

CONTRACT DATA REQUIREMENTS LIST (CDRL)

February 13, 2015

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:

APD Ames Policy Directive	APR Ames Policy <i>Requirement</i>	CO Contracting Officer
COR Contracting Officer's Representative	FAR Federal Acquisition Regulation	IPO Industrial Property Officer
NFS NASA FAR Supplement	NPD NASA Policy Directive	

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ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 01	2. TITLE Monthly Progress Report	3. DESCRIPTION The Contractor shall provide monthly progress reports that address the contract management, technical management, and technical performance in accordance with NFS 1852.235-74, "Additional Reports of Work - Research and Development". At a minimum, the report shall contain: <ol style="list-style-type: none"> 1. The activities for the specific task, 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 task, including potential subject invention/technology, security and safety issues. 5. Number of hours by position for task work. 	
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 CO, TBD COR, Francisco.J.Torres@nasa.gov Alt COR, TBD New Technology Representative Gail.V.Woll@nasa.gov Task Requestor Listed on Task Order	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 TBD Code BT, M/S 202A-3 (See Task Order)	d. FREQUENCY / DELIVERY DATE Monthly, due NLT the 15th calendar day of the month following the month to be reported.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
The Contractor shall include a completed Report Documentation Page (SF 298) as the final page of each technical report submitted. In addition, a reproducible copy and a printed or reproduced copy of the reports shall be sent to: NASA Center for AeroSpace Information (CASI), Attn: Accessioning Department, 7121 Standard Dr., Hanover, MD 21076-1320 Reference: NFS 1852.235-70, <i>Center for AeroSpace Information</i> NFS 1852.235-74, <i>Additional Reports of Work—Research and Development</i> NPR 2200.2, <i>Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information</i>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 02	2. TITLE Quarterly Progress Report	3. DESCRIPTION The Contractor shall provide the Government with a quarterly contract management, technical management, and technical performance summary in accordance with clause entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74). At a minimum, the report shall include a summary of the following for all work accomplished during the preceding three-month period of contract performance: <ol style="list-style-type: none"> 1. The activities for each task, 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. Status of current export control training and any non-compliance with export control laws and/or regulations. 7. Discussion of any significant intellectual property management issues, including any training provided to staff. 8. The number of performing personnel must be provided at the task level. 	
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 CO, TBD COR, Francisco.J.Torres@nasa.gov Alt. COR, TBD New Technology Representative Ames Industrial Property Officer IPO Maria-Elena.Lopez-1@nasa.gov		c. SHIPPING ADDRESS TBD AA, M/S 258-1 TBD Code BT, M/S 202A-3 Code JSL, M/S 255-2	d. FREQUENCY / DELIVERY DATE Quarterly / To be delivered no later than the 10 th calendar day after each full quarter of service.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 03	2. TITLE Final Report		
3. DESCRIPTION			
<p>The Contractor shall submit to the Contracting Officer a final report that summarizes the results of the entire contract, including recommendations and conclusions based on the experience and results obtained. The final report should include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to explain comprehensively the results achieved under the contract.</p> <p>The final report shall be of a quality suitable for publication and shall follow the formatting and stylistic guidelines contained in NPR 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information. Electronic formats for submission of reports should be used to the maximum extent practical. Before electronically submitting reports containing scientific and technical information (STI) that is export-controlled or limited or restricted, contact the Contracting Officer to determine the requirements to electronically transmit these forms of STI. If appropriate electronic safeguards are not available at the time of submission, a paper copy or a CD-ROM of the report shall be required. Information regarding appropriate electronic formats for final reports is available at http://www.sti.nasa.gov under "Publish STI – Electronic File Formats." The last page of the final report shall be a completed Standard Form (SF) 298, Report Documentation Page.</p>			
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	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	
CO, TBD	TBD	<p>The final report shall be submitted no later than the final day of the contract performance period.</p>	
COR, Francisco.J.Torres@nasa.gov	Code AA, M/S 258-1		
Alt COR, TBD	TBD		
New Technology Representative Gail.V.Woll@nasa.gov	Code BT, M/S 202A-3		
Ames Industrial Property Officer IPO Maria-Elena.Lopez-1@nasa.gov	Code JSL, M/S 255-2		
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>In addition to the final report submitted to the Contracting Officer, the Contractor shall concurrently provide to the Center STI/ Publication Manager and the NASA Center for AeroSpace Information (CASI) a copy of the letter transmitting the final report to the Contracting Officer. The copy of the letter shall be submitted to CASI at the address listed at http://www.sti.nasa.gov under the "Get Help" link.</p> <p>Reference: NFS 1852.235-70, <i>Center for AeroSpace Information</i> NFS 1852.235-73, <i>Final Scientific and Technical Reports</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 04	2. TITLE Initial Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>Submission 10 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 Requirements (NPR) 9501.2E, <i>NASA Contractor Financial Management Reporting</i>, accessible from http://nodis3.gsfc.nasa.gov/ and as set forth below.</p> <p>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.</p>			
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		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD		TBD	Due 30 days after effective date of contract.
COR, Francisco.J.Torres@nasa.gov		Code AA, M/S 258-1	
Resource Management Specialist		Code —, M/S —	
Financial Mgt. Div., Code CF MS 203-18		Perla.A.Blancett@nasa.gov	
Resources Mgt. Office (RMO), Code CR		Nguyen.Trang-1@nasa.gov	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference:</p> <p>NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i></p> <p>NPR 9250.1B, <i>Property, Plant, and Equipment and Operating Materials and Supplies</i></p> <p>NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i></p>			
1. ITEM NO. 05	2. TITLE Quarterly Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>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 Policy Guidance (NPG) 9501.2E, <i>NASA Contractor Financial Management Reporting</i>, accessible from http://nodis3.gsfc.nasa.gov/ and as set forth below.</p> <p>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. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer.</p> <p>Variances exceeding \pm 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.</p>			

