

|  |  |   |  |  |                                |
|--|--|---|--|--|--------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>  |  | 1. CONTRACT ID CODE                       |  | PAGE OF PAGES  |                                |
|  |  |   |  | 1 2  |                                |
| 2. AMENDMENT/MODIFICATION NO.<br><b>Two (2)</b>  |  | 3. EFFECTIVE DATE<br><b>See Block 16c</b> | 4. REQUISITION/PURCHASE REQ. NO.<br><b>Not Applicable</b>  |  | 5. PROJECT NO. (If applicable) |
| 6. ISSUED BY<br>NASA Ames Research Center<br>Acquisition Branch for Mission Support<br>Moffett Field, CA 94035-1000  |  | CODE<br>JAI                               | 7. ADMINISTERED BY (If other than Item 6)<br>Naomi Castillo-Velasquez, Mail Stop 243-1<br>Phone: 650-604-3421 Fax: 650-604-3952<br>Email: <a href="mailto:Naomi.Castillo-Velasquez@nasa.gov">Naomi.Castillo-Velasquez@nasa.gov</a> |  | CODE<br>JAI                    |
| 8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code)<br><br><b>To All Prospective Offerors</b> |  |   | (4)<br><b>X</b>  | 9A. AMENDMENT OF SOLICITATION NO.<br><b>NNA14502291R</b> |                                |
|  |  |   |  | 9B. DATED (SEE ITEM 11)<br><b>2/14/15</b>                |                                |
|  |  |   |  | 10A. MODIFICATION OF CONTRACT/ORDER NO.                  |                                |
|  |  |   |  | 10B. DATED (SEE ITEM 6/24/05M 13)                        |                                |
| CODE   |  | FACILITY CODE                             |  |  |                                |
| <b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>   |  |   |  |  |                                |

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**Not Applicable**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

|     |   |
|-----|---|
| (4) | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.  |
|     | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
|     | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |
|     | D. OTHER: Specify type of modification and authority)   |

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_ copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This Amendment No. Two (2) to the Final Request for Proposal (RFP) is issued to amend Section 4.1.6, Health, Safety and Environmental, of the Statement of Work and Item 07, Safety and Health Plan, of the Contract Data Requirements List (CDRL) to add NPR 1800.1, NASA Occupational Health Program Procedures, and correct some misspelled words in the CDRL, acronyms list.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|   |                  |  |                  |
|---|------------------|--|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print)     |                  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) |                  |
|   |                  | <b>Naomi Castillo-Velasquez, Contracting Officer</b>       |                  |
| 15B. CONTRACTOR/OFFEROR                           | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA                              | 16C. DATE SIGNED |
| _____<br>(Signature of person authorized to sign) |                  | BY _____<br>(Signature of Contracting Officer)             | <b>3/11/15</b>   |

**14. DESCRIPTION OF AMENDMENT continued**

- A. Section 4.1.6, Health, Safety and Environmental, of the Statement of Work shall be amended to include NASA HQ NPR 1800.1, NASA Occupational Health Program Procedures. Therefore Section 4.1.6 of the SOW shall be changed to read as follows:

“Comply with the health and safety requirements contained in APR 8715.1, Ames Health and Safety Manual; NPR 8715.3, NASA General Safety Program Requirements, NPR 1800.1, NASA Occupational Health Program Procedures, the system safety and mission assurance requirements in NPR 7120.5, NASA Space Flight Program and Project Management Requirements; and environmental policies and procedures contained in NPD 8500.1, NASA Environmental Management.”

Also comply with software engineering requirements in accordance with:

NPR 7150.2, NASA Software Engineering Requirements

APR 7150.2, Ames Software Engineering Requirements

- B. Section J, LIST OF ATTACHMENTS, paragraph (a), Attachment No. 2, Contract Data Requirements List (CDRL), acronyms list shall be amended as follows:

Delete:

|     |                                |     |                             |     |                            |
|-----|--------------------------------|-----|-----------------------------|-----|----------------------------|
| APR | Ames Policy Requirement        | CO  | <i>Contracting Officer</i>  | COR | Contracting Officer's Rep. |
| FAR | Federal Acquisition Regulation | IPO | Industrial Property Officer | NFS | NASA FAR Supplement        |
| NPR | NASA Procedural Requirements   |     |                             |     |                            |

Replace with:

|     |                                     |     |                             |     |                                   |
|-----|-------------------------------------|-----|-----------------------------|-----|-----------------------------------|
| APR | Ames Policy Requirement             | CO  | <i>Contracting Officer</i>  | COR | <i>Contracting Officer's Rep.</i> |
| FAR | Federal Acquisition Regulation      | IPO | Industrial Property Officer | NFS | NASA FAR <i>Supplement</i>        |
| NPR | NASA <i>Procedural</i> Requirements |     |                             |     |                                   |

