

NNX15530075R

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Enterprise Applications Service Technologies (EAST) 2

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

March 5, 2015

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT		
DOCUMENT CHANGE LOG					NO. ISSUE RFP		
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 3-04-15		SUPERSEDING:	PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS		
	INTRO	SGR	DRL	DRD			

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The Contractor shall furnish data defined by the DRDs listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRDs.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRDs.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRDs)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRDs of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CF	Cross-Functional
CM	Configuration Management
EE	Environmental
LS	Logistics Support
MA	Management
QE	Quality Engineering
RM	Reliability and Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRDs have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRDs are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRDs.

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all revision actions that pertain to the DPD.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The Contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The Contractor shall clearly identify the release target date in the “submitted for review” transmittal***. If the data is unacceptable, NASA will notify the Contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The Contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the Contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the Contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the Contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The Contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the Contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer’s Representative (COR) shall have access to and can inspect this data at its location in the Contractor’s or subcontractor’s facilities, or in an electronic database accessible to the Government.
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the Contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DRDs to meet the requirements of the procuring activity.
***	Note: If the Contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in Item 13 of a DRD. These do not constitute a contractual obligation on the Contractor. They are to be used only as a possible example or to provide related information to assist the Contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

2.2.1 The Contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The Contractor shall validate these requirements for documents when appropriate; where the requirement concerns other Contractor data, the Contractor shall

provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the Contractor.

2.2.2 Reference to subcontractor data in the Contractor’s responses is permissible, providing the references are adequate and includes such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer’s letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. The hardcopy package shall consist of the Contractor’s Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The Contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The Contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., “data may be export restricted”). If NASA does not agree with the Contractor applied data restriction, the NASA Contracting Officer shall return the data to the Contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the “data rights” clause(s) contained in the contract.

2.3.3.2 Data Restriction Categories and Marking Statements: The Contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an “ITAR Notice” as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals, in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the “EAR Notice” as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the “Limited Rights Notice” may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the “Restricted Rights Notice” may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the “SBIR Rights Notice” may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the Contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by Government-provided electronic or other mechanism agreed to by the Contracting Officer, COR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the Contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer’s letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.

11. NASA Records Retention Schedule (NRRS) number, if applicable (See NPR 1441.1, *NASA Records Retention Schedules*).
 - b. Printable electronic files or hardcopy data.
- 2.3.5 When electronic data deliverables are transmitted directly to the MSFC Repository, the Digital Asset Manager web interface shall be utilized. Instructions for electronic data submittals can be found at http://avmcc.msfc.nasa.gov/repository/repository_submittal.php. Document submitters to the Repository must register for a MSFC EDMS (Government-provided electronic) user account, through the Identity Management and Account Exchange (IdMAX) system. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, *Restrictions on Printing and Duplicating*. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2” X 11”.
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2” X 11”.
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor’s Internal Documents: The Contractor’s internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the Contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the Contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked “PRELIMINARY PENDING NASA APPROVAL,” and once approved shall be reissued with “APPROVED BY NASA” and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The Contractor shall make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the Contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.6 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
 - 2.8.2 Individual page revisions shall be made as deemed necessary by the Contractor or as directed by the Contracting Officer.

- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the Contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 document shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.
- 3.0 DPD MAINTENANCE PROCEDURES
- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The Contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the Contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.
- 3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. The date that was in the "as of" block shall be entered in the "Superseding" block.
- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.
- 3.4 DPD Reissues
- 3.4.1 When conditions warrant, the DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
- 3.4.2 All revision dates shall remain in the Date Revised block on all DRDs. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

**Enterprise Applications Service Technologies (EAST) 2
Data Requirements List**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CF – Cross-Functional			
CF-001	2	Information Security Management Plan	JA000
CF-002	1	Information Technology (IT) Applications Security Plan (ASP)	XD030
CF-003	2	Information Technology Service Continuity Management Plan	JA000
LS – Logistics Support			
LS-001	2	Government Property Management Plan	AS41
MA – Management			
MA-001	3	Reprocurement Data Package	XD042
MA-002	3	Contractor Employee Clearance Document	AS50
MA-003	3	Monthly Progress Report	IS01
MA-004	3	Service Level Metrics Report	IS01
MA-005	1	Organizational Conflict of Interest Mitigation Plan	IS40
MA-006	1	NEACC Operational Model	IS01
MA-007	3	Financial Management Report (533M)	RS20
MA-008	3	Cost Reports	IS01
QE – Quality			
QE-001	1	Software Engineering Quality Plan	QD21
SA – Safety			
SA-001	2	On-site Safety, Health, and Environmental (SHE) Plan	AS10/QD12
SA-002	3	On-site Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

