

requiring privileged access or limited privileged access to these information technology systems are subject to screening using the standard National Agency Check (NAC) forms appropriate to the level of risk for adverse impact to NASA missions. The Contracting Officer may allow the service provider to conduct its own screening, provided the service provider employs substantially equivalent screening procedures.

(f) This clause does not affect NASA's responsibilities under the Freedom of Information Act.

(g) The Contractor shall insert this clause, including this paragraph (g) suitably modified to reflect the relationship of the parties in all subcontracts that may require the furnishing of sensitive information.

(End of clause)

**2.A.19) 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992) – ALTERNATE I  
(SEP 1989) – ALTERNATE II (OCT 2000)**

(a) The on-site Government personnel observe the following holidays:

New Year's Day  
Labor Day  
Martin Luther King, Jr.'s Birthday  
Columbus Day  
President's Day  
Veterans Day  
Memorial Day  
Thanksgiving Day  
Independence Day  
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(c) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) of the clause, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) of this clause, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer.

~~(e) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round the clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.~~

~~(f) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be reimbursable under this contract for employees in accordance with the Contractor's established accounting policy.~~

(End of clause)

**2.A.20) 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (JAN 2011) -- ALTERNATE I (JAN 2011)**

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the Contracting Officer under (b)(1)(iv). Under this clause, the Government retains accountability for and title to the property, and the Contractor shall comply with the following:

- i. NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual;
- ii. NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements;
- iii. NASA Procedural Requirements (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements;
- iv. NASA Procedural Requirements (NPR) 4310.1, Identification and Disposition of NASA Artifacts;
- v. NASA Procedural Requirements (NPR) 4200.2, NASA Equipment Management Manual for Property Custodians;
- vi. JSC Procedural Requirements (JPR) 1281.7B, Control of Customer Property;
- vii. JSC Procedural Requirements (JPR) 1281.15, Identification, Handling, Storage, Packaging, Preservation, and Delivery;
- viii. JSC Work Instructions (JWI) 4200.1, Management of Controlled Equipment
- ix. JSC Work Instructions (JWI) 4210.2, JSC Instructions for Control of Program Stock (formally JSC 26549)
- x. JSC Work Instructions (JWI) 4300.1, JSC Instructions for Excess and Disposal of Government Property
- xi. JSC Work Instructions (JWI) 6050.1A, Procedures for Processing Shipments from JSC

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. In accordance with FAR 52.245-1(h)(1) the Contractor shall be liable for property lost, damaged, destroyed, or stolen by the Contractor or their employees when determined responsible by a NASA Property Survey Board in accordance with the NASA guidance in this clause.

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title  Management Operating Plan	2. Date of current version  7-23-13	3. DRL Line Item No.  1	RFP/Contract No. (Procurement completes)  NNJ13473923R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> The Management Operating Plan will be used to document the Contractor's overall and detailed planning and operations for satisfying the contract requirements.		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> SOW 2.0	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

**FIRST SUBMISSION DATE:** With submission of proposal; upon NASA approval, this document becomes a contractual requirement.

**FREQUENCY:** To be updated as required thereafter.

**FORMAT:** The product shall be in a Microsoft Office compatible format.

**COPIES/DISTRIBUTION:**

- BR/Contracting Officer
- AH8/Contracting Officer's Representative (2)

**INSTRUCTIONS:**

The Management Operating Plan shall describe the Contractor's management approach including staffing and retention, organization, and processes. It shall provide a comprehensive integration of all management systems of the prime and subcontractors. The plan shall include those processes specifically required to accomplish the Statement of Work (SOW), as well as those systems and procedures that are to be set in place by the Contractor to adhere to regulations and requirements set forth in the solicitation and the resulting contract. The JASS II Management Operating Plan shall include:

- A. The overall management approach and quality control system to satisfy the contract requirements, including at a minimum:
- (1) The program management functions and management approach for providing program management, supervision and training for all staff, full-time, part-time and temporary.
  - (2) The management policies and procedures;
  - (3) The strategies and goals to provide effective and efficient implementation of the SOW requirements and communication of activities related to these efforts. Provide a flowchart and description of how the process will flow from identification of requirements to evaluation of the Contractor's performance;
  - (4) A performance evaluation summary to include a discussion of performance management approach including any metrics the Contractor will use to ensure high quality services are provided for each SOW element. The purpose of the performance evaluation summary is to ensure very minor, if any, deficiencies with no adverse effect on overall performance of the SOW;
  - (5) Innovations and efficiencies to be gained through the proposed approach to manage the contract, including rationale to substantiate these innovations and efficiencies;
  - (6) Methods and techniques to be used in planning, scheduling, integrating, processing, controlling, and completing all elements of the SOW requirements. Include any other methods and techniques the Contractor feels is critical to successful performance of contract requirements;
  - (7) The methods to ensure timely delivery of quality services;
  - (8) The procedures, techniques, and tracking for early identification of potential problems, implementation of

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

preventive action, and proactive and timely resolution.