ARC DATA REQUIREMENTS LIST (DRL)

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 CO, TBD COR, Francisco.J.Torres@nasa.gov Resource Management Specialist Financial Reporting Branch Resources Management Division	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	d. FREQUENCY / DELIVERY DATE Due not later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b, and 8c (e.g., the report for the quarter beginning July is due not later than June 15).

5. ADDITIONAL INFORMATION / INSTRUCTIONS

Reference:

- NFS 1852.242-73, *NASA Contractor Financial Management Reporting*
- NPR 9250.1B, *Property, Plant, and Equipment and Operating Materials and Supplies*
- NPR 9501.2, *NASA Contractor Financial Management Reporting System*

1. ITEM NO. 06	2. TITLE Monthly Financial Management Report (NF 533M)
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3. DESCRIPTION

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 Requirements (NPG) 9501.2E, *NASA Contractor Financial Management Reporting*, accessible from <http://nodis3.gsfc.nasa.gov/> 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. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer.

Variances exceeding ± 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.

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 CO, TBD COR, Francisco.J.Torres@nasa.gov Resource Management Specialist Financial Reporting Branch Resources Management Division	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	d. FREQUENCY / DELIVERY DATE Due not later than 10 working days following the close of the contractor's monthly accounting period.

5. ADDITIONAL INFORMATION / INSTRUCTIONS

Reference:

- NFS 1852.242-73, *NASA Contractor Financial Management Reporting*
- NPR 9250.1B, *Property, Plant, and Equipment and Operating Materials and Supplies*
- NPR 9501.2, *NASA Contractor Financial Management Reporting System*

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 07	2. TITLE Safety and Health Plan
3. DESCRIPTION	
<p>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 8715.3C, <i>NASA General Safety Program Requirements</i> and APR 8715.1, <i>Lead Management Plan</i>.</p>	
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 CO, TBD* COR, Francisco.J.Torres@nasa.gov	c. SHIPPING ADDRESS TBD Code AA, M/S 25
d. FREQUENCY / DELIVERY DATE A plan is due within 10 days after award.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
<p>Reference: FAR 52.536-13, Accident Prevention (ALT I) NFS 1852.223-70, <i>Safety and Health</i></p> <p>*The CO will forward a copy to the Occupational Safety, Health and Medical Services Division for review.</p>	
1. ITEM NO. 08	2. TITLE Incident / Mishap Report
3. DESCRIPTION	
<p>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.) (See http://q.arc.nasa.gov/IncidentReporting.html.)</p>	
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 CO, TBD COR, Francisco.J.Torres@nasa.gov Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 Code QH, M/S 237-14
d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
<p>Reference: NPR 8621.1, <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> APR 1700.1, <i>Ames Health and Safety Manual Procedural Requirements</i></p>	

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 09	2. TITLE Contractor Monthly Accident Report (CMAR)	
3. DESCRIPTION		
The contractor shall file and submit the required report electronically via the Contractor Monthly Accident Reporting (CMAR) web-based system at http://cmar.arc.nasa.gov . (Formerly reported via form ARC 15.)		
4. DISTRIBUTION		
a. QTY / UNIT — 1 copy shall be accessible to each of the recipients identified below in the web-based system.		
b. RECIPIENT CO, TBD COR, Francisco.J.Torres@nasa.gov Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due no later than 15 calendar days after the end of each month.
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
Reference: NFS 1852.223-70, <i>Safety and Health</i> NFS 1852.223-72, <i>Safety and Health (Short Form)</i> . NFS 1852.223-73, <i>Safety and Health Plan</i> NFS 1852.223-75, <i>Major Breach of Safety or Security</i> NPR 8715.3, <i>NASA Safety Manual</i> APR 1700.1, <i>Ames Health & Safety Procedural Requirements</i>		

1. ITEM NO. 10	2. TITLE Environmental Management System (EMS)	
3. DESCRIPTION		
The Contractor shall provide the following Environmental Management System (EMS) deliverables: The facility compliance audits as described in Section 402 of EO 13148		
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 CO, TBD COR, Francisco.J.Torres@nasa.gov	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1	d. FREQUENCY / DELIVERY DATE TBD
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
Reference: FAR 52.223-5, <i>Pollution Prevention and Right-to-Know Information</i> , Alternates I and II Executive Order (EO) 13148, <i>Greening the Government Through Leadership in Environmental Management</i> NPR 8553.1, <i>NASA Environmental Management System (EMS)</i> APR 8800.3, <i>Ames Environmental Procedural Requirements</i>		

