

**CONTRACT DATA REQUIREMENTS LIST**  
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

<b>TITLE OF CONTRACT, PRODUCT, SOW, ETC.</b> Aerospace Testing and Facilities Operations and Maintenance (ATOM)	<b>CONTRACT/RFP NO.</b> NNA14443194R	<b>DRL DATE/MOD DATE</b> March 24, 2014
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Initial Financial Management Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Representative (COR) Code AO, M/S 227-4 (1 cy electronic) Contracting Officer (CO) Code JAI, M/S: 227-4 (1 cy electronic) Financial Management Division, Code CF, M/S 203-20 (1 cy electronic) Resource Executive, Code AO, M/S 227-4 (1 cy electronic)			8. REMARKS Submission 30 working days after effective date of contract.  An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirement (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL <a href="http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/N_PR_9501_002E_.pdf">http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/N_PR_9501_002E_.pdf</a> and as set forth below.  Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the base period. Include separate summary sheets for Contract Management and Administration, Technical Services, and IDIQ task orders; including FFP and T&M.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Monthly Financial Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COR, Code AO, M/S 227-4 (1 cy electronic) CO, Code JAI, M/S: 227-4 (1 cy electronic) Financial Management Division, Code CF, M/S 203-20 (1 cy electronic) Resource Executive, Code AO, M/S 227-4 (1 cy electronic)			8. REMARKS The Contractor shall deliver the NF 533M report no later than the 10th working day after end of accounting month being reported. And in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirement (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL <a href="http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/N_PR_9501_002E_.pdf">http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/N_PR_9501_002E_.pdf</a> and as set forth below.  Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Include separate summary sheets for Contract Management and Administration, Technical Services, and IDIQ task orders; including FFP and T&M. Formats will be agreed upon between the Contractor, COR, and Contracting Officer.  Variances under and exceeding <b>5 percent</b> between planned dollars and actual dollars for each reporting category (at the total contract level only) <b>shall be explained</b> . (Reasonable variance explanation includes the issue, monthly and/or total impacts, corrective actions and dates.).	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Quarterly Financial Management Report  6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required  7. DISTRIBUTION <b>Electronic</b> submission to:  COR, Code AO, M/S 227-4 (1 cy) CO, Code JAI, M/S: 227-4 (1 cy) Financial Management Division, Code CF, M/S 203-20 (1 cy) Resource Executive, Code AO, M/S 227-4 (1 cy)	Quarterly	See Remarks	See Distribution
8. REMARKS  The Contractor shall submit the NF 533Q not later than the 15th day of the month preceding the quarter (based on the Government Fiscal Year) being projected in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirement (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL <a href="http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E/N_PR_9501_002E.pdf">http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E/N_PR_9501_002E .pdf</a> and as set forth below.  Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Include separate summary sheets for Contract Management and Administration, Technical Services, and IDIQ task orders; including FFP and T&M. Formats will be agreed upon between the Contractor, COR, and Contracting Officer.  Variances under and exceeding <b>5 percent</b> between planned dollars and actual dollars for each reporting category (at the total contract level only) <b>shall be explained</b> . (Reasonable variance explanation includes the issue, monthly and/or total impacts, corrective actions and dates.)				