- (9) The methods to supervise, support, mentor, and verify the successful performance of employees who are geographically distributed in various locations at the Johnson Space Center (JSC), Government-maintained facilities in the immediate JSC area (including the Sonny Carter Training Facility and Ellington Field), the White Sands Test Facility located in Las Cruces, New Mexico, and other NASA operating locations or other alternate work spaces that may be determined subsequent to contract award.

## B. A description of the organization including:

- (1) Description of proposed organizational structure;
- (2) An organization chart identifying roles of all organizational elements and reporting relationships;
- (3) Outline procedures to ensure effective communication and collaboration across the organization;
- (4) The relationship of the local contract management to the parent company, as well as the management of any proposed subcontractors, team members, or joint venture partners;
- (5) Associations with other companies or organizations utilized to provide effective and efficient implementation of the SOW;
- (6) Description, if applicable, of the components of the SOW that will be performed by the prime and subcontractor(s).
- (7) The management functions, roles, and responsibilities, and the method for integrating operation plans for all primary functional work areas;
- (8) The Contractor's management interface with NASA.

## C. A description of how each task order will be filled, including:

- (1) Recruitment and employment methods and policies;
- (2) Staffing strategies;
- (3) The minimum qualification standards to satisfy the Standard Labor Category guidelines, Section 4, Attachment 4.6;
- (4) Strategy to ensure personnel will maintain the minimum qualification standards described in the Standard Labor Category guidelines;
- (5) Approach to providing flexible workforce planning given an indefinite delivery/indefinite quantity contract. Include discussion on recruiting; communication of promotion opportunities; retention of personnel; and the effects on management, subcontractors, continuity and quality of services, and other factors resulting from changes in staffing levels.

## D. The timekeeping process and procedures, including:

- (1) Management oversight of employee daily work hours, ensuring compliance with customer requirements;
- (2) How deviations of a position's prescribed daily schedule are communicated to the Contracting Officer's Representative (COR);
- (3) How source data is captured;
- (4) Methods to validate timely and accurate recording;
- (5) Approval process for employee non-productive hours (sick leave, vacation leave, or other administrative leave).

## E. Plan describing process for ensuring protection and control of Government property, Privacy Act data (including records and documents), and Personally Identifiable Information should contractor employees have access to this data to fulfill the contract requirements. Ensure plan addresses compliance with Privacy Act of 1974, 5 U.S.C. 552a.

## F. A description of risks anticipated in successful performance of the SOW requirements. Include the decision to accept, mitigate, or other action for each risk and include the rationale for each.

## G. Strategy to provide high-level personnel training. Include discussion on necessary orientation and training for employees to perform functions required by the SOW and other training to enhance these services.

## H. Description of the methods and procedures on how customer satisfaction will be measured and reported. Describe the methods to develop, maintain, and continuously improve customer relationships.

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

## I. Description of prime Offeror and any subcontractors fringe benefit policies and practices for:

- (1) Vacation, sick and personal leave; short and long term disability insurance; life insurance; retirement or 401K matching; health insurance; and vision and dental insurance. For each fringe benefit, discuss the specific benefit offered, the company and employee share of premium costs, any co-payments and deductibles, the effective date of coverage or vesting. ~~For health insurance, discuss the company policy on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions, and the offeror's policy on spouse and family benefits.~~
- (2) Salary payment policies, such as cost-of-living adjustments, overtime pay, holiday pay, and any other premium pay anticipated. Explain how wage and salary ranges were established. Provide written support to demonstrate that the proposed compensation is reasonable to attract and retain employees. Supporting information should include data such as recognized national and regional compensation surveys and studies of professional, public, and private organizations used in establishing the proposed Total Compensation Plan.
- (3) Incentives to motivate and reward performance and to encourage the retention of personnel.

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

## Instructions for Completing JSC Form 2341

**General.** JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

**RFP/Contract No.** The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

# 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
<b>JSC Administrative Support Services (JASS) II</b>		
1. Line item 1	DRD Title <b>Management Operating Plan</b>	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request
8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8 3. Alternate Contracting Officer's Representative/AH8		
1. Line item 2	DRD Title <b>Safety and Health Plan</b>	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request
8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer/BR (1 hard copy, 1 electronic) 2. Safety and Test Operations Division/NS (1 electronic) 3. JSC Occupational Health Office/SD32 (1 electronic) 4. JSC Emergency Preparedness Office/JS7 (1 electronic)		
1. Line item no. 3	DRD Title <b>JASS II "How to" Resource Guide</b>	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request
8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8 3. Alternate Contracting Officer's Representative/AH8		
1. Line item no. 4	DRD Title <b>Organizational Conflicts of Interest Avoidance Plan</b>	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request
8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8		