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 11	2. TITLE Subject Invention Reports			
3. DESCRIPTION				
<p>The Contractor shall submit written Subject Invention Reports identifying the inventor(s) and shall be sufficiently complete in technical detail to convey a clear understanding of the subject invention in accordance with new paragraph (c)(1) and paragraph new (e) (5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11.</p> <p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used. Both the electronic submission page and NASA Form 1679 document may be accessed at the electronic New Technology Reporting Web site http://invention.nasa.gov, per new paragraph (e)(5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11.</p>				
4. DISTRIBUTION				
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> b. RECIPIENT New Technology Representative (original) Patent Representative CO, TBD </td> <td style="width: 33%; vertical-align: top;"> c. SHIPPING ADDRESS Code BT, M/S 202A-3 Code DL, M/S 202A-4 TBD </td> <td style="width: 33%; vertical-align: top;"> d. FREQUENCY / DELIVERY DATE Within 2 months after the inventor discloses it in writing to Contractor Personnel responsible for patent matters. </td> </tr> </table>		b. RECIPIENT New Technology Representative (original) Patent Representative CO, TBD	c. SHIPPING ADDRESS Code BT, M/S 202A-3 Code DL, M/S 202A-4 TBD	d. FREQUENCY / DELIVERY DATE Within 2 months after the inventor discloses it in writing to Contractor Personnel responsible for patent matters.
b. RECIPIENT New Technology Representative (original) Patent Representative CO, TBD	c. SHIPPING ADDRESS Code BT, M/S 202A-3 Code DL, M/S 202A-4 TBD	d. FREQUENCY / DELIVERY DATE Within 2 months after the inventor discloses it in writing to Contractor Personnel responsible for patent matters.		
5. ADDITIONAL INFORMATION / INSTRUCTIONS				
1. ITEM NO. 12	2. TITLE Subject Invention Summary Reports			
3. DESCRIPTION				
<p>The Contractor shall submit Interim Subject Invention Summary Reports listing all inventions required to be disclosed during the period, as well as, a Final Subject Invention Summary Report prior to closeout, which cumulatively identifies all Subject Inventions or indicates that there were none in accordance with paragraph (e)(5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11. If there are no reportable items, a negative report is required.</p>				
4. DISTRIBUTION				
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> b. RECIPIENT CO, TBD New Technology Representative Patent Representative (Final Reports Only) </td> <td style="width: 33%; vertical-align: top;"> c. SHIPPING ADDRESS TBD Code BT, M/S 202A-3 Code DL, M/S 202A-4 </td> <td style="width: 33%; vertical-align: top;"> d. FREQUENCY / DELIVERY DATE Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work. </td> </tr> </table>		b. RECIPIENT CO, TBD New Technology Representative Patent Representative (Final Reports Only)	c. SHIPPING ADDRESS TBD Code BT, M/S 202A-3 Code DL, M/S 202A-4	d. FREQUENCY / DELIVERY DATE Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.
b. RECIPIENT CO, TBD New Technology Representative Patent Representative (Final Reports Only)	c. SHIPPING ADDRESS TBD Code BT, M/S 202A-3 Code DL, M/S 202A-4	d. FREQUENCY / DELIVERY DATE Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.		
5. ADDITIONAL INFORMATION / INSTRUCTIONS				