- 1. **DPD NO.:** **ISSUE:** RFP
- 2. **DRD NO.:** **CF-001**
- 3. **DATA TYPE:** 2
- 4. **DATE REVISED:**
- 5. **PAGE:** 1/1
- 6. **TITLE:** Information Security Management Plan
- 7. **DESCRIPTION/USE:** To describe the Contractor’s methodology for managing all aspects of information security, including addressing the cross-functional and service-specific information security requirements.
- 8. **OPR:** JA000 9. **DM:** IS01
- 10. **DISTRIBUTION:** Per Contracting Officer’s letter
- 11. **INITIAL SUBMISSION:** Preliminary draft with proposal. Initial submission to be finalized during Contract Phase-In.
- 12. **SUBMISSION FREQUENCY:** One time, revise as required
- 13. **REMARKS:**
- 14. **INTERRELATIONSHIP:** PWS paragraphs 5.5.2.1 and 5.5.2.10
- 15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Information Security Management Plan provides the Contractor’s proposed management approach for meeting cross-functional and service-specific information security requirements.
- 15.2 **APPLICABLE DOCUMENTS:**
 - FIPS 199 *Standards for Security Categorization of Federal Information and Information Systems*
- 15.3 **CONTENTS:** The Information Security Management Plan shall include, at a minimum, the following:
 - a. Contractor’s information security POC(s) and roles and responsibilities for the POC(s).
 - b. Proposed grouping of information systems provided under the contract into IT Applications Security Plans (IT-ASP) and anticipated FIPS 199 security category of each information system.
 - c. Process for meeting security authorization requirements, including development and maintenance of IT-ASPs, monitoring and validation of controls, security assessments, remediation, authorization, continuous monitoring.
 - d. Processes for addressing all applicable information security requirements, including vulnerability scanning and mitigation, maintaining secure system configurations.
 - e. Process for information security incident management and response, including coordination with NASA Security Operations Center (SOC) and IT Security Managers, Privacy Act Managers, etc.
 - f. Process for providing required data to the NASA SOC.
 - g. Process for ensuring that Contractor employees meet information security requirements, such as IT security awareness training, qualifications for system administrators and others with elevated user privileges, etc., and that Contractor employees are knowledgeable of NASA information security policies and procedures.
 - h. Process for providing liaison for any NASA Enterprise Application Competency Center (NEACC) IT Security Audits.
 - i. Process for providing Access Management functions for the NEACC.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

- 1. **DPD NO.:** **ISSUE:** RFP
- 2. **DRD NO.:** **CF-002**
- 3. **DATA TYPE:** 1
- 4. **DATE REVISED:**
- 5. **PAGE:** 1/2
- 6. **TITLE:** Information Technology (IT) Applications Security Plan (ASP)
- 7. **DESCRIPTION/USE:** To provide the Contractor’s compliance with the IT security requirements in NFS 1852-204-76 and any additions/augmentations described in NPR 2810.1, *Security of Information Technology*. This document will be used as part of the NASA IT security certification and accreditation process and to identify IT system inventories and appropriate Contractor IT security points of contact.
- 8. **OPR:** XD030 9. **DM:** XD042/IS01
- 10. **DISTRIBUTION:** Per Contracting Officer's letter
- 11. **INITIAL SUBMISSION:** As required by the NASA C&A process, in coordination with the information system’s NASA authorizing official
- 12. **SUBMISSION FREQUENCY:** The IT ASP shall be reviewed and updated on a continual basis and after any significant changes to the IT System or contractor personnel point of contact (POC) information. Updated copies shall be submitted upon any significant changes or every three (3) years, whichever comes first.
- 13. **REMARKS:**
- 14. **INTERRELATIONSHIP:** PWS paragraph 2.5.3
- 15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Information Technology (IT) Applications Security Plan (ASP) includes a description of the IT system and its implementation of security controls, risk assessment, self-assessment of security plans, and contingency plan, in compliance with NIST SP 800-18 and NIST SP 800-53.
- 15.2 **APPLICABLE DOCUMENTS:**

FIPS 200	<i>Minimum Security Requirements for Federal Information and Information Systems</i>
FIPS 199	<i>Standards for Security Categorization of Federal Information and Information Systems</i>
NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources (as modified by NASA Procurement Information Circular 08-09, dated May 1, 2008)</i>
NPR 2810.1	<i>Security of Information Technology</i>
NIST SP 800-18	<i>Guide for Developing Security Plans for Federal Information Systems</i>
NIST SP 800-30	<i>Risk Management Guide for Information Technology Systems</i>
NIST SP 800-34	<i>Contingency Planning Guide for Information Technology Systems</i>
NIST SP 800-61	<i>Computer Security Incident Handling Guide</i>
NIST SP 800-37	<i>Guide for the Security Certification and Accreditation of Federal Information Systems</i>
NIST SP 800-53	<i>Recommended Security Controls for Federal Information Systems</i>
NIST SP 800-53A	<i>Draft Guide for accessing the Security Controls in Federal Information Systems</i>
- 15.3 **CONTENTS:** The Information Technology (IT) Applications Security Plan shall include the following:
 - a. The IT Applications Security Plan shall be written in accordance with NASA FAR 1852.204-76, and NIST SP 800-18, and following the process defined in NIST SP 800-37. It should also address all the required security controls defined in the latest revision of the NIST SP 800-53 based upon the security categorization (per FIPS 199).