# 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
<b>JSC Administrative Support Services (JASS) II</b>		
1. Line item no. 5	4. Frequency MO	5. As-of-date 6. 1 <sup>st</sup> subm. date See Remarks 7. Copies a. Type b. Number 3
3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		
2. DRD Title <b>Monthly Management Report</b>		
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer's Representative/AH8 2. Contracting Officer/BR 3. Program Analyst/LI		
1. Line item no. 6	4. Frequency MO	5. As-of-date 6. 1 <sup>st</sup> subm. date See Remarks 7. Copies a. Type b. Number 3
3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		
2. DRD Title <b>Task Order Summary Requirement</b>		
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8 3. Program Analyst/LI		
1. Line item no. 7	4. Frequency AN	5. As-of-date 6. 1 <sup>st</sup> subm. date See Remarks 7. Copies a. Type b. Number 2
3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		
2. DRD Title <b>Wage/Salary and Fringe Benefit Data</b>		
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer/BJ4 2. Contracting Officer's Representative/AH8		
1. Line item no. 8	4. Frequency WK	5. As-of-date 6. 1 <sup>st</sup> subm. date See Remarks 7. Copies a. Type b. Number 1
3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		
2. DRD Title <b>Weekly Service Report</b>		
8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer's Representative/AH8		
9. Remarks Monthly – due date is the 15 <sup>th</sup> of each month following each calendar month reported		
9. Remarks Within 30 calendar days after contract start and then monthly by the 15 <sup>th</sup> of each month following the calendar month reported.		
9. Remarks 30 days following start of contract and annually, 90 days prior to the anniversary date of the contract.		
9. Remarks Bi-weekly Submit within 5 working days after the subject week and at least 5 working days before the submittal of the monthly invoice containing charges for the subject week.		

# 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 <sup>st</sup> subm. date	7. Copies a. Type    b. Number
9	<b>Recurement Data Package</b>				See Remarks	2
	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.		9. Remarks	Initial submission due 1 year prior to contract end or at the Contracting Officer's direction.		
10	<b>Phase-In Plan</b>	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
	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)		9. Remarks	Due with Proposal		
11	<b>Information Technology (IT) Capital Planning &amp; Investment Control (CPIC)</b>	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AN		See Remarks	2
	8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8		9. Remarks	1. Annual CPIC data call during PPBE per the Office of the Chief Information Officer's schedule. 2. Execution year spend plan annually prior to Fiscal Year start.		
12	<b>Information Technology (IT) Security Program Plan &amp; Reports/IT Security Management Plan</b>	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	1		See Remarks	2
	8. Distribution ( <i>Continue on a blank sheet if needed</i> ) 1. Contracting Officer/BR 2. Contracting Officer's Representative/AH8		9. Remarks	Submittal due at Phase-In		

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title  Monthly Management Report	2. Date of current version  7-23-13	3. DRL Line Item No.  5	RFP/Contract No. (Procurement completes)  NNJ13473923R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Provides detailed data aggregated for use in accurately reflecting price at an organizational and task order level.		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> SOW 2.0	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

**FREQUENCY OF SUBMISSION:** Monthly – date due is the 15<sup>th</sup> of each month following each calendar month reported

**FORMAT:** Excel Spreadsheet

**FIRST SUBMISSION DATE:** Notice to Proceed (NTP) **The 15<sup>th</sup> of the following month after contract award.**

**COPIES/DISTRIBUTION:**

- AH8/Contracting Officer's Representative (1) – electronic copy
- BR/Contracting Officer (1) – electronic copy. This is the designated billing office.
- LI/Program Analyst (1) – electronic copy

**REMARKS:**

The Contractor shall submit this report along with the invoice.

Report data shall include a line item per service request containing the following information:

- (a) Position Identifier
- (b) Employee Type (skill category level)
- (c) Weekly Rate
- (d) Hourly OT Rate
- (e) Holiday Worked Rate

Current Data:

- (f) Number of Labor Weeks Charged
- (g) Number of OT/Holiday Worked Hours Charged
- (h) Total Labor Cost
- (i) Total Overtime/Holiday Worked Cost
- (j) Travel Expenses
- (k) Total Monthly Costs

Cumulative Data:

- (l) Fiscal Year Labor Total
- (m) Fiscal Year Travel Total
- (n) Cumulative Contract Labor Total
- (o) Cumulative Contract Travel Total

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Weekly Service Report	2. Date of current version 7-23-13	3. DRL Line Item No. 8	RFP/Contract No. (Procurement completes) NNJ13473923R
4. Use (Define need for, intended use of, and/or anticipated results of data) The information obtained on this report is used to assist NASA in verifying services received from Contractor employees per task orders.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SOW 2.0	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