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 13	2. TITLE New Technology Reports (NTR)
3. DESCRIPTION	
<p>The Contractor shall submit written New Technology Reports identifying the inventor(s) and shall be sufficiently complete in technical detail to convey a clear understanding of the subject invention in accordance with Paragraph (e)(2) of NFS 1852.227-70, New Technology. Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.</p> <p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used. Both the electronic submission page and NASA Form 1679 document may be accessed at the electronic New Technology Reporting Web site http://invention.nasa.gov, per new paragraph (e)(5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11.</p>	
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	c. SHIPPING ADDRESS
New Technology Representative (original) CO, TBD Patent Representative	Code BT, M/S 202A-3 TBD Code DL, M/S 202A-4
d. FREQUENCY / DELIVERY DATE Within 2 months after the inventor discloses it in writing to Contractor personnel responsible for patent matters	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
1. ITEM NO. 14	2. TITLE New Technology Summary Reports
3. DESCRIPTION	
<p>The Contractor shall submit Interim New Technology Summary Reports, as well as, 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.</p> <p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used. Both the electronic submission page and NASA Form 1679 document may be accessed at the electronic New Technology Reporting Web site http://invention.nasa.gov, per new paragraph (e)(5) of FAR clause 52.227-11, Patent Rights-Ownership by the Contractor, as modified by NFS clause 1852.227-11.</p>	
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	c. SHIPPING ADDRESS
New Technology Representative (original) CO, TBD <i>Final New Technology Summary Report Only:</i> Patent Representative	Code BT, M/S 202A-3 TBD Code DL, M/S 202A-4
d. FREQUENCY / DELIVERY DATE Annually and at end of contract	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 15	2. TITLE Delivery of Data Produced Under the Contract (including Special Works)		
3. DESCRIPTION			
<p>Contractor shall deliver the following data produced under the Contract (including Special Works) in electronic format unless otherwise specified in the task order: All flowcharts, technical drawings, specifications, electronic databases, software tools/algorithms/documentation and other software developments/improvements in source and object code format, outreach materials, website content, NASA presentations and other multimedia/audiovisual works, and plans, procedures, work processes and report documentation.</p>			
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 To be specified in each Task Order (TO).	c. SHIPPING ADDRESS To be specified in each TO.	d. FREQUENCY / DELIVERY DATE Quarterly, not later than 30 days after the end of each quarter or as specified in each task order.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
1. ITEM NO. 16	2. TITLE Quarterly Property Management Report (DD Form 1149)		
3. DESCRIPTION			
<p>The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area. IAW FARS 1852.245/71 Installation Accountable Government Property (Jan, 2012), (b)(1)(ii). 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 Property, Plant and Equipment (PP&E) System: 1) at the time of receipt and acceptance of property; 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 PP&E." A summary report shall be submitted annually and three months prior to contract completion.</p>			
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 CO, TBD COR, Francisco.J.Torres@nasa.gov ARC Supply and Equipmenet Management Officer (SEMO) Industrial Property Officer (IPO)	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 Code JS, M/S 255-2 Maria-Elena.Lopez-1@nasa.gov	d. FREQUENCY / DELIVERY DATE Due quarterly, no later than 5 working days after the end of each quarter.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference: NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1D, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 17	2. TITLE Centrally Reportable Equipment (DD Form 1419)	
3. DESCRIPTION		