- C. Item 07, Block 3, of the CDRL, shall be amended to include NPR 1800.1, NASA Occupational Health Program Procedures, and to read as follows:

“The Contractor shall prepare and submit, for NASA approval, 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 Division. The plan shall include health and environmental compliance regulations applicable to this contract. Safety items to be covered in the plan can be found in the current version of NPR 1800.1, NASA Occupational Health Program Procedures, NPR 8715.3C, NASA General Safety Program Requirements and APR 8715.1, Chapter 35, Lead Management Plan.”

- D. All other terms and conditions remain the same.

- E. As a result of the above, the following change pages are provided. You are instructed to omit and replace as follows:

| OMIT Page(s)       | REPLACE WITH ATTACHED PAGE(S) |
|--------------------|-------------------------------|
| <b><u>SOW</u></b>  | <b><u>SOW</u></b>             |
| 5 of 16            | 5 of 16                       |
| <b><u>CDRL</u></b> | <b><u>CDRL</u></b>            |
| 1                  | 1                             |
| 7                  | 7                             |

#### **4.1.6 Health, Safety and Environmental**

Comply with the health and safety requirements contained in APR 8715.1, *Ames Health and Safety Manual*; NPR 8715.3, *NASA General Safety Program Requirements*, **NPR 1800.1, NASA Occupational Health Program Procedures**, the system safety and mission assurance requirements in NPR 7120.5, *NASA Space Flight Program and Project Management Requirements*; and environmental policies and procedures contained in NPD 8500.1, *NASA Environmental Management*.

Also comply with software engineering requirements in accordance with:

NPR 7150.2, NASA Software Engineering Requirements

APR 7150.2, Ames Software Engineering Requirements

#### **4.1.7 Compliance Management**

Participate with the Government to upgrade and maintain required plans, procedures, and work instructions in order to maintain the organization's compliance with any third-party quality system and shall participate in any audits to maintain the quality system certification. Where the Contractor has primary responsibility for a functional or business area, the Contractor shall have primary responsibility for maintaining compliant documentation associated with that area.

#### **4.1.8 Government Property Management**

Provide property management to ensure accountability for installation-provided equipment and facilities and be responsible for annual inventory surveys and accountability verification forms.

#### **4.1.9 Travel Management**

Contractor personnel may be required to travel for short periods of time to attend meetings, to participate in industry site visits, or to attend technical conferences. The Contractor shall budget for these expenses as well as anticipated publication expenses in the submission of the response to a task order or modification to a task order. The contractor shall coordinate contract employees' travel to conferences, field sites, universities, and other agencies in the performance of research, integration of products, technology development and infusion, and other important demonstration of results. All foreign travel by Contractors supporting NASA requirements must be completed following the policies and procedures of the Ames International Services Office and NFS 1852.242-71.

#### **4.1.10 Resource Acquisition**

Acquire resources (equipment, supplies) as needed, not otherwise provided by the Government, to support the successful completion of all work. The Contractor may purchase, with COR approval, and in accordance with the Subcontracts clause at FAR 52.244-2, any materials (consumables and non-consumables) necessary for the fulfillment of their task requirements.

#### **4.1.11 Staffing Level Management**

Be prepared to adjust the staffing level to accommodate the actual workload, i.e., hire and/or lay off staff as required within a reasonable time frame.

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

**February 13, 2015, (Rev 1)**

For purposes of this document, "time" is defined as follows: Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified. It includes Saturdays, Sundays, and legal federal holidays. If, however, the last day falls on a Saturday, Sunday, or legal federal holiday, then the period shall include the next business day.

Unless otherwise specified below, reports may be submitted electronically to each of the identified recipients. Hardcopy reports shall be addressed as follows:

Recipient  
 NASA Ames Research Center  
 Attn: Code \_\_\_\_\_, M/S \_\_\_\_\_  
 Moffett Field, CA 94035-0001