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TITLE OF CONTRACT, PRODUCT, SOW, ETC.		CONTRACT/RFP NO.		DRL DATE/MOD DATE	
Aerospace Testing and Facilities Operations and Maintenance (ATOM)		NNA14443194R		March 24, 2014	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
4	Monthly Technical Progress Report	Monthly	See Remarks	See Distribution	
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required					
7. DISTRIBUTION			8. REMARKS		
COR, Code AO, M/S 227-4 (1 cy electronic) CO, Code JAI, M/S: 227-4 (1 cy electronic) New Technology Representative, Code BT, M/S 202A-3 (1 cy) Code AO Division Chief, M/S 227-4 (1 cy electronic) Code TSF Branch Chief, M/S 229-4 (1 cy electronic)			The Contractor shall submit separate monthly status report of all work accomplished during each month of contract performance for contract management, technical services, and each task order. Reports shall be in narrative form and brief and informal in content. Monthly reports shall include: safety issues and reviews (including results of required walk-thru of Contractor employee areas), a brief status of progress, staffing data, a discussion of issues or problems that may impede performance with potential resolutions, and recommended action items for both the Government and the Contractor.		
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
5	Contractor Monthly Accident Report	Monthly	See Remarks	See Distribution	
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required					
7. DISTRIBUTION			8. REMARKS		
Submittal shall be made in accordance with the requirements found at: <a href="http://cmar.arc.nasa.gov/">http://cmar.arc.nasa.gov/</a>			The Contractor shall electronically submit its Monthly Accident Report, no later than 10 calendar days after the end of each month. A negative report is required. The contractor shall submit this information into the Contractor Monthly Accident Reporting (CMAR) web-based system located at <a href="https://cmar.arc.nasa.gov/">https://cmar.arc.nasa.gov/</a> .		
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
6	Mishap Report	See Remarks	See Remarks	See Distribution	
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required					
7. DISTRIBUTION			8. REMARKS		
Original filed through IRIS at <a href="http://nasa.ex3host.com/IRIS">http://nasa.ex3host.com/IRIS</a> Copies: COR, Code TSA, M/S 227-4 (1 cy electronic) CO, Code JAI, M/S 227-4 (1 cy electronic) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 237-1			The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) <a href="http://nasa.ex3host.com/IRIS">http://nasa.ex3host.com/IRIS</a> within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	New Technology/Patent Rights	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION New Technology Representative, Code BT, M/S 202A-3 (original) Patent Representative, Code DL, M/S 202A-4 (original) CO, Code JAI, M/S: 227-4 (1 cy)		8. REMARKS Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at <a href="http://invention.nasa.gov/">http://invention.nasa.gov/</a> is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i> , or equivalent, may also be used in accordance with NFS 1852.227-70, <i>New Technology</i> . A negative report is required even if there is no New Technology to report.  The Contractor shall submit Patent Rights—Retention by the Contractor (Short Form) or New Technology Report in accordance with FAR clause 52.227-11, <i>Patent Rights-Retention by the Contractor (Short Form)</i> as modified by NFS clause 1852.227-11, NFS 1852.227-70, <i>New Technology</i> and NFS clause 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i> .		
8	Centrally Reportable Equipment (DOD Industrial Plant Equipment Requisition System (DD 1419))	As Needed	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COR, Code JAI, M/S 227-4 CO, Code AO, M/S 227-4 Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)		8. REMARKS The Contractor shall submit a DD Form 1419, <i>DOD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property. The DD Form 1419 will be prepared, for each item of centrally reportable equipment to be acquired over \$1,000, in accordance with NFS 1845.502-70 and the preparation instructions in NFS 1845.7102.		

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<b>1. LINE ITEM NO.</b> 9	<b>2. DRL TITLE</b> Non-Disclosure Agreements	<b>3. FREQUENCY</b> Once	<b>4. SUBMISSION DATE</b> Prior to Starting Work	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO; M/S: 227-4 (1 cy electronic) Task Requestor listed on Task Order			<b>8. REMARKS</b> All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.	

<b>1. LINE ITEM NO.</b> 10	<b>2. DRL TITLE</b> Property Management Report	<b>3. FREQUENCY</b> Quarterly	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> COR, Code AO; M/S: 227-4 (1 cy electronic) CO, Code JAI, M/S: 227-4 (1 cy electronic) Equipment Management Specialist, Code JFS, M/S 255-2 (original)			<b>8. REMARKS</b> The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, DOD Requisition and Invoice/Shipping Document, to report Government property that is centrally reportable equipment to the N-Prop website located at <a href="https://nprop.nasa.gov/login">https://nprop.nasa.gov/login</a> : 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the Contracting Officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR N-PROP".	

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<b>TITLE OF CONTRACT, PRODUCT, SOW, ETC.</b> Aerospace Testing and Facilities Operations and Maintenance (ATOM)	<b>CONTRACT/RFP NO.</b> NNA14443194R	<b>DRL DATE/MOD DATE</b> March 24, 2014
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<b>1. LINE ITEM NO.</b> 11	<b>2. DRL TITLE</b> Subcontract Consent Package	<b>3. FREQUENCY</b> See Remarks	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

<b>1. LINE ITEM NO.</b> 12	<b>2. DRL TITLE</b> Phase-Out Plan	<b>3. FREQUENCY</b> Once	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.  The Plan shall be submitted to the CO and COR for review and approval. The Phase-Out Plan is required 60 days before the end of the contract's period of performance.	