<p>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 in accordance with the instructions in NFS 1845.7102.</p> <p>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 CO consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.</p>		
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	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD	TBD	Submit to COR, who forwards to CO, who forwards to IPO.
COR, Francisco.J.Torres@nasa.gov	Code AA, M/S 258-1	Due 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.
Industrial Property Officer (IPO)	Code JS, M/S 255-2	
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
<p>Reference:</p> <p>FAR 52.245-1, <i>Government Property</i></p> <p>NFS 1852.245-71, <i>Installation-Accountable Government Property (Deviation)</i></p> <p>NPR 4100.1D, <i>NASA Materials Inventory Management Manual</i></p> <p>NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i></p> <p>NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>		
1. ITEM NO. 18	2. TITLE IT Security Plan	
3. DESCRIPTION		
<p>The Contractor shall prepare and submit, for NASA approval, an IT Security Plan, Risk Assessment, and FIPS 199, <i>Standards for Security Categorization of Federal Information and Information Systems</i>, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.</p>		
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	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD	TBD	Due within 30 days after contract award.
COR, Francisco.J.Torres@nasa.gov	Code AA, M/S 258-1	
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
<p>Reference:</p> <p>NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources (Deviation)</i></p>		

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 19	2. TITLE IT Security Training Progress Report		
3. DESCRIPTION			
<p>The Contractor shall provide a monthly count of contractor employees who have completed the appropriate IT security training pursuant to NFS Clause 1852.204-76 no later than 5 working days after the end of each month. IT Security 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/. The report shall be provided monthly from the point of issuance of new annual training until 100 percent of Contractor and subcontractor personnel have completed training. Thereafter, the report shall be updated no later than 5 working days after the end of each month in which new Contractor personnel are hired and require training.</p> <p>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.</p>			
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 CO, TBD COR, Francisco.J.Torres@nasa.gov	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1	d. FREQUENCY / DELIVERY DATE Due no later than 5 working days after the end of each month.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)			
1. ITEM NO. 20	2. TITLE Organizational Conflicts of Interest Avoidance Plan		
3. DESCRIPTION			
<p>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: 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.12, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information.</p> <p>The Contractor's Organizational Conflicts of Interest Avoidance Plan is incorporated by reference into this contract (see Attachment J.1(a)6). This Plan addresses Organizational Conflicts of Interest at the contract level. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, the Contractor may be required by the CO to address potential conflicts of interest prior to authorization of that task order through submission of updates to this plan to the CO and COR as necessary during performance of this contract. Contractor shall also deliver a project specific plan when required.</p>			
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 CO, TBD COR, Francisco.J.Torres@nasa.gov	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1	d. FREQUENCY / DELIVERY DATE A preliminary analysis of possible organizational conflicts of interest (OCI) shall be included with proposal submission. The contractor shall submit a comprehensive OCI avoidance plan within 30 days after contract award. Each individual task order will state if additional OCI requirements exist and, if so, an additional OCI Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.	