Acronyms:

|   |                                 |                                       |
|---|---------------------------------|---------------------------------------|
| APR Ames Policy Requirement             | CO <b>Contracting</b> Officer   | COR <b>Contracting</b> Officer's Rep. |
| FAR Federal Acquisition Regulation      | IPO Industrial Property Officer | NFS NASA FAR <b>Supplement</b>        |
| NPR NASA <b>Procedural</b> Requirements |                                 |                                       |

| Report No. | Report Title   | Page No. |
|------------|--|----------|
| 01         | Monthly Progress Reports   | 2        |
| 02         | Quarterly Progress Reports   | 3        |
| 03         | Final Report   | 4        |
| 04         | Initial Financial Management Report (NF 533Q)                      | 5        |
| 05         | Quarterly Financial Management Report (NF 533Q)                    | 5        |
| 06         | Monthly Financial Management Report (NF 533M)                      | 6        |
| 07         | Safety and Health Plan   | 7        |
| 08         | Incident / Mishap Report   | 7        |
| 09         | Contractor Monthly Accident Report (CMAR)                          | 8        |
| 10         | Environmental Management System (EMS)                              | 8        |
| 11         | Subject Invention Reports  | 9        |
| 12         | Subject Invention Summary Reports                                  | 9        |
| 13         | New Technology Reports (NTR)                                       | 10       |
| 14         | New Technology Summary Reports                                     | 10       |
| 15         | Delivery of Data Produced Under the Contract (incl. Special Works) | 11       |
| 16         | Quarterly Property Management Report (DD Form 1149)                | 11       |
| 17         | Centrally Reportable Equipment (DD Form 1419)                      | 12       |
| 18         | IT Security Plan   | 12       |
| 19         | IT Security Training Progress Report                               | 13       |
| 20         | Organizational Conflicts of Interest Avoidance Plan                | 13       |
| 21         | Non-Disclosure Agreements  | 14       |
| 22         | NASA Position Designation Record, NASA Form (NF) 1722              | 14       |
| 23         | Subcontract Consent Package  | 15       |
| 24         | Service Contract Reporting Requirements                            | 15       |
| 25         | Government-Furnished Equipment (GFE) Inventory Report              | 15       |
| 26         | Phase-In/Out-Out Plan  | 16       |
| 27         | Patent Rights – Notice of Election Decision                        | 16       |

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

|   |   |  |  |
|---|---|--|--|
| 1. ITEM NO.<br><b>07</b>  | 2. TITLE<br><b>Safety and Health Plan</b>   | 3. DESCRIPTION<br>The Contractor shall prepare and submit, for NASA approval, 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 Division. The plan shall include health and environmental compliance regulations applicable to this contract. Safety items to be covered in the plan can be found in the current version of <b>NPR 1800.1, NASA Occupational Health Program Procedures</b> , NPR 8715.3C, <i>NASA General Safety Program Requirements</i> and APR 8715.1, Chapter 35, <i>Lead Management Plan</i> . |  |
| 4. DISTRIBUTION   |   |  |  |
| a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.  |   |  |  |
| b. RECIPIENT<br>CO, TBD*<br>COR, <a href="mailto:Francisco.J.Torres@nasa.gov">Francisco.J.Torres@nasa.gov</a>   |   | c. SHIPPING ADDRESS<br>TBD<br>Code AA, M/S 25  | d. FREQUENCY / DELIVERY DATE<br>A plan is due within 10 days after award.                      |
| 5. ADDITIONAL INFORMATION / INSTRUCTIONS  |   |  |  |
| Reference:<br>FAR 52.536-13, Accident Prevention (ALT I)<br>NFS 1852.223-70, <i>Safety and Health</i><br><br>*The CO will forward a copy to the Occupational Safety, Health and Medical Services Division for review. |   |  |  |
| 1. ITEM NO.<br><b>08</b>  | 2. TITLE<br><b>Incident / Mishap Report</b> | 3. DESCRIPTION<br>The contractor shall file and submit the required report electronically via the NASA Incident Reporting Information (IRIS) system. IRIS shall be used to report a mishap, close call, hazard, or employee safety concern. It is also used to report an injury, sudden illness, or exposure. (Formerly reported via NASA Form 1627.)<br>(See <a href="http://q.arc.nasa.gov/IncidentReporting.html">http://q.arc.nasa.gov/IncidentReporting.html</a> .)   |  |
| 4. DISTRIBUTION   |   |  |  |
| a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.  |   |  |  |
| b. RECIPIENT<br>CO, TBD<br>COR, <a href="mailto:Francisco.J.Torres@nasa.gov">Francisco.J.Torres@nasa.gov</a><br>Occupational Safety, Health and Medical Services Division   |   | c. SHIPPING ADDRESS<br>TBD<br>Code AA, M/S 258-1<br><br>Code QH, M/S 237-14  | d. FREQUENCY / DELIVERY DATE<br>Due within one working day after the occurrence of any mishap. |
| 5. ADDITIONAL INFORMATION / INSTRUCTIONS  |   |  |  |
| Reference:<br>NPR 8621.1, <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i><br>APR 1700.1, <i>Ames Health and Safety Manual Procedural Requirements</i>       |   |  |  |