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<b>1. LINE ITEM NO.</b> 13	<b>2. DRL TITLE</b> Safety and Health Plan	<b>3. FREQUENCY</b> See Remarks	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award and shall be updated when applicable for Government review and approval, in accordance with NFS clause 1852.223-70, Safety and Health, and incorporated into the contract and distributed as shown.	

<b>1. LINE ITEM NO.</b> 14	<b>2. DRL TITLE</b> IT Security Plan	<b>3. FREQUENCY</b> Once	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award. The Contractor shall submit to the CO and COR for review and approval, and incorporation into the contract, any updates to this plan necessary during performance of this contract.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	NASA Position Designation Record, NASA Form (NF) 1722	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAI, M/S: 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic) Protective Services Office, Code JP (1 cy electronic)			In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1722 for each employee and new hire. The NF 1722 shall be completed within 10 working days from date of hiring.	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
16	Organizational Conflicts of Interest Avoidance Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
CO, Code JAI, M/S 227-4 (1 cy electronic) COR; Code AO, M/S 227-4 (1 cy electronic)			The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.17, Organizational Conflicts of Interest, and Limitations of Future Contracting and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal. The Contractor shall submit to the CO and COR for review, approval, and incorporation into the contract, any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	Quarterly Report of Purchases	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic) Supply and Equipment Management Officer (SEMO), M/S 255-2 (1 cy electronic)			8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.	
18	2 <sup>nd</sup> /3 <sup>rd</sup> Shift Roster	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S: 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic) Protective Services Office, Code JP, M/S 15-1 (1 cy electronic)			8. REMARKS The Contractor shall provide the schedule/roster for its on-site 2nd and 3rd shifts, including employee names, locations, and scheduled work periods weekly on the first work day for that week.	
19	Individual Subcontracting Report (ISR) (formerly SF 294)	Semi-annually	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at <a href="http://www.esrs.gov">http://www.esrs.gov</a>			8. REMARKS The Contractor shall electronically submit their Individual Subcontracting Report (ISR) (formerly SF 294) in accordance with the instructions provided at <a href="http://www.esrs.gov">http://www.esrs.gov</a> and in accordance with Section I, clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i> . The ISR is to be semi-annually by 30 days after the reporting period (no later than April 30 and October 30 of each year).	

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<b>1. LINE ITEM NO.</b> 20	<b>2. DRL TITLE</b> Summary Subcontracting Report (SSR) (formerly SF 295)	<b>3. FREQUENCY</b> Annually	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at <a href="http://www.esrs.gov">http://www.esrs.gov</a>			<b>8. REMARKS</b> The Contractor shall electronically submit their Summary Subcontracting Report (formerly SF 295) in accordance with the instructions provided at <a href="http://www.esrs.gov">http://www.esrs.gov</a> and in accordance with Section I, clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan (DEVIATION)</i> . The SSR is to be submitted annually no later than 30 days following the reporting period (no later than October 30 of each year).	

<b>1. LINE ITEM NO.</b> 21	<b>2. DRL TITLE</b> NASA Property in the Custody of Contractors (NF 1018)	<b>3. FREQUENCY</b> Annually	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> Electronic submittal use the NF 1018 Electronic Submission System (NESS) for report preparation and submission at: <a href="https://ness.gsfc.nasa.gov/">https://ness.gsfc.nasa.gov/</a> .			<b>8. REMARKS</b> The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of NFS 1845.505-14, the instructions on the form, NFS subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA for property in the off-site possession of the contractor and/or any subcontractor.  The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15.	

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<b>TITLE OF CONTRACT, PRODUCT, SOW, ETC.</b> Aerospace Testing and Facilities Operations and Maintenance (ATOM)	<b>CONTRACT/RFP NO.</b> NNA14443194R	<b>DRL DATE/MOD DATE</b> March 24, 2014
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<b>1. LINE ITEM NO.</b> 22	<b>2. DRL TITLE</b> Conference-Related Expense Reporting	<b>3. FREQUENCY</b> Monthly	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> Submission shall be no later than the 10th working day after end of accounting month being reported (in conjunction with the 533M).  Contractors shall not incur or commit to any conference related expense resulting from NASA Direction without prior written approval of the cognizant CO (after concurrence by the COR). Contractor expenses for conferences that are not included in or necessary for the performance of a contract or task order, and are not incurred at NASA direction, are not subject to this approval.  Contractors shall report monthly, due on all funds expended or committed for conference attendance or support resulting from NASA direction.	