ARC DATA REQUIREMENTS LIST (DRL)

5. ADDITIONAL INFORMATION / INSTRUCTIONS

Reference:

NFS 1837.203-70, *Providing contractors access to sensitive information*

NFS 1852.237-72, *Access to Sensitive Information*

1. ITEM NO.
21

2. TITLE
Non-Disclosure Agreements

3. DESCRIPTION

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. 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.

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	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	
CO, TBD at time of Award COR, Francisco.J.Torres@nasa.gov	TBD Code AA, M/S 258-1	Once / Prior to starting Work	

5. ADDITIONAL INFORMATION / INSTRUCTIONS

1. ITEM NO.
22

2. TITLE
NASA Position Designation Record, NASA Form (NF) 1722

3. DESCRIPTION

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 or assignment to the Contract, whichever is later.

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	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	
CO, TBD COR, Francisco.J.Torres@nasa.gov Protective Services Office	TBD Code AA, M/S 258-1 Code JP, M/S 15-1	See Block 3. above.	

5. ADDITIONAL INFORMATION / INSTRUCTIONS

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 23	2. TITLE Subcontract Consent Package		
3. DESCRIPTION			
The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.			
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 CO, TBD	c. SHIPPING ADDRESS TBD	d. FREQUENCY / DELIVERY DATE As required by FAR 52.244-2 or Upon CO Request.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.244-2, <i>Subcontracts</i>			
1. ITEM NO. 24	2. TITLE Service Contract Reporting Requirements for Indefinite-Delivery Contracts		
3. DESCRIPTION			
The Contractor shall report annually, by October 31, both prime and first-tier subcontract services performed during the preceding Government Fiscal Year (October 1 – September 30).			
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 CO, TBD COR, Francisco.J.Torres@nasa.gov	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1	d. FREQUENCY / DELIVERY DATE Annually by October 31 st .	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.204-15			
1. ITEM NO. 25	2. TITLE Government-Furnished Equipment (GFE) Inventory Report		
3. DESCRIPTION			
The Contractor shall submit an annual GFE Inventory Report no later than the 15th working day prior to the end of each full year of service. This report shall list GFE, equipment managed by the Contractor under the Contract. This report shall contain at least the following: (1) item nomenclature/description, (2) manufacturer, (3) part number, and (4) permanent location of item.			
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 CO, TBD COR, Francisco.J.Torres@nasa.gov Alt COR, TBD	c. SHIPPING ADDRESS TBD Code AA, M/S 258-1 TBD	d. FREQUENCY / DELIVERY DATE Annually	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 26	2. TITLE Phase-In/Out Plan		
3. DESCRIPTION			
<p>The Contractor will submit the Phase-In Plan with their proposal.</p> <p>The Contractor shall submit, for Government approval, 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.</p>			
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		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD		TBD	Phase-In: with the Proposal.
COR, Francisco.J.Torres@nasa.gov		Code AA, M/S 258-1	Phase-Out: No Later than 60 days before the end of the contract.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
1. ITEM NO. 27	2. TITLE Patent Rights – Notice of Election Decision		
3. DESCRIPTION			
<p>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.</p>			
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		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD		TBD	Upon Decision
Patent Representative (original)		Code DL, M/S 202A-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			