

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. ARC NASA Academic Mission Services	CONTRACT/RFP NO. NNA1488849R	DRL DATE/MOD DATE 05 Nov 2014
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Progress Reports 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 Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) Contracting Officer (CO) Code JAZ, M/S 241-1 (1 cy electronic) New Technology Representative, Code BT, M/S 202A-3 (1 cy)	Monthly	See Remarks	See Distribution
		8. REMARKS Each project may require the Contractor to submit a monthly report, either formal or informal. When a formal monthly report is required, it shall be submitted in accordance with the instructions contained in the project document. The specified number of copies and delivery date shall be submitted within the time specified in said document. For each project, the Contractor shall provide the Government with a monthly technical management, business management, and technical performance summary. At a minimum, the report shall contain: <ol style="list-style-type: none"> 1. The activities for the specific project, describing the progress to date 2. A statement of any current and/or potential problem areas and proposed corrective action 3. A discussion of work to be performed during the next report period 4. Any other issues relevant to performance of the project, including potential subject invention/technology, security and safety issues 5. Number of hours by position for Core work. 6. Number of hours by position for IDIQ work. 		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Quarterly Progress Report 6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request 7. DISTRIBUTION Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) Contracting Officer (CO) Code JAZ, M/S 241-1 (1 cy) New Technology Representative, Code BT, M/S 202A-3 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1 cy) Ames Industrial Property Officer (IPO), Code JSL, M/S 255-2 (1 cy) Maria-elena.lopez-1@nasa.gov	Quarterly	See Remarks	See Distribution
8. REMARKS To be delivered not later than the 10th working day after each full quarter of service. The Contractor shall provide the Government with a quarterly technical management, business management, and technical performance summary. At a minimum, the report shall contain: brief status information in narrative form; issues, problems which may impede performance, and recommended action items for both the Government and the Contractor; staffing data and productivity metrics. A. <u>Quarterly Progress Report</u> -- The Contractor shall submit separate quarterly reports of all work accomplished during each three-month period of contract performance. At a minimum, the report shall include a summary of the following: <ol style="list-style-type: none"> 1. The activities for each project, describing the progress to date 2. A statement of any current and/or potential problem areas and proposed corrective action 3. A discussion of work to be performed during the next report period 4. A statement (including progress in terms of percentages) of progress on subcontracting goals. 5. A discussion on the current status against the subcontracting limit, including any potential problems. 6. A discussion of any outside (non-NASA) work and any problems staying with the limitation included in the contract. 7. Status of current export control training and any non-compliance with export control laws and/or regulations. 8. Discussion of any significant intellectual property management issues, including any training provided to staff. 9. When office space is being provided by ARC, the number of performing personnel must be provided at the project level. 				

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ARC NASA Academic Mission Services		NNA1488849R		05 Nov 2014	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
3	Monthly Accident Report	Monthly	See Remarks	See Distribution	
6. DATA TYPE:		8. REMARKS			
<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		<p>The Contractor shall submit ARC Form 15, Monthly Safety and Health Report, no later than 15 days after each full month of completed service in accordance with NFS clause 1852.223-70 and http://cmar.arc.nasa.gov/</p>			
7. DISTRIBUTION					
Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (1 cy)					
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
4	Mishap Report	See Remarks	See Remarks	See Distribution	
6. DATA TYPE:		8. REMARKS			
<input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		<p>A NASA Mishap Report NF 1627 is required within one working day of a mishap occurrence. The Report shall be submitted online, using the NASA Incident Reporting Information System (IRIS) at https://nmis.sma.nasa.gov/</p>			
7. DISTRIBUTION					
Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (1 cy)					
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
5	2 nd /3 rd Shift Roster	See Remarks	See Remarks	See Distribution	
6. DATA TYPE:		8. REMARKS			
<input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		<p>Within 30 days after contract award, the Contractor shall provide the schedule/roster for on-site second and third shifts, to include number of employees, locations, and scheduled working periods on a monthly basis. A revised schedule/roster shall be submitted within five working days of any change in location, personnel or hours scheduled.</p>			
7. DISTRIBUTION					
CO Code JAZ, M/S 241-1 (1 cy) Protective Services Office, Code JP, M/S 15-1 (1 cy)					