**FREQUENCY OF SUBMISSION:** ~~Bi-weekly~~ **Submit within 5 working days after the subject week and at least 5 working days before the submittal of the monthly invoice containing charges for the subject week.**

**FORMAT:** Excel Spreadsheet (submitted electronically or hard copy)

**FIRST SUBMISSION DATE:** ~~Notice to Proceed (NTP)~~ **10 working days after contract start.**

**COPIES/DISTRIBUTION:**

- AH8/Contracting Officer's Representative – electronic copy

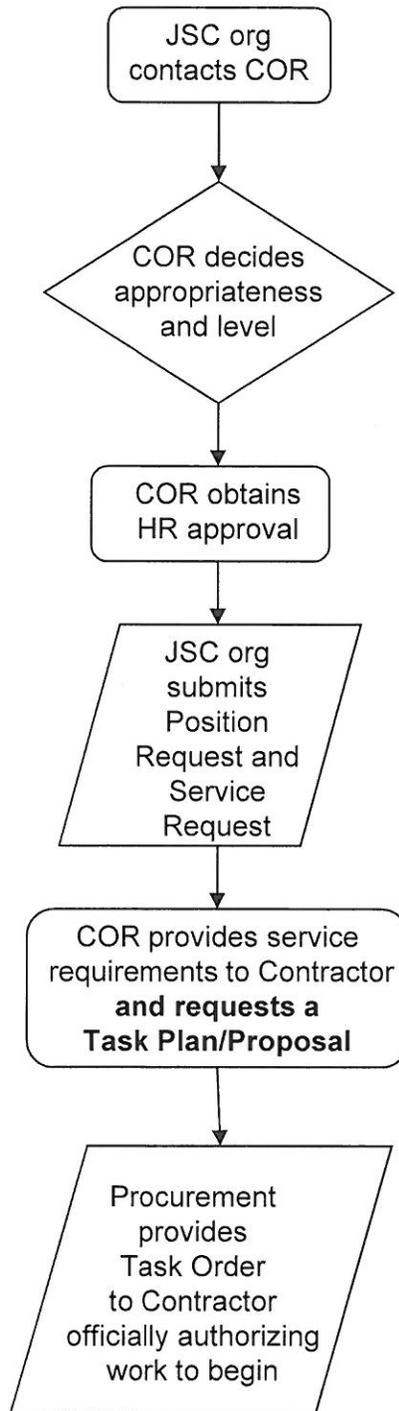
**REMARKS:**

The report shall be in a table format and include at a minimum the following information in vertical columns across the page:

- NASA Organization Code
- Employee Type (skill category level)
- Indicate Permanent, Temporary, or Part-time
- Regular Hours Worked
- Holiday Leave Hours
- Excused Company Leave Hours (annual, sick, etc.)
- Overtime Hours Worked
- Holiday Hours Worked
- Name of NASA Person Requesting Overtime Work and Date Requested

Each row shall contain the above information for each Contractor employee in order by employee position identification label.

### JASS II Service Request and Task Order Process



Installation-Accountable Government Property (NFS1852.245-71)  
Attachment to Section 2, Item 2.A.~~3320(c)~~(3)

**2.A.~~3320(c)~~(3) continued**

Computer services, including printers, facsimile services, and other office equipment services will be made available by the Government to administrative support personnel as necessary to perform the Statement of Work requirements.

Computer services will be provided to on-site program management personnel. At least one network printer and facsimile machine will be made available on-site for use to the program management personnel.

Copy machines are available for use by all JASS II Contractors at all JSC facilities.

Government property provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

**Supplying Office Supplies**

The office supplies necessary for administrative support personnel to accomplish the Statement of Work requirements will be provided by the specific NASA organization which requested the administrative services. These items include pens, pencils, paper, tape, scissors, paper/binder clips, folders, notebooks, copier paper, calculators, dictionaries, etc.

Office supplies and paper for corporate-owned printers and facsimile machines [if approved by the Contracting Officer per 2.A.~~3320(c)~~(3)] are not provided to program management personnel.

Copy and facsimile machine paper will be provided for use in the machines that JSC makes available in common work areas.

Supplies provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

Title	Section ID	Title	Section ID
Safety and Health Plan	5.14.3.1 c	Safety and Health Plan	6.1.1 C
Past Performance - Volume II	5.14.3.2	Past Performance – Volume II	6.1.2
Price Proposal - Volume III	5.14.3.3	Price Proposal – Volume III	6.1.3
Eligibility Considerations - Volume IV	5.14.4	Eligibility Considerations – Volume IV	6.1.4
Model Contract - Volume V	5.14.5	Model Contract – Volume V	6.1.5

**5.14.2 Proposal Arrangement, Page Limitations, Copies, and Due Date**

The entire proposal is due by December 18, 2013 at 1:30 p.m. CST. The delivery location is specified in 5.9, Proposal Marking and Delivery. Late proposals will not be accepted in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition."

