



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

Amendment 1

2. Title:

Government Property Management Plan

3. DR Number Page Date Rev.

LS07-2.2 Page 1 of 3

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

AN

6. Distribution:

DA00

RA00

SF01

7. Initial Submission:

With Proposal

8. As of Date:

15/1

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

The Property Management Plan defines the Contractor's methods for management, accounting, control and disposal of Government property.

10. Reference:

See #11, Preparation Information

11. Preparation Information:

The Property Management Plan shall define how the Contractor shall satisfy the requirements listed in PWS 2.2 Property Management and the Contract.

The plan shall:

- a. Describe industry leading standards or voluntary consensus standards, and/or the industry leading practices to include procedures and instructions which constitute the contractor's property management system and shall include the the following categories: Supply and Material Management, Office Furnishings, Redistribution, Utilization and Disposal, Equipment Accountability
- b. Describe in detail those procedures and instruction which apply maintaining data in SAP Real Property Management System, monitoring renewal and expiration of In-Grants and Out-Grants, Processing capitalization vouchers and providing monthly reports and gathering and assembling data in support of Headquarters' requests
- c. Describe in detail those procedures used to maintain records for all Real Property
- d. Provide detailed plans in regard to methods which will be used by Contractor personnel to complete this effort function and operations in a safe and timely manner.



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Data Requirement (DR) Continuation Sheet

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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met.
- f. Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explain and plans for achieving synergy in the future shall be outlined.
- g. The Contractor shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.
- h. The Contractor shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245-81, List of Available Government Property.
- i. The Contractor shall identify the Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: The contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The Contractor shall provide proof that such use was authorized by the responsible Contracting Officer.
- j. The Contractor shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.
- k. The Contractor shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. This list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70,



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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

1. The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:
 1. Will be titled to the Government under the provisions of the contract,
 2. Is not included as a contract deliverable, and
 3. The Contractor intends to charge the costs of materials directly to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.

References: In concordance with the FAR as listed in the Contract, NPD 4100.1, NPR 4100.1, NPD 4200.1, NPR 4200.1, NPR 4200.2, NPD 4300.1, and NFS 1852.245-8d



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Data Requirement (DR)

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Amendment 1

2. Title: Organizational Conflict of Interest (OCI) Mitigation Plan	3. DR Number Page Date Rev. PC06-1.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: RT
6. Distribution: DA00 CA00	
8. As of Date: n/a	7. Initial Submission: Not later than the final proposal due date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To ensure OCIs are appropriately identified, resolved, and reported.	10. Reference: NFS 1852.209-71 NFS 1852.237-72 NFS 1852.237-73 Section H.xx Section L.xx
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<p>11. Preparation Information:</p> <ol style="list-style-type: none"> Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities. Explain how subcontractors will identify, resolve, and report OCIs. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

8. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.
9. Identify the strategy (e.g., avoidance, limitation on future contracting, mitigation, etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. Specific resolution strategies shall be appended to the plan.
10. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include:
 - a. A description of the conflict
 - b. The plan for avoiding, neutralizing, or mitigating the conflict
 - c. If firewalls are utilized, provide details regarding the firewalls
 - d. The benefits/risks vis-à-vis contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the plan upon approval by the Government.