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1. LINE ITEM NO. 6	2. DRL TITLE Subcontracting Report SF 294	3. FREQUENCY Semi-annually	4. SUBMISSION DATE See Remarks	5. COPIES 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 JAZ, M/S 241-1 Small Business Specialist, Code JAB, M/S 241-1			8. REMARKS The Contractor shall submit Standard Form 294, utilizing the Electronic Subcontract Reporting System (eSRS), in accordance with Section I, Clause 52.219-9 Small Business subcontracting Plan. The SF 294 is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due at contract completion. The Contractor shall use http://www.esrs.gov/ to submit a SF 294 report.	

1. LINE ITEM NO. 7	2. DRL TITLE Summary Subcontracting Report (SF 295)	3. FREQUENCY Semi-annually	4. SUBMISSION DATE See Remarks	5. COPIES 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 NASA-HQ, Attn: HK/Office of Procurement, Washington DC 20546 CO, Code JAZ, M/S 241-1 Small Business Specialist, Code JAB, M/S 241-1			8. REMARKS The contractor shall submit Standard Form 295 in accordance with Section I, clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i> . is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. The Contractor shall use http://www.esrs.gov/ to submit a SF 295 report.	

1. LINE ITEM NO. 8	2. DRL TITLE Subcontract Consent Package	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy)			8. REMARKS The Contractor shall submit subcontract consent package(s) a minimum of 10 days prior to subcontract award in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Centrally Reportable Equipment (DoD Industrial Plant Equipment Requisition System (DD 1419))	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 JAZ, M/S 241-1 (1 cy) Contracting Officer's Representative (COR) (1 cy electronic) TBD Industrial Property Officer, M/S 255-2 (1 cy electronic) Maria-elena.lopez-1@nasa.gov			8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-70, CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY ALTERNATE I (JAN 2011). The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Property, Plant, and Equipment (PP&E) System and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.	

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1. LINE ITEM NO. 10	2. DRL TITLE Property Management Report	3. FREQUENCY Quarterly	4. SUBMISSION DATE See Remarks	5. COPIES 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 JAZ, M/S 241-1 (1 cy) Equipment Management Specialist, Code JSL, M/S 255-2 (1 cy) Industrial Property Officer, M/S 255-2 (1 cy electronic) Maria-elena.lopez-1@nasa.gov	8. REMARKS 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 NASA Property, Plant, and Equipment (PP&E) System: 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 NEMS".		

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1. LINE ITEM NO. 11	2. DRL TITLE Initial Financial Management Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" 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 Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Financial Management Division, Code CF, M/S XXX-XX (1 cy) Resources Specialist, TBD, Code CR, M/S XX-XX (1 cy)	8. REMARKS Submission 30 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 and M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2 <i>NASA Contractor Financial Management Reporting</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9501&s=2D and as set forth below. An initial financial management report shall be submitted for each Core CLIN and for each task order as required. Reporting categories shall be elements of cost (at the total contract level) including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data at the project level, broken out by Core and IDIQ, on planned costs, actual costs, labor hours, contract projections, and estimates to complete.		

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1. LINE ITEM NO. 12	2. DRL TITLE Quarterly Financial Management Report	3. FREQUENCY Quarterly	4. SUBMISSION DATE See Remarks	5. COPIES 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 XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Financial Management Division, Code CF, M/S XXX-XX (1 cy electronic) Resources Specialist, TBD, Code CR, M/S XX-XX (1 cy)	8. REMARKS Submission not later than the 15th day of the month preceding the quarter being projected. A quarterly 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 Requirements (NPR) 9501., <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=9501&s=1 Hand as set forth below. A quarterly financial management report shall be submitted for each Core CLIN and for each task order as required. Reporting categories shall be elements of cost (at the total contract level) including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Variances exceeding <u>5 percent</u> between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Reports shall also provide data, broken out by Core and IDIQ work, organized at the project level on planned costs, actual costs, labor hours, contract projections and estimates to complete.		