- (a) Proposal Arrangement: Offerors shall arrange their proposals as set forth below in Table 5-2.

**Table 5-2: Overview of Proposal Volumes, Page Limitations, Proposal Copies, and Due Dates**

Date and Time Due	Delivery Location	Volume No.	Title	Page Limits	Electronic Format	Copies
12/18/13 1:30 PM CST	JSC (See 5.9)	I	<b>Technical Acceptability</b>	<b>45 Pages</b>		<b>6 Hard copies, 2 CD-ROM</b>
			Management Operating Plan (DRD 01)	Included in Limit	MS Word	
			Phase-In Plan (DRD 10)	Included in Limit	MS Word	
			Safety and Health Plan (DRD 02)	Not Included in Limit	MS Word	
12/18/13 1:30 PM CST	JSC (See 5.9)	II	<b>Past Performance</b>	<b>20 Pages</b>		<b>6 Hard copies, 2 CD-ROM</b>
			Past Performance Information	Included in Limit	MS Word	
			Environmental and Safety Data	Not Included in Limit	MS Word	
12/18/13 1:30 PM CST	JSC (See 5.9)	III	<b>Price Proposal</b>			<b>6 Hard copies, 2 CD-ROM</b>
			Templates	Not Limited	MS Excel	
			Price Narrative	Not Limited	MS Word	
12/18/13 1:30 PM CST	JSC (See 5.9)	IV	<b>Other Proposal Requirements Eligibility Considerations</b>			<b>6 Hard copies, 2 CD-ROM</b>
			Subcontracting Arrangement Information	Not Limited	MS Word	

Date and Time Due	Delivery Location	Volume No.	Title	Page Limits	Electronic Format	Copies
			Subcontracting Arrangement Information	Not Limited	MS Word	
			Organizational Conflict of Interest Avoidance Plan (DRD 04)	Not Limited	MS Word	
<b>12/18/13 1:30 PM CST</b>	<b>JSC (See 5.9)</b>	<b>V</b>	<b>Model Contract</b>			<b>6-3 Hard copies Originals, 2 CD-ROM</b>
			Sections 1-4 with all fill-ins completed; signed SF 1449; and Section 7, Representations, Certification and Other Statements with all fill-ins completed	Not Limited	MS Word	

- (c) The proposal text shall be printed on non-glossy white 8 ½ x 11-inch paper with at least one-inch margins on all sides. The metric standard format most closely approximating the described standard 8 ½ x 11-inch size may also be used. Except for Volume III Price Proposal, all volumes shall be prepared and submitted using a non-compressed Arial font with single-spaced 12 point text printed on both sides of the sheet. A single column format per page is acceptable. Multiple column formats per page are not acceptable. Each side of the sheet, tab, or divider containing proposal material will be counted as a page. All pages shall be numbered sequentially within each volume. Offerors shall clearly mark and identify each of the pages subject to the page limitations.

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.

Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than non-compressed Arial 12 point, be uncomplicated, legible, and appropriate for the subject matter.

Foldout pages may only be used for large tables, charts, graphs, plans, figures, diagrams and schematics, not for pages of text. Foldouts shall be counted as two pages against the page limitations, shall be printed on one side only, shall not exceed 11 x 17-inches with at least one-inch margins on all sides, and shall fold entirely within the volume.

Volumes shall be separately bound in 3-ring binders that permit the volume to lie flat when open. Staples shall not be used. A cover sheet shall be included on each binder, clearly marked with date of offer, volume number, title, copy number, solicitation number, and the Offeror's name. The same identifying data should be placed on the spine of each binder. Information should not be incorporated by reference. A suitable table of contents shall be provided with each volume for ready reference to sections, tables, and figures. Pages shall