DRD Continuation Sheet**TITLE:** Information Technology (IT) Applications Security Plan (ASP)**DRD NO.:** **CF-002****DATA TYPE:** 1**PAGE:** 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. Risk Assessment: The IT Risk Assessment report shall be written in accordance with NASA FAR 1852.204-76 and following the guidelines of NIST SP 800-30.
- c. Self-Assessment: The self-assessment shall be conducted and provided in the format defined by NIST SP 800-53A.
- d. Contingency Plan: The IT Contingency Plan shall be written in accordance with NASA FAR 1852.204-76 and following the guidelines of NIST SP 800-34.

15.4 **FORMAT**: Contractor format is acceptable following guidelines listed in 15.3.

15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.:</p> <p>3. DATA TYPE: 2</p> | <p>2. DRD NO.: CF-003</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Information Technology Service Continuity Management (ITSCM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor’s method for establishing and maintaining ongoing recovery capability for required IT services and their components.
8. **OPR:** JA000 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer’s letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Annually
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 5.5.1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Information Technology (IT) Service Continuity Management (ITSCM) Plan provides the Contractor’s proposed management approach for establishing and maintaining ongoing recovery capability for IT services and their supporting components.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Information Technology (IT) Service Continuity Management (ITSCM) Plan shall include, at a minimum, the following:
- a. Process for managing product and service continuity.
 - b. Process for notifying the Enterprise Service Desk regarding potential issues.
 - c. Process for identifying contingency options and impact mitigation actions and strategies.
 - d. Process for enabling the effective identification, analysis, and management of risk responses.
 - e. Process for development, production, testing, maintenance, and training of the Plan.
 - f. Process, including criteria, for invoking the Plan, executing recovery plans, restoring Service to normal operation, and leading and/or coordinating recovery efforts.
 - g. Process for testing and documenting results of disaster recovery testing.
 - h. Process for identifying required ITSCM contingency services that impact the required IT services.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update annually to maintain current with program changes.

DRD Continuation Sheet

TITLE: Government Property Management Plan

DRD NO.: **LS-001**

DATA TYPE: 2

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** **ISSUE:** RFP
2. **DRD NO.:** **MA-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Reprocurement Data Package
7. **DESCRIPTION/USE:** Provide content and format requirements for delivery to NASA of all data items and resource/cost information used to perform future reprocurement activities.
8. **OPR:** 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days from the beginning of the last option or award term exercised.
12. **SUBMISSION FREQUENCY:** At the Contracting Officer's request, with the final submission at the end of the period of performance of the last option or award term exercised.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS 2.4.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:**
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The data package shall include at a minimum the following information:
 - (a) Labor resources:
 - List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS).
 - An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense.
 - Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration.
 - The number of WYEs (work year equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.
 - Seniority level of all skills on the current contract.
 - (b) Non-labor resources:
 - List of all travel and the incurred annual cost by WBS.
 - (c) Data items, for example, Service Request metrics (by SR Type, Service Area, Line of Business, and Application), Web sites, and internal work instructions developed for this contract that contains the following:
 - Unique name of item.
 - Version number, revision number, or release date as appropriate.
 - Abstract which describes purpose or use of item.
 - Location of electronic copy (i.e. http://_____).
- 15.4 **FORMAT:** Contractor format (compatible with Microsoft Office applications).
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** **ISSUE:** RFP
2. **DRD NO.:** **MA-005**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2

6. **TITLE:** Organizational Conflict of Interest Mitigation Plan

7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will avoid, neutralize, or mitigate organizational conflicts of the interest and ensure that the Contractor provides unbiased impartial advice and adequately protects sensitive, proprietary data belonging to other contractors. Having an acceptable OCI Plan as defined by this DRD is required to be eligible for award.

8. **OPR:** IS40 9. **DM:** IS01

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Preliminary draft with proposal. Initial submission to be finalized during Contract Phase-In.

12. **SUBMISSION FREQUENCY:** As required

13. **REMARKS:**
14. **INTERRELATIONSHIP:** Clauses H.2, H.3, PWS paragraph 2.4.4

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflict of Interest (OCI) Mitigation Plan describes the Contractor's approach to identify, resolve, and report potential OCI issues. The purpose of this DRD is to provide information detailing the Contractor's methods for resolving potential OCIs.
- 15.2 **APPLICABLE DOCUMENTS:** FAR 9.5 *Organizational and Consultant Conflicts of Interest*
- 15.3 **CONTENTS:** The Organizational Conflict of Interest (OCI) Mitigation Plan shall meet the requirements of FAR 9.5 and include (1) the Contractor's approach to identify, resolve, and report potential OCI issues and (2) an appendix of specific mitigation strategies for resolving identified OCIs. At a minimum, the plan shall:
 - a. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.
 - b. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
 - c. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
 - d. Explain how subcontractors will identify, resolve, and report OCIs.
 - e. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
 - f. Define organizational and employee sanctions for violations of established OCI procedures/requirements/ guidelines.
 - g. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/ guidelines.
 - h. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.
 - i. Identify the strategy (e.g., avoidance, limitation on future contracting, mitigation, etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. Specific resolution strategies shall be appended to the plan.