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1. LINE ITEM NO. 13	2. DRL TITLE Monthly Financial Management Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES 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 XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Financial Management Division, Code CF, M/S XXX-XX (1 cy electronic) Resources Specialist, TBD, Code CR, M/S XX-XX (1 cy)	8. REMARKS To be delivered no later than the 10th business day after the end of the contractor's monthly accounting period. A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533 M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirement 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=9501&s=1 Hand as set forth below. A monthly financial management report shall be submitted for each Core CLIN and for each task order as required. Reporting categories shall be elements of cost (at the total contract level) including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee. Variances exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Reports shall also provide data, broken out by Core and IDIQ work, organized at the project level on planned costs, actual costs, labor hours, contract projections and estimates to complete		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	Final Reports	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 Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) Alternate COR, Code XX , M/S XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy) Task Requester, Code XX-XX (1 cy) New Technology Representative, Code BT, M/S 202A-3 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1 cy)			8. REMARKS Each project may require the Contractor to submit a final report, either formal or informal, which documents and summarizes the results. When a formal final Contractor report is required, it shall be submitted in accordance with the instructions contained in the project document and applied to both Core and IDIQ work. The specified number of approval copies shall be submitted within the time specified in the project document.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	Safety and Health 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 CO Code JAZ, M/S 241-1 (1 cy) Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic)			8. REMARKS 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 within 10 days of contract award and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.	

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1. LINE ITEM NO. 16	2. DRL TITLE IT Security Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES 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 JAZ, M/S 241-1 (2 cy)		
		8. REMARKS The Contractor shall submit the IT Security Plan in accordance with NASA FAR Supplement Clause 1852.204-76 30 days after contract award.		

1. LINE ITEM NO. 17	2. DRL TITLE Non-Disclosure Agreements	3. FREQUENCY As Required	4. SUBMISSION DATE See Remarks	5. COPIES 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 XX , M/S XX - XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy)		
		8. REMARKS Submit copies of executed Non-Disclosure Agreements entered into with each of its employees within 30 days of contract award per the Organizational Conflict of Interest and Limitation on Future Contracting Clause at H.12 of the contract. Per the same H-clause, provide copies of NDAs entered into by Contractor with third parties as well as additional agreements executed by new employees within 15 days of entering into the third-party NDA or their hiring for new employees.		

1. LINE ITEM NO. 18	2. DRL TITLE NAMS Organizational Chart	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES 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 type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy)		
		8. REMARKS The Contractor shall provide a current organizational chart at the end of the Phase-In period, whenever updates are made, and annually at the anniversary of the contract award. A final submission shall be submitted with DRL #23.		

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1. LINE ITEM NO. 19	2. DRL TITLE Employee Phone List	3. FREQUENCY As needed	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO Code JAZ, M/S 241-1 (1 cy) COR, TBD (1 copy w/all core element/task order documentation), ARC Security Dispatch Office, Code JP, M/S 241-30 (2 copies)			8. REMARKS Ssubmittal is due 45 calendar days after contract award and thereafter upon request.	

1. LINE ITEM NO. 20	2. DRL TITLE NASA Property in the Custody of Contractors(NF 1018)	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES 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 NF1018 ELECTRONIC SUBMISSION SYSTEM https://ness.gsfc.nasa.gov/			8. REMARKS Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14 . The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted annually NLT October 15th. A final report shall be submitted within 30 days after contract completion.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
21	IT Security Training Progress 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 CO, Code JAZ, M/S 241-1 (1 cy electronic) Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic)		8. REMARKS Provide a monthly count of contractor employees who have completed the appropriate Information Technology (IT) security training. This training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information, and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/ Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
22	Phase-Out 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 Contracting Officer's Representative (COR) Code XX , M/S XX - XX (1 cy electronic) CO Code JAZ, M/S 241-1 (1 cy)		8. REMARKS 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 Phase-Out Plan is required 90 days before the end of the contract's period of performance.		