- (a) Provide information from organizations and companies from which your company has previously performed work in order for the Government to obtain appraisals of past performance. Offerors, including joint ventures, major subcontractors (subcontracts estimated annual value greater than \$500,000), and the proposed program manager shall each provide information on up to 3 past contracts (subject to the page limitation constraints).
- (b) Offerors shall consider the relevancy and recency of the effort(s) as they relate specifically to this requirement. Offerors are advised that the Government's evaluation of submitted contracts for past performance will include an evaluation of how recently performance has occurred. Only contracts with performance within 3 years from date of the solicitation will be considered recent. Offerors with no past performance experience shall so state.
- (c) The following information shall be provided:
- Contract number
  - Contract value (If other than the prime, provide the overall contract value and the subcontract contract value)
  - Employing agency/company name
  - Point of contact (including address, telephone and fax numbers, and e-mail addresses)
  - If a Government agency, include both the Contracting Officer and Contracting Officer's Representative points of contact
  - Contract description
  - Place of performance
  - Period of performance
  - Contract type
  - Status of contract (current, terminated [if so, why], successfully completed [include completion date])
  - Consent letters executed by each subcontractor, teaming partner, proposed program manager, and/or joint venture partner authorizing the release of past performance information so the Offeror can respond to such information. See sample consent letter at Attachment 5-CL.
  - Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, subcontractors, and proposed program manager are responsible for ~~and/or proposing to do as they relate to the relevant contract being proposed.~~ For a description of the characteristics or aspects the Government will consider in determining relevance, see Section 6.1.2. If the Past Performance volume includes data on any parent or affiliated company that is not a proposed team member, then provide a narrative to address the specific resources (workforce, management, facilities, or other resources) of the parent or affiliated company and the degree to which these resources will be provided or relied upon for contract performance, such that this parent or affiliated company will have meaningful involvement in contract performance.
  - Explain which divisions, business units, segments, or other organizations of your company are proposed to perform the effort. Provide information regarding the relationship and types of resources shared (workforce, management, facilities, or other resources) between any divisions, business units, groups, segments, or other organizations in your company which are proposed to perform the effort. Provide an organizational chart displaying the relationships between divisions, business units, groups, segments, or other organizations which are proposed to perform the effort.

Complete the incorporated matrix as part of your response. In the event of a conflict between the narrative and the relevancy matrix, the narrative will take precedence as the Offeror's intended response.



Past Performance  
Information.xlsx

- (d) In addition to the information above, Offerors (including any major subcontractors, joint ventures, and proposed Program Manager associated with this offer) ~~shall~~ should each submit the Past Performance Questionnaire, Attachment 5-PPQ, to all of the point of contacts references required in paragraph (c3) above. The Offeror is responsible for ensuring that each of its references, including those from its major subcontractors and proposed Program Manager, is directed to return two copies of each questionnaire directly to the Contracting Officer in a sealed envelope, by fax, or e-mail to the contact identified in Section 5.9 Proposal Marking Instructions and that they are submitted on time.

Where an Offeror chooses to request from a civil servant employee at JSC that a past performance questionnaire be submitted on its behalf for its proposed Program Manager, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communicating with industry on any matters related to this competitive procurement; as a result, while the civil servants may respond to the past performance questionnaire they will be unable to provide status to the Offeror or communication in any other fashion with the Offeror about that past performance request.

- (e) You may include up to one page of introductory material about the experience and performance of your company and subcontractors (if applicable). You may submit additional reference information on experience and past performance for consideration. This shall be subject to the page limitation constraints.
- (f) Offerors shall provide the following performance data with explanatory remarks on contracts performed in the last 3 years. Offerors shall identify the applicable NAICS Code for each contract and shall include points of contact for each contract. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be provided for each company proposed. Explanatory statements shall be included as appropriate. For all work performed during the past 3 years, Offerors shall provide the following:

Environmental Data:

- Copies of any and all environmental non-compliance correspondence and citations from Federal, state, or local agencies or authorities with explanatory remarks.

Safety & Health Data:

- Copies of any and all OSHA citations with explanatory remarks.
- Records of the company's OSHA recordable injuries and illnesses. These records shall include, for each worksite, as a minimum, one copy of each year's OSHA logs (Forms 300 and 300A) as required by Title 29 of the Code of Federal Regulations, Section 1904.5(d) including the applicable NAICS code, the number of employees at the worksite and the calculated OSHA recordable frequency rate.
- A list of all insurance carriers providing workers compensation coverage (or equivalent), including dates of coverage. Include points of contact and phone

easily map into the SLCs provided by the Government. Additional SLCs shall be proposed under "Other" in the FBR Templates. The "other" categories should be very limited if proposed. The goal should be no "other" SLCs.

**Standard Labor Categories Job Description Guidelines**

SLC	Qualification Guidelines	Description of Skills / Abilities / Experience
Program Manager	Bachelor degree and 5 years management experience	Serves as the Contractor's primary contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), Government Management Personnel and Customer Agency Representatives. Responsible for formulating and enforcing work standards, assigning Contractor schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.
Supervisor	Bachelor degree and 3 years supervisory experience	Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Three or more years of experience in positions with experience in supervising or directing other personnel.
Training Specialist	Associate degree, or equivalent college hours, and 5 years office experience	The training specialist works with contract management to design, develop, revise, and implement appropriate training coursework to satisfy the Statement of Work requirements, related computer application requirements, and computer application changes and upgrades. <del>The training specialist shall be an expert in the requirements list in the Statement of Work.</del> <u>The training specialist shall be an expert in the requirements list in Section 2.5, Training Management in the Statement of Work.</u> Training specialist will prepare student course guides and course materials, other work requirements, reference guides, and deliver the training. Responsibilities also include ensuring that contractor personnel complete required course work and NASA and JSC mandatory training, and maintain records of training completion for all Contractor personnel.
JSC - Secretary I WSTF – Secretary I	High school diploma and a minimum of 1 year office experience or equivalent experience.	Microsoft Office Suite and Microsoft Outlook basic skill level. Capable of producing error-free documents. Word processing/keyboarding skills. Professional etiquette for answering phone calls and greeting visitors. Typically provides services to a branch office.