DRD Continuation Sheet

TITLE: Organizational Conflicts of Interest Mitigation Plan

DRD NO.: **MA-005**

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- j. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) description of the conflict, (2) the plan for avoiding, neutralizing, or mitigating the conflict, and (3) the benefits/risks vis-à-vis contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the plan upon approval by the Government.

15.4 **FORMAT:** Contractor format is acceptable

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.:</p> <p>3. DATA TYPE: 1</p> | <p>ISSUE: RFP</p> <p>2. DRD NO.: MA-006</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** NEACC Operational Model
7. **DESCRIPTION/USE:** To define the processes, capacity management, and integration points for Contractor interaction with the NASA Business Process Support (BPS) team in working all service request types. The document also provides operational authority and collaboration guidelines.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary draft with proposal. Initial submission to be finalized during Contract Phase-In.
12. **SUBMISSION FREQUENCY:** Update as required by the Government
13. **REMARKS:** In accordance with data type, all revisions require NASA approval. Reference is made to Attachment J-4, *Service Level Standards*; Attachment J-4A, *Service Level Method*; and Attachment J-4B, *Service Level Matrix*.
14. **INTERRELATIONSHIP:** QE-001, *Software Engineering Quality Assurance Plan*. PWS paragraphs 3.0, 3.1.2, 3.1.7, 3.1.10, 3.2.2, 5.1.0.2, and 5.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The NEACC Operational Model provides the processes, capacity management, and integration points for Contractor interaction with the NASA BPS team in working all service request types.
- 15.2 **APPLICABLE DOCUMENTS:**
- 15.3 **CONTENTS:** The NEACC Operational Model baseline at award shall be used to delineate required content.
- 15.4 **FORMAT:** Government provided format.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** **ISSUE:** RFP
2. **DRD NO.:** **MA-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** RS20 9. **DM:** IS01
10. **DISTRIBUTION:** Electronic submission to Government-provided database
11. **INITIAL SUBMISSION:** No later than 10 calendar days following the previous calendar month end
12. **SUBMISSION FREQUENCY:** No later than 10 calendar days following the end of the Contractor's accounting month. If the 10th calendar day falls on a weekend or holiday, then submission by the following work day is acceptable.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report (533M) provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.242-73	<i>NASA Contractor Financial Management Reporting</i>
NPR 9501.2	<i>NASA Contractor Financial Management Reporting</i>
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the Contractor and NASA and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the Contractor and the NASA Contracting Officer. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract and work package level. A summary page at the contract and work package level shall be included reflecting the cumulative since inception cost for the contract.
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared in accordance NPR 9501.2 and NFS 1852.242-73. Additionally, NASA requires the submittal of an electronic Contractor Cost Report (CCR), also referred to as an electronic 533, in accordance with the instructions/format provided within the Automated CCR Certification Request Form.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** **ISSUE:** RFP
2. **DRD NO.:** **MA-008**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Cost Reports
7. **DESCRIPTION/USE:** To establish annual cost plans by Government Fiscal Year (GFY) and to provide monthly plan vs. actual reporting.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Electronic submission to Government-provided database
11. **INITIAL SUBMISSION:** No later than 10 calendar days following the previous calendar month end
12. **SUBMISSION FREQUENCY:** No later than 10 calendar days following the end of the Contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS Section 2.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The cost reports shall be delivered monthly and are intended to provide sufficient insight into the contractor's cost performance such that cost analysis and corrective actions, if required, can be conducted in a timely manner.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Cost Reports shall include:
 - a. Baseline GFY cost plans at the requirement level where a requirement can be defined as:
 1. Individual PWS elements down to the third level of the PWS structure by Line of Business (LoB) and Application
 2. Individual PWS elements for PWS 3.1 Application Maintenance and PWS 3.2 Application Enhancement by Line of Business (LoB) and Application
 3. Unique work package/activities/sub activities within a PWS element
 - b. A concise narrative description of the requirement/work package/activity/sub activity
 - c. Monthly Plan vs. Actual reporting at the requirement/work package level
 - d. The capability to identify monthly variances at the individual cost element level
 - e. Project estimated cost at completion of the GFY at the requirement/work package level
 - f. The capability to track cost by unique funding type (e.g., Institutional, Program, Agency, etc.)
 - g. Elements of cost within a report shall include:
 1. Labor
 - (a) Hours
 - (b) Work Year Equivalentents (WYEs)
 - (c) Cost
 2. Materials
 - (a) Purchases
 - (b) Hardware Maintenance
 - (c) Software Licensing/Maintenance
 3. Other Direct Cost (ODC)
 - (a) Travel
 - (b) Training
 - (c) Other
 4. Program Management (PWS 2.0) Allocation