<b>1. LINE ITEM NO.</b> 23	<b>2. DRL TITLE</b> Weekly Overtime Report	<b>3. FREQUENCY</b> See Remarks	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> The Contractor shall submit a weekly summary of overtime work that includes, but is not limited to the following: the rationale and requirement for overtime work, the positions involved in the performance of overtime work, and the amount of time to be allocated on overtime work.	

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<b>1. LINE ITEM NO.</b> 24	<b>2. DRL TITLE</b> Monthly Employee Roster	<b>3. FREQUENCY</b> See Remarks	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic) ARC Security Dispatch Office, Code JP, M/S 241-30 (2 cy)			<b>8. REMARKS</b> First submittal is due thirty (30) calendar days after contract award. Submit a new roster as changes occur. Report must include name, position, location, and work schedule.	

<b>1. LINE ITEM NO.</b> 25	<b>2. DRL TITLE</b> Training and Certification Plan	<b>3. FREQUENCY</b> See Remarks	<b>4. SUBMISSION DATE</b> See Remarks	<b>5. COPIES</b> See Distribution
<b>6. DATA TYPE:</b> <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
<b>7. DISTRIBUTION</b> CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)			<b>8. REMARKS</b> This plan shall be submitted to NASA before implementation.  The Contractor shall maintain and update a Training and Certification Plan to ensure Contractor staff is up-to-date and knowledgeable of all operating and maintenance procedures and policies.  The Contractor shall provide a monthly update on Information Technology (IT) Security training. IT security training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at <a href="https://satern.nasa.gov/">https://satern.nasa.gov/</a>	

CONTRACT DATA REQUIREMENTS LIST (CDRL)

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
26	Project Summary	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)		8. REMARKS The Contractor shall submit a monthly summary of project status.  The Project Summary Report shall: <ul style="list-style-type: none"> <li>• Provide project background/history</li> <li>• Provide schedule</li> <li>• State project goals.</li> <li>• Provide status of the project</li> <li>• Provide status on cost</li> <li>• List project resources</li> <li>• Describe project development, including any hardware or software changes</li> <li>• Describe project problems</li> </ul>		
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
27	Configuration Management Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)		8. REMARKS This plan shall be submitted to NASA before implementation.  The Contractor shall maintain and update a Configuration Management (CM) Plan. This plan shall define the processes to be used to control the configuration of both hardware and software elements of the Test and Support Facilities		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
28	Operations and Maintenance Plan (OMP)	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic)		8. REMARKS This plan shall be submitted to NASA before implementation.  The Contractor shall detail in the OMP the Contractor's overall approach to meeting the SOW requirements across the functional areas (Testing Services and General Services) in accordance with Government provided information. The Contractor shall describe in the OMP how the Contractor will meet performance requirements for work to be performed.  The OMP shall include the following: <ul style="list-style-type: none"> <li>• Approach to meeting the specific Government provided annual Testing and Maintenance Services requirements per each facility</li> <li>• A financial summary (estimated cost) of the functional areas of the requirements</li> <li>• Workforce/resource allocations</li> <li>• Staffing plan associated with the requirements for each functional area</li> <li>• Milestones and deliverables as applicable</li> <li>• Metrics that asses the overall health and condition of the facilities (updated as needed)</li> <li>• Process for improvements and innovations</li> <li>• Information regarding the skill mix and distribution Contractor employee involved in testing and facility operations.</li> <li>• Input reflecting technology insertions, benchmarking, best practice and expertise for similar operations (e.g. AEDC, NASA LaRC, DOD, and industry)</li> </ul>		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
29	Government Property Management Information Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAI, M/S 227-4 (1 cy electronic) COR, Code AO, M/S 227-4 (1 cy electronic) Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy electronic)			8. REMARKS The Contractor shall provide a Government Property Management Information Plan before contract award and shall be updated when applicable for Government review and approval, in accordance with NFS clause 1852.245-80, Government Property Information.	