PIT – Phase in template
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## D. IDIQ COST TEMPLATES INSTRUCTIONS

### 1. Fully Burdened Rates Development Templates (FBR-FT, FBR-PT, and FBR-Temp)

A separate FBR-FT, FBR-PT, and FBR-Temp are required for each contract year of the effort from the Prime Offeror and all major subcontractors. Major subcontractor is defined in this solicitation as a company that the Offeror anticipates providing at least \$500,000 of contract value in support of the Statement of Work effort. These templates are provided so that each Offeror may show how they arrived at its individually proposed fully burdened rates including profit.

The templates consist of two sections. The section under the red row is to be completed by the Prime Offeror and all major subcontractors. The fully-burdened rates per Standard Labor Category (SLC) computed by the subcontractor may include an amount for profit if the subcontractor does not have a profit-sharing arrangement with the Prime Offeror. The subcontractor's fully-burdened rates are to be provided to the Prime Offeror for inclusion into the development of the Prime Offeror's composite fully-burdened rates.

The section under the green row in the template is to be completed by Prime Offerors only. Note that this section also includes the section under the red row. For a Prime Offeror, the red section will contain data used in developing its own fully-burdened rates per SLC. The green section is used by the Prime Offeror to apply any proposed burden rates to all major and minor subcontractors' fully-burdened rates, which is then used to calculate the composite fully-burdened labor rates by SLC based on the percentage usage of the Prime Offeror and its subcontractors. The template provides columns to accommodate three subcontractors. Should the Prime Offeror propose more than three subcontractors, then the appropriate columns shall be added to accommodate the additional subcontractors. (Please refer to the asterisked notes in the template.)

The following provides some detailed guidance in preparing the FBR for full-time, (FBR-FT), part time, (FBR-PT), and temporary (FBR-Temp), employees. The FBR templates calculate a fully-burdened composite labor rate for each SLC while simultaneously mapping the Offeror's labor categories into NASA's SLCs.

The first column identifies the Offeror's labor categories that map into the Government SLCs in the second column. The Offeror may have one or more of its labor categories mapped into each SLC. The next column provides for the incumbent retention percentage that the Offeror proposes to retain at the current incumbent labor rate.

The column entitled "usage" provides the comparative weighting for each of the Offeror's labor categories. The usage percentage must total 100% for each SLC. The following example is provided for clarification. Assume that the Offeror's Labor Categories "Secretary - Junior" at \$28.75/hour and "Secretary - Intern" at \$25.25/hour map into the SLC "JSC - Secretary I. Also assume that the Offeror's labor categories will be utilized at 75% and 25%, (total 100%) respectively. The weighted average for the SLC "JSC - Secretary I" is then calculated as follows:  $(\$28.75/\text{hr.} * 75\%) + (\$25.25/\text{hr.} * 25\%) = \$27.88$ .

Next, to compute the fully burdened rate, indirect costs are added to the weighted average direct labor cost (\$27.88 in the example above) by applying the appropriate indirect rates to the appropriate

bases in accordance with the Offeror's accounting system. The template includes columns to accommodate two indirect rates, the Overhead and the G&A Rates. If the Offeror's accounting system includes other indirect rates, (for example Fringe Benefit Rate), columns shall be added to facilitate incorporating the other rates into the development of the fully-burdened labor rates. The Subcontractor Price Input Area (under the grey row) is used by the Prime Offeror to apply any proposed burden to the subcontractors' fully-burdened rates. In the Subcontractor FBR columns, the Prime Offeror shall input the FBR for **all major and minor subcontractors**. These rates are burdened with the Prime Offeror's burden rate and recorded in the next columns. The template is designed to accommodate three subcontractors. However, if more than three subcontractors are proposed, columns shall be added to accommodate the inclusion of the other subcontractors.

The Percentage Usage Prime/Sub columns are used by the Prime Offeror to input the percentage of effort to be performed by the Prime Offeror and subcontractors for each SLC. These percentages, together with the fully-burdened rates, are used to develop the composite fully-burdened rates for each SLC. (Please refer to the template for an example in developing the composite fully-burdened rate.)

The prime's profit rate and composite columns on the FBR templates are used to input the proposed profit rate and to calculate the fully-burdened labor rates by Standard Labor Category. The fully-burdened rates calculated in the three FBR templates shall be included in Section 1 of the Model Contract in the format provided in Section 1 of the RFP.

For the White Sands SLCs, Offerors are to apply the New Mexico Gross Receipt Tax to the fully-burdened rates inclusive of the profit.