TITLE: Cost Reports

DRD NO.: **MA-008**

DATA TYPE: 3

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

5. Performance Fee

- (a) Maximum Performance Fee Available
- (b) Performance Fee Earned

15.4 **FORMAT:** Contractor format is acceptable with Government approval.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.:</p> <p>3. DATA TYPE: 1</p> | <p>2. DRD NO.: QE-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Software Engineering Quality Plan
7. **DESCRIPTION/USE:** To document the overall Software Engineering principles, as well as the specific processes, to be applied towards optimizing the quality and maintainability of NEACC systems, applications, and platforms and promoting increasing efficiencies within the NEACC.
8. **OPR:** QD21 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 20 working days after the effective date of the contract
12. **SUBMISSION FREQUENCY:** Annually; as updates are applied
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.2, 5.1.3, 5.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Software Engineering Quality Plan will identify the overall Software Engineering approach and the specific processes to be applied to all operations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Software Engineering Quality Plan will identify, at a minimum, the approaches for: gathering and documenting business requirements; gathering and documenting technical requirements; maintaining requirements related documentation—or its equivalent—in a current state; for linking together requirement levels where required; creating and maintaining test plans; the use of manual versus automated testing; recording and managing defects prior to a software release; recording and managing defects following a software release; tracking overall product quality and identifying root causes resulting in any compromises to quality; implementing an effective continuous improvement approach; implementing industry best-practice Software Development Lifecycle approaches, to include standards for coding and naming conventions, the documentation of application development designs and specifications, individual code components, and associated verification tests; performing Accessibility Reviews to ensure that all software is in compliance with Section 508 of the Rehabilitation Act.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DRD Continuation Sheet**TITLE:** On-site Safety, Health, and Environmental (SHE) Plan**DRD NO.:** SA-001**DATA TYPE:** 2**PAGE:** 2/5**15. DATA PREPARATION INFORMATION (CONTINUED):**

15.2 APPLICABLE DOCUMENTS: Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified or referenced in the contract. NASA and Center documents and Center specific requirements are applicable to all contracts performed on the Center (MSFC and MAF) to the extent identified or referenced in the contract.

29 CFR Part 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
CFR Title 40 Parts 1-1068	<i>Protection of Environment</i>
ANSI Standards applicable to the scope of this contract	
NFPA Standards	<i>National Fire Codes</i>
Executive Order 13423	<i>Strengthening Federal Environmental, Energy, and Transportation Management</i>
Executive Order 13514	<i>Federal Leadership in Environmental, Energy, and Economic Performance</i>
NPR 3792.1	<i>Plan for a Drug-Free Workplace</i>
NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
NPD 8700.1	<i>NASA Policy for Safety and Mission Success</i>
NPR 8000.4	<i>Agency Risk Management Procedural Requirements</i>
NPR 8715.1	<i>NASA Occupational Safety and Health Programs</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPD 1280.1	<i>Marshall Quality Management System Policy</i>
MPD 1860.2	<i>Radiation Safety Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 1800.3	<i>MSFC Sanitation Program</i>
MPR 1840.4	<i>MSFC Asbestos Program</i>
MPR 1860.1	<i>MSFC Radiation Safety Procedural Requirements</i>
MPR 1860.2	<i>Nonionizing Radiation Safety</i>
MPR 3410.1	<i>Training</i>
MPR 8500.1	<i>MSFC Environmental Engineering and Occupational Health Program</i>
MPR 8500.2	<i>MSFC Environmental Management System (EMS)</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 1800.1	<i>MSFC Occupational Medicine</i>
MWI 1810.1	<i>Automated External Defibrillator (AED) Program</i>
MWI 1840.1	<i>Industrial Hygiene Programs</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MWI 8540.2	<i>Green Purchasing Program</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Hazardous Material Management</i>
MWI 8621.1	<i>Mishap and Close Call Reporting and Investigation Program</i>
MWI 8715.1	<i>Electrical Safety Program</i>
MWI 8715.2	<i>Control of Hazardous Energy (Lockout/Tagout) Program</i>
MWI 8715.5	<i>Area/Building Manager Program</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental-Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment Program</i>
MWI 8715.17	<i>Hazardous Operations Readiness Review Program</i>

DRD Continuation Sheet

TITLE: On-site Safety, Health, and Environmental (SHE) Plan

DRD NO.: SA-001

DATA TYPE: 2

PAGE: 3/5

15. **DATA PREPARATION INFORMATION (CONTINUED):**

MSFC 52.223-94

Safety Performance Evaluation, Evaluation Criteria and Performance Recognition

NOTE: The MPD/MPR/MWI documents can be accessed through the Marshall Integrated Document Library (MIDL) located on the MSFC "Inside Marshall" Webpage.

