	See Remarks	3 3	3
1. Line item no. 4	Organizational Conflicts of Interest Avoidance Plan 3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT	See Remarks	2 2	2

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc.	b. Contract/RFP No.	c. DRL Date/Mod Date				
JSC Administrative Support Services (JASS) II			NNJ13473923R 7-23-13			
1. Line item no. 5	2. DRD Title Monthly Management Report	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number 3
9. Remarks Monthly – due date is the 15 th of each month following each calendar month reported						
1. Line item no. 6	2. DRD Title Task Order Summary Requirement	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number 3
9. Remarks Within 30 calendar days after contract start and then monthly by the 15 th of each month following the calendar month reported.						
1. Line item no. 7	2. DRD Title Wage/Salary and Fringe Benefit Data	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number 2
9. Remarks 30 days following start of contract and annually, 90 days prior to the anniversary date of the contract.						
1. Line item no. 8	2. DRD Title Weekly Service Report	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency WK	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number 1
9. Remarks Bi-weekly						

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Number
9	Recurement Data Package 8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer and Contracting Officer's Representative, 1 electronic posting each, and additional distribution per Contracting Officer's letter.				See Remarks	2
10	Phase-In Plan 8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Initial submittal with proposal 2. Updates to Contracting Officer (electronic copy) 3. Updates to Contracting Officer Representative (electronic copy)	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT		See Remarks	3
11	Information Technology (IT) Capital Planning & Investment Control (CPIC) 8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AN		See Remarks	2
12	Information Technology (IT) Security Program Plan & Reports 8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	1		See Remarks	2

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Organizational Conflicts of Interest Avoidance Plan	2. Date of current version 7-23-13	3. DRL Line Item No. 4	RFP/Contract No. (Procurement completes) NNJ13473923R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To ensure that conflicts of interests are mitigated and that each contractor employee acknowledges and agrees to comply with the policy to protect sensitive information.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) Sections 2.31, and 2.32 NFS 1852.237-72, and NFS 1852.237-73	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

8. Preparation Information (*Include complete instructions for document preparation*)
FORMAT: Contractor format (compatible with Microsoft Office 2007 applications).

SUBMISSION FREQUENCY:

- (1) Initial: Due with proposal
- (2) Final: By the end of the contract phase-in period
- (3) Approval: Within 30 days of an acceptable OCI Plan
- (4) Update Frequency: As required

Upon NASA approval, this document becomes a contractual requirement.

MAINTENANCE: The Contractor shall review the OCI Plan on an annual basis or as directed by the Contracting Officer to revise the OCI Plan if necessary. Revisions are subject to Contracting Officer approval.

DISTRIBUTION: BR/Contracting Officer
 AH8/Contracting Officer's Representative

DATA PREPARATION INFORMATION:

In accordance with NFS 1852.237-72, Access to Sensitive Information, and NFS 1852.237-73, Release of Sensitive Information, the Contractor shall deliver an Organizational Conflicts of Interest Avoidance Plan with submission of the proposal. Revisions are required as necessary. Upon approval, the Organizational Conflicts of Interest Avoidance Plan becomes a contractual requirement.

CONTENT: The Conflict of Interest Avoidance Plan shall discuss the following:

- (i) The categories of conflict of interest
 - Access to sensitive information.
 - Access to nonpublic information in performance of a Government contract.
- (ii) Define any situations anticipated that may impair the Contractor's objectivity or bias judgment. Identify your company/team conflicts of interest avoidance techniques.
- (iii) List of conflicts of interest that cannot be avoided or mitigated.
- (iv) Safeguards for ensuring that sensitive information coming into the Contractor's possession is used only for the purposes of performing the services specified in this contract and not to alter the Contractor's competitive position in another procurement.
- (v) Safeguards for sensitive information coming into its possession from unauthorized use and disclosure.
- (vi) Safeguards for allowing access to sensitive information only to those employees that need it to perform

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

services under this contract.

- (vii) Mitigation precluding access and disclosure of sensitive information to persons and entities outside of the Contractor's organization, including persons within the Contractor's and subcontractor's company not engaged in support of this contract or a participant of this contract without a "need to know."
- (viii) Training of Contractor's employees who have access to sensitive information to emphasize:
 - a. Information obtained in performance of this contract is to be utilized only to perform the services specified in this contract
 - b. Sensitive information must be safeguarded from unauthorized use and disclosure.
- (ix) Plans to have employees complete the mandatory JSC Information Technology Security Training, and after training to comply with the authorized uses and mandatory protections of sensitive information needed in performing this contract. These requirements must be completed before the employee arrives at their JSC workstation and thereafter to be completed annually. Contract management is to provide a report of mandatory Information Security Training, including Export Control and International Traffic in Arms Regulation as required whenever asked for by the COR or TMR.
- (x) Safeguards and/or mitigation for any other situation unique to the Offeror's circumstances that involves access to sensitive information.