The last column to the right on the FBR-FT and FBR-Temp templates addresses the Composite Overtime Prime and Subcontractor FBR per Hour. The Offeror must clearly state in its narrative the basis and methodology used for calculating the overtime rates. For example, if the pricing narrative states that a Secretary is paid time and a half for overtime, the formula to calculate the overtime rate shall reflect this assertion.

## **2. Summary Cost Template (SCT)**

The purpose of this template is to determine the effect of the proposed rates for all years for Full-Time employees. It is used to price out the proposal for the entire period of performance. For the first year, the hours for the Administrative and Secretary labor categories (highlighted in green), shall be calculated by applying the Prime Offeror's composite conversion factor to the FTEs provided in the template. (Please note that the FTEs provided in the template shall not be changed in calculating the contract price.) Each Prime Offeror shall propose the FTEs for the management labor categories (highlighted in blue), based on its management approach. The FTEs are converted to hours using the composite conversion factor. The hours in the first year of the proposal shall be straight-lined to years 2 through 5 of the contract for all SLCs.

The template is divided into three sections. The first section calculates the hours based on the composite conversion factor and the FTEs provided in the template for the Administrative and Secretary SLCs, and the proposed FTEs for the management SLCs. The next section contains the composite fully-burdened labor rates as developed in the FBR-FT. The third section calculates the fully burdened labor price by applying the FBR-FT labor rates to the appropriate labor hours in the first section of this template. In addition, an estimated travel cost is provided for inclusion in the Total Contract Price. The estimate is provided by the Government for analysis purposes and shall not be

means actual direct employees identified on the Offeror’s payroll records for which social security taxes are matched. JSC considers “cost of contract performance” to include all costs throughout contract completion (the full contract period of performance).

Note: Major subcontractor is defined by this provision as a company that the Offeror proposes to provide at least \$500,000 of contract value per year in support of the Statement of Work effort.

2. If an 8(a) joint venture is proposed, the Offeror shall submit a Small Business Administration (SBA) signed and approved joint venture agreement with submission of the proposal. If SBA has not approved the joint venture agreement at the time of proposal submission, the Offeror shall describe its status in achieving joint venture approval from the Small Business Administration, including:
  - What companies are included in the joint venture?
  - To which district SBA office was the application submitted?
  - If not yet approved, what steps have you taken toward achieving approval (include applicable dates of each activity)?
  
3. SBA must approve a joint venture agreement prior to the award of an 8(a) contract on behalf of the joint venture. Award of the contract will only be made to an approved 8(a) company or 8(a) Joint Venture.

**(b) Organizational Conflict of Interest (OCI) Information**

The Offeror shall submit a detailed OCI Avoidance Plan as part of its proposal in accordance with DRD-JASS II-04, Organizational Conflict of Interest Avoidance Plan.

**(c) Responsibility Information**

Offerors may provide any additional information, not already addressed under another proposal volume, that is considered to be necessary to demonstrate status as a responsible Offeror under FAR 9.104, Standards.

(End of provision)

**5.14.5 Model Contract - Volume V**

Standard Form 1449, Offeror Representations and Certifications, Model Contract

The Offeror shall appropriately complete Blocks 12, 17, and 30 of the SF 1449.

The Offeror shall sign and submit three original SF 1449’s with the model contract. The model contract shall include Sections 1 through Section 4 (with Attachments) and Section 7 as described below. The Offeror shall complete the “Offeror fill-in” or “to-be-proposed” locations of the all parts of the solicitation in the model contract per the instructions below.

<b>Contract Section</b>	<b>Areas of Model Contract Offerors are Required to Complete</b>
Section 1	1.5 – Phase-In
	1.8 – Fully Burdened Rates Indefinite Delivery/Indefinite Quantity Pricing Table
Section 2	2.A.98 – Notification of Competition Limited to Eligible 8 (a) Concerns

	2.A.25-16 – Key Personnel and Facilities
Section 3	None
Section 4	DRD 1 – Management Operating Plan
	DRD 2 – Safety and Health Plan
	DRD 10 – Phase-In Plan
Section 5	None
Section 6	None
Section 7	<del>None</del> Representations, Certification and Other Statements with all fill-in completed

The Offeror shall appropriately complete and return Section 7.1, Offeror Representations and Certifications Commercial Items (FAR 52.212-3). The Offeror shall state any deviations and exceptions taken to the required Offeror Representations and Certifications (Section 7.1) and include the reason for the deviation or exception.

The Offeror shall provide the firm-fixed price to be charged on an hourly basis for Section 1.8.

NASA does not intend to accept proposals with alternate terms and conditions.

(End of provision)

**5.15 List of Section 5 Attachments**

- 5-CL: Consent Letter
- 5-PPQ: Past Performance Questionnaire Template
- 5-Price: JASS II Pricing

(End of provision)  
**[END OF SECTION]**