- a. The documents listed herein contain Center specific requirements to which the Contractor's work must conform. The Contractor shall comply with all Center specific requirements identified as applicable to the work being performed by the Contractor and all revisions thereto. Current revisions shall be utilized, unless authorization to use obsolete revisions has been properly documented. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith when performing work onsite at MSFC and MAF.
 - b. If work is also expected to be performed at another NASA Center the Contractor shall contact the Center's Safety and Mission Assurance (S&MA) Directorate/Office where the work is expected to be performed prior to commencing any work. The Contractor shall become aware of and comply with the Center's specific requirements and processes for the type work being performed.
- 15.3 **CONTENTS:** The Contractor's Safety, Health, and Environmental (SHE) Plan shall be written specifically for the work to be performed at the Center over the duration of this contracted effort. The plan shall provide a clear and adequate description of the Contractor's approach for ensuring the work performed by the Contractor is in full compliance with Federal, State, NASA, Center specific SHE-related requirements and regulations identified in the Applicable Documents listed in section 15.2, Center SHE CPRs, and the Center Quality Management System while implementing each of the following Center SHE CPRs at their worksite. (**NOTE 1:** A Contractor's corporate SHE plan is not considered as written specifically for the work to be performed under this contracted effort at the Center and will not be considered by the Center as fulfilling this DRD requirement.) (**NOTE 2:** Contractors shall maintain documentation where required for any sub-element of the CPRs and provide to the Government, upon request.) (**NOTE 3:** The Government reserves the right to periodically inspect Contractor worksite with or without prior notice to the Contractor.) (**NOTE 4:** The Government assumes no liability or responsibility for the Contractor's compliance or non-compliance with any Federal, State, NASA or Center specific requirements or regulations.) (**NOTE 5:** Fines and additional costs for violations levied against the Contractor as a result of OSHA findings, and/or installation safety, health or environmental are the sole responsibility of the Contractor and cannot be passed through to the Government.) (**NOTE 6:** The Contractor is responsible for the safety and health of all subcontractor employees directly supporting the Contractor over the duration of this contracted effort.)
- a. CPR 1 - Management Leadership and Employee Involvement:
 1. Provide a visible management commitment, policy and culture that value the safety and health of employees.
 2. Provide safe and healthful working conditions that are free from recognized hazardous conditions and free from incidents and injuries.
 3. Protect Center property and the environment over the duration of this contracted effort.
 4. Encourage employees to participate, be involved and engaged in their SHE Program.
 5. Hold managers and employees accountable and to understand their roles and responsibilities in their SHE Program.
 6. Evaluate the safety performance of subcontractors/teammates prior to their selection, when applicable.
 7. Flow down requirements and responsibilities contained in this contract to subcontractors/teammates over the duration of this contracted effort, when applicable.
 8. Provide SHE meetings and awareness training to their employees monthly and document. (See MPR 8715.1 for more information.)
 9. Perform Self-evaluations of their SHE Program to determine its effectiveness. This includes obtaining feedback from employees for their perspective of the SHE Program. (**NOTE:** See MSFC 52.223-94, "Safety Performance Evaluation, Evaluation Criteria, and Performance Recognition" for more information.)
 10. Maintain the SHE plan current with contract, NASA and Center requirements, review and update as

necessary.

DRD Continuation Sheet

TITLE: On-site Safety, Health, and Environmental (SHE) Plan

DRD NO.: SA-001

DATA TYPE: 2

PAGE: 4/5

15. **DATA PREPARATION INFORMATION (CONTINUED):**

11. Provide the identification, by title, of the individual assigned by the Contractor to be responsible to implement their SHE program elements at the Center and is designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
- b. CPR 2 - Worksite Analysis:
 1. Evaluate work areas and operations to identify hazardous conditions. Implement appropriate control measures to eliminate, reduce or control hazardous conditions to an acceptable safe working level. Reevaluate the work area or operation when significant changes are made to verify that existing control measures are still effective in controlling the hazardous conditions. Document this evaluation. (**NOTE:** This also includes evaluating health conditions to identify and prevent an occupational disease.) (See MWI 8715.15 for more information.)
 2. Perform monthly worksite safety inspections and safety visits, and document these inspections. (See MPR 8715.1 for more information.)
 3. Encourage employees to report any conditions that they feel are hazardous or unsafe without the fear of reprisal from management. (See MWI 8715.13 for more information.)
 4. Report all mishaps and close calls that occur in support of this contracted effort and investigate to the extent necessary to determine the proximate or root cause(s), develop and implement corrective actions, and track to closure. (**NOTE:** See DRD STD/SA-MSRon, *Mishap and Safety Statistics Report*, NPR 8621.1 and MWI 8621.1 for more information.)
 5. Perform post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (See NPR 3792.1, NPR 8621.1 and MWI 8621.1 for more information.)
- c. CPR 3 - Hazard Prevention and Control:
 1. Provide a management level review for operations and tests identified as hazardous or safety critical prior to their startup. (See MWI 8715.17 for more information.)
 2. Perform work activities in full compliance with EPA, OSHA, NASA, MPR 8715.1 and the Center's SHE-related documented programs listed in section 15.2 that contain Center specific requirements and are identified or referenced as applicable to this contracted effort. (**NOTE 1:** Compliance with all Federal, State, and local laws, the Occupational, Safety and Health Act (Public Law 91-596) and the resulting standards, OSHA Standards 29 CFR Parts 1910 and 1926 for the protection of Contractor employees is exclusively the obligation of the Contractor.) (See section 15.2.a, Applicable Documents.)
 3. Implement an emergency management program at the worksite for all types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, and natural disasters). (**NOTE:** In the event of an emergency call 911 and inform the operator you are located at the Center and provide a location, such as a building number or street name.)
 4. Provide safety, health, and environmental services at the worksite that are applicable to this contracted effort. (**NOTE:** See MWI 1840.1 and MWI 8550.5 for more information.)
 5. Provide fall protection to employees when they are required to perform work on elevated surfaces with unprotected sides or edges and the potential exists for the employee to fall to the next lower level, when applicable. (See MPR 8715.1 for more information.)
- d. CPR 4 - Safety, Health and Environmental Training:
 1. Provide training to employees so that they are informed, knowledgeable and are able to identify and recognize hazardous conditions in the workplace and the signs and symptoms of workplace-related illnesses, understand the safe work practices and procedures to be used in the workplace, and are empowered and authorized to "stop or halt" any activity when they have reason to suspect the activity is being performed in an unsafe or unhealthy manner, and document this training was provided.
 2. Communicate to employees the Contractor's disciplinary policy/program, so that each employee fully understands the actions that can be taken when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and how the Contractor's disciplinary policy/program is flowed-down to subcontractors/teammates over the duration of this contracted effort, when applicable, and document this training was provided.