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1. LINE ITEM NO. 23	2. DRL TITLE Organizational Conflict of Interest Avoidance Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES 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 JAC, M/S 241-1 (1 cy electronic) Contracting Officer's Representative (COR) (1 cy electronic) TBD	8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with proposal submission. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because: 1) the service provider has access to Government Sensitive Data or third-party proprietary data; 2) produces Government Sensitive Data; 3) participates in defining requirements for future competitions; or 4) reviews or assists in preparing proposals, engineering design, analysis and testing documents. As part of its plan, Contractor 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. 16, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information. The plan is required with proposal submission. The Contractor shall submit to the CO and COR any updates to this plan necessary during performance of this contract and shall deliver a project specific plan when required.		

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TITLE OF CONTRACT, PRODUCT, SOW, ETC. ARC NASA Academics Mission Services	CONTRACT/RFP NO. NNA1488849R	DRL DATE/MOD DATE
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1. LINE ITEM NO. 24	2. DRL TITLE Delivery of Data Produced Under the Contract (including Special Works)	3. FREQUENCY Quarterly, or as specified for each project	4. SUBMISSION DATE Not later than 30 days after the end of each quarter or due date as specified in each project document	5. COPIES
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 See Remarks		8. REMARKS Except as otherwise specified in each project document, the Contractor shall deliver the following data produced under the Contract (including Special Works) in electronic format to the identified recipients: all flowcharts, technical drawings, electronic databases, software tools/algorithms/documentation and other software developments/improvements in source and object code format, and plan, procedure, work progress and report documentation.		

DRAFT DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. ARC NASA Academics Mission Services	CONTRACT/RFP NO. NNA1488849R	DRL DATE/MOD DATE
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1. LINE ITEM NO. 25	2. DRL TITLE Subject Invention or New Technology Summary Reports	3. FREQUENCY Annually and at end of contract	4. SUBMISSION DATE See Remarks	5. COPIES 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 JAZ, M/S 241-1 (1 cy) New Technology Representative, Code BT, M/S 202A-3 (original) Patent Rights-Retention by the Contractor (Short Form) Only: Code DL, M/S 202A-4 (1 cy)	8. REMARKS The Contractor shall submit either: 1) Interim Subject Invention Summary Reports listing all inventions required to be disclosed during the period, as well as prior to closeout, a Final Subject Invention Summary Report cumulatively identifying all Subject Inventions or indicating that there were none in accordance with new paragraph (e)(5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11, Patent Rights—Retention by the Contractor; or 2) Interim New Technology Summary Reports along with a Final New Technology Summary Report submitted within 3 months of completion of work under the contract in accordance with Paragraph (b)(3)(e) of NFS 1852.227-70, New Technology. Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.		

DRAFT DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. ARC NASA Academics Mission Services	CONTRACT/RFP NO. NNA1488849R	DRL DATE/MOD DATE
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1. LINE ITEM NO. 26	2. DRL TITLE Patent Rights—Notice of Election Decision	3. FREQUENCY Upon decision	4. SUBMISSION DATE See Remarks
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy) Patent Representative, Code DL, M/S 202A-4 (original)	8. REMARKS Upon decision, but not later than two years after disclosure of a subject invention, the Contractor shall submit any election decision in accordance with paragraph (c)(2) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11. After passage of the Leahy-Smith America Invents Act of 2011, for convenience, NASA provides a form for Contractor to use for submission of its election decision asking that Contractor notify NASA early of any non-election decision to provide sufficient time for NASA evaluation of the subject invention before patent rights are lost to third parties who independently conceive and file for protection on the same or similar invention.	