DRD Continuation Sheet

TITLE: On-site Safety, Health, and Environmental (SHE) Plan

DRD NO.: SA-001

DATA TYPE: 2

PAGE: 5/5

15. **DATA PREPARATION INFORMATION (CONTINUED):**

3. Evaluate operations/jobs to identify the specific training required by OSHA and Center, and provide the specific training to the employees prior to them performing the operation/job, and document this evaluation. (See MPR 8715.1 for more information.)
4. Provide Center SHE Certification(s) to employees when required by the Center to operate specific equipment, machinery/system, or to perform a safety critical or hazardous operation in support of this contracted effort, when applicable. (See MWI 3410.1 for more information.) (**NOTE:** Training provided by the NASA Safety Training Center (NSTC) may be provided to on-site Contractors on a “space available basis.” Contractors should not totally rely on the Center providing the training identified for Center Safety Certification(s). Contractors may be asked to develop Contractor specific training to be used for their employee certifications per CPR 4(6) or obtain equivalent training from an outside training source.)
5. Provide the Center’s “mandatory or required” SHE-related training to each employee and supervisor, as applicable, and document this training was provided. (See MPR 3410.1, MPR 8715.1 for more information and the Office of Human Capital, Training and Incentives web page for a listing of Center “mandatory or required” training.)
6. Provide Contractor developed training when used in lieu of Center training for a Center SHE Certification(s) to the Center’s Safety Office for approval prior to its use.
- e. CPR 5 - Environmental Management System: A description of how the Contractor ensures compliance with environmental laws and regulations CFR Title 40 Parts 1-1068, Alabama Department of Environmental Management (ADEM), Executive Orders 13423 and 13514, MPR 8500.1 and MPR 8500.2 by:
 1. Complying with the requirements of MWI 8550.5 for reporting and management of chemicals.
 2. Implementing and reporting green procurements in accordance with the requirements of MWI 8540.2.
 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with the requirements of MPR 8500.1.
 4. Managing stormwater pollution in accordance with the requirements of MWI 8550.2.
 5. Ensuring equipment and processes are permitted by applicable Clean Air Act Title V permit and in accordance with the requirements of MWI 8550.4.
 6. Managing solid and hazardous waste as permitted by applicable laws in accordance with the requirements of MWI 8550.1.
 7. Managing wastewater discharges in accordance with the requirements of MWI 8550.3.

(**NOTE:** Contractors may also be required to describe these methods in accordance with DRD STD/EE-ECR, “*Environmental Compliance Reports.*”)

- 15.4 **FORMAT:** The Contractor’s SHE plan is to be written in a format that follows the order of the Center’s SHE CPRs as they are shown in section 15.3 or the contractor is to provide a matrix that clearly links where each Center SHE CPR sub-element is adequately addressed in the Contractor’s SHE Plan. The Contractor’s SHE plan that is submitted in accordance with this DRD shall be written specifically for the work being performed by the Contractor in support of this contracted effort. (See NOTE in section 15.3, Contents.)

- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** ISSUE: RFP
2. **DRD NO.:** SA-002
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** On-site Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide initial and follow-up reporting of mishaps, close calls, serious non-occupational injuries or illnesses, and Contractor monthly safety metrics to the Government for Contractors that are physically located at Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF).
8. **OPR:** QD12
9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. **Safety Statistics** specific to this contracted effort shall be submitted by the 10th day of the month after Authority to Proceed (ATP) or contract award. The safety statistics submitted by the Contractor shall be for the work performed by the Contractor for the previous month. Contractor located at MSFC shall send their monthly safety statistics to the MSFC Industrial Safety Branch. Contractors located at MAF shall send their monthly safety statistics to the MAF Safety and Mission Assurance (S&MA) Manager/QD10, unless directed to send it to the MSFC Industrial Safety Branch.
 1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system that includes all of the information listed in 11.a.2.
 2. Safety statistics reports shall include: contract number, subcontractors, North American Industry Classification System (NAICS) codes and the following for the reporting period: number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. **Initial reporting for Type A, Type B, and High-Visibility Mishaps/Close Calls** specific to this contracted effort: The initial reporting for these types of mishaps/close calls shall be made as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness. For these types of mishaps/close calls the initial notification can be made by one of the following methods:
 1. At MSFC, call the MSFC Safety Hotline (256) 544-0046. At MAF, call the S&MA Manager/QD10 at (504) 257-1340.
 2. Direct input through the "SHE Report". The SHE Report can be accessed via the "SHE Reporting/WRPPC/NSRS" link or "SHE Webpage" under the "Mishaps, Questions and Concerns" pull-down menu. Both links are accessible via the "MSFC Inside Marshall Webpage."
 3. Direct input into the NASA Incident Reporting Information System (IRIS) by the Contractor's designated IRIS representative at: <https://nasa.ex3host.com/iris/newmenu/login.asp>. (See section 11.h.)
 - c. **Initial reporting for Type C, Type D, and Low-Visibility Mishaps/Close Calls** specific to this contracted effort shall be reported as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by one of the methods listed in section 11.b.
 - d. **Initial reports for all mishaps/Close Calls** shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with MWI 8621.1 and NPR 8621.1.
 - e. **Initial reporting of a non-work-related fatality or serious injury or illnesses that occur to Contractor employee while working on-site shall be within 24 hours** of occurrence or awareness of injury by:
 1. Notifying the Contracting Officer. At MSFC notify the Industrial Safety Branch at (256) 544-0046. At MAF notify the MAF S&MA Manager/QD10 at (504) 257-1340.
 - f. **Follow-up reporting:**
 1. **Mishaps (Type A, Type B, Type C, and Type D) and Close Calls:** A follow-up report or update shall be entered into IRIS **within 24 hours** after the initial notification or electronic submittal. At MSFC, to the MSFC Industrial Safety Branch or at MAF, to the MAF S&MA Manager/QD10. (See NPR 8621.1

and MWI 8621.1.)

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11. **INITIAL SUBMISSION (CONTINUED):**

- 2. **Type A, Type B, High-Visibility Mishaps/Close Calls with a Mishap Investigation Board Report:** submitted after completion of investigation.
- 3. **Type A, Type B, High-Visibility Mishaps/Close Calls with a Corrective Action Plan (CAP):** submitted within the timeline specified by Investigation Appointing Official upon Endorsing Official approval. (See NPR 8621.1 and MWI 8621.1.)
- 4. **Type A, Type B, High-Visibility Mishaps/Close Calls CAP Status/follow up:** 30 days after the CAP has been submitted to and approved by Investigation Appointing Official, and every 30 days until the CAP is closed.
- 5. **Type C, Type D and Close Calls:** Corrective action status 30 days after the initial report.
- g. **Safety Concerns, Hazards, and non-reportable mishaps** for Contractors working at MSFC or MAF shall be reported - at MSFC, to the MSFC Industrial Safety Branch and at MAF, to the MAF S&MA Manager/QD10. (See MPR 8715.1 and MWI 8715.13.)
- h. **Contractor IRIS Representative:** Contractors shall identify and provide an IRIS representative to enter, track and close Contractor mishaps/close calls into the NASA IRIS. After contract award contact the MSFC S&MA IRIS Administrator or the MSFC Mishap Investigation Program Manager located in the MSFC Industrial Safety Branch for access to the NASA IRIS database.

12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371 or an equivalent electronic submittal) - By the 10th of the month after Authority to Proceed (ATP) or contract award and submitted monthly thereafter by the 10th day of each month to the MSFC Industrial Safety Branch or for work performed at MAF to the MAF S&MA Manager/QD10, unless directed to send it to the MSFC Industrial Safety Branch. Mishaps: Monthly (30 day) status/follow-up of the mishap record in IRIS and CAP until closed.

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 2.6.2

15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** For the Government to be notified by the Contractor of all Contractor mishaps, close calls, and serious non-occupational injuries or illnesses as required in NPR 8621.1 and MWI 8621.1.

15.2 **APPLICABLE DOCUMENTS:**

- NPR 8621.1 *NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping*
- MPR 8715.1 *Marshall Safety, Health, and Environmental (SHE) Program*
- MWI 8621.1 *Mishap and Close Call Reporting and Investigation Program*
- MWI 8715.13 *Safety Concerns Reporting System (SCRS)*

15.3 **CONTENTS:** Initial and follow-up mishap reports shall contain all information required by NPR 8621.1 and MWI 8621.1. Mishap and Safety Statistics Reports shall contain the information listed in 11.a.2 and on the MSFC Form 4371.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4371, “MSFC Contractor Accident and Safety Statistics” or an equivalent electronic notification system that provides all necessary information listed in 11.a.2.
- b. Mishap Investigation Board Report using the format provided in NPR 8621.1.
- c. Additional Information submittal per MWI 8621.1.

15.5 **MAINTENANCE:** None required

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15. **DATA PREPARATION INFORMATION (CONTINUED):**15.6 **DEFINITIONS:** See NPR 8621.1 for NASA Mishap definitions.

Off-site. Work is physically located at a facility or on property that is **not owned or controlled by MSFC**. This is normally considered as a Contractor owned facility or property or other NASA Center.

On-site. Work is physically located at MSFC, MAF or on property that is **owned or controlled by MSFC**.