

NNK15542079R

**NASA OCCUPATIONAL HEALTH
CONTRACT (NOHC)**

Sections A – M

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) →	RATING N/A	PAGE OF PAGES Ref Block 11
2. CONTRACT NUMBER	3. SOLICITATION NUMBER NNK15542079R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 5/12/15	6. REQUISITION/PURCHASE NO. 4200542079
7. ISSUED BY National Aeronautics and Space Administration Procurement Office, Code OP-OS John F. Kennedy Space Center, FL 32899		8. ADDRESS OFFER TO (If other than Item 7) NASA/KSC Central Industry Assistance Office (CIAO) Bldg N6-1009, 7110 N. Courtenay Parkway (SR 3) John F. Kennedy Space Center, FL 32899		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. See Section L

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION → CALL:	A. NAME Louis Patalano	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS louis.f.patalano@nasa.gov
	AREA CODE (321)	NUMBER 867-2252	EXT.		

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT → (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NUMBER	AREA CODE	NUMBER	EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
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22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN → (4 copies unless otherwise specified)
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE
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IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I – THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES AND COST/PRICE

B.1 Services to be Furnished

The contractor shall provide all resources (except as expressly stated in this Blanket Purchase Agreement (BPA) as furnished by the Government) necessary to provide the support required.

The scope of work will be accomplished through Firm Fixed-Priced (FFP) Task Orders (TO) issued by the Contracting Officer (CO) in accordance with Section H.2, Task Ordering Procedures.

The scope of work shall consist of the following Contract Line Item Numbers (CLIN):

CLIN	Type	DESCRIPTION
001	FFP	Phase-in
002	FFP	Labor
003	Cost *	Travel & Other Direct Costs (ODC)
004	Cost *	Materials

* This line item can be unilaterally changed by the Government to reflect current Government requirements.

* The costs under this CLIN are exclusive of G&A, fee, or any other markup.

(End of clause)

B.2 Rate Schedule

Labor Categories	BASE	Option 1	Option 2	Option 3	Option 4
	10/01/15 - 09/30/16	10/01/16 - 09/30/17	10/01/17 - 09/30/18	10/01/18 - 09/30/19	10/01/19 - 09/30/20
Business Manager	TBD	TBD	TBD	TBD	TBD
Medical Advisor	TBD	TBD	TBD	TBD	TBD
Aerospace Medicine Physician Liaison	TBD	TBD	TBD	TBD	TBD
Industrial Hygienist	TBD	TBD	TBD	TBD	TBD
Occupational Health Physician	TBD	TBD	TBD	TBD	TBD
Sr. Occupational Health Nurse	TBD	TBD	TBD	TBD	TBD
Health Physicist	TBD	TBD	TBD	TBD	TBD
IT Specialist	TBD	TBD	TBD	TBD	TBD
Applications Analyst	TBD	TBD	TBD	TBD	TBD
Sr. Applications Analyst	TBD	TBD	TBD	TBD	TBD

(End of clause)

B.3 Contract Value

	CLIN				Total
	001 (Phase-in)	002 (Labor)	003 (Travel & ODCs)	004 (Materials)	
BASE	TBD	TBD	\$43,200.00	\$33,500.00	TBD
OPTION 1		TBD	\$44,800.00	\$34,500.00	TBD
OPTION 2		TBD	\$45,800.00	\$35,500.00	TBD
OPTION 3		TBD	\$47,200.00	\$36,500.00	TBD
OPTION 4		TBD	\$48,500.00	\$37,500.00	TBD
Total	TBD	TBD	\$229,200.00	\$177,500.00	TBD

In the event that the Government exercises an option, the balance of any unused contract Not To Exceed (NTE) ceiling value shall roll forward to the next period.

(End of clause)

[END OF SECTION]

SECTION C**DESCRIPTION/ SPECIFICATION/ WORK STATEMENT****C.1 Scope of Work**

The contractor shall provide all personnel, materials, equipment, and facilities (except as otherwise provided for in this contract) necessary to perform those functions set forth in attachment J-01, Statement of Work (SOW).

(End of Clause)

C.2 Data Requirements List (DRL)

The contractor shall furnish all data identified and described in attachment J-02, Data Requirements List, and all costs associated therewith are included in the price of the contract.

The Government reserves the right to delay the date of delivery of any or all DRDs specified in the DRL and such right may be exercised at no increase in the contract price. The Government also reserves the right to terminate the requirement for any or all DRDs specified in the DRL. In the event the Government exercises this latter right, the contract price shall be decreased in accordance with the Changes Clause.

To the extent that data required to be delivered under a DRL/DRD is also required to be delivered under another clause of the contract, the requirements established by both the DRL/DRD and such other contract clause shall apply. In the event of a conflict between the data requirements of the DRL/DRD and another contract clause, the contract clause shall take precedence. In the event of a conflict between the data requirements of the DRL/DRD and the Statement of Work (SOW), the SOW shall take precedence.

Nothing contained in this DRL clause shall relieve the contractor from delivering data that is not identified and described in the DRL/DRD but required under another clause of the contract.

Each DRD report will be submitted in its native format and include the information described in attachment J-02, Data Requirements List.

(End of clause)

[END OF SECTION]

SECTION D
PACKING AND MARKING

D.1 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.247-34	NOV 1991	F.O.B. Destination
18.52.211-70	SEP 2005	Packaging, Handling, and Transportation
1852.245-74	JAN 2011	Identification and Marking of Government Property

(End of clause)

[END OF SECTION]

SECTION E
INSPECTION AND ACCEPTANCE

E.1 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.246-3	MAY 2001	Inspection of Supplies - Cost-Reimbursement
52.246-4	AUG 1996	Inspection of Services - Fixed Price
52.246-16	APR 1984	Responsibility for Supplies

(End of clause)

[END OF SECTION]

SECTION F
DELIVERIES OR PERFORMANCE

F.1 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.242-15	AUG 1989	Stop-Work Order

(End of clause)

F.2 Period of Performance - Services

The period of performance of this contract is as follows:

- BASE: 10/01/2015 – 09/30/2016
- Option 1: 10/01/2016 – 09/30/2017
- Option 2: 10/01/2017 – 09/30/2018
- Option 3: 10/01/2018 – 09/30/2019
- Option 4: 10/01/2019 – 09/30/2020

(End of clause)

F.3 Place of Performance - Services

The services to be performed under this contract shall be performed at the following location(s):

John F. Kennedy Space Center (KSC), Kennedy Space Center, FL;

NASA Headquarters (HQ), Washington DC;

Lyndon B. Johnson Space Center (JSC), Houston, TX; and,

Any other location authorized by the Contracting Officer.

(End of clause)

[END OF SECTION]

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
1852.242-70	SEP 1993	Technical Direction
1852.242-71	DEC 1988	Travel Outside of the United States

(End of clause)

G.2 1852.245-71 Installation-accountable Government Property (JAN 2011)

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the Contracting Officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual;

NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements;

NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements;

Property not recorded in NASA property systems must be managed in accordance with the requirements of the clause at FAR 52.245–1, as incorporated in this contract.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. In accordance with FAR 52.245-1(h)(1) the contractor shall be liable for property lost, damaged, destroyed or stolen by the contractor or their employees when determined responsible by a NASA Property Survey Board, in accordance with the NASA guidance in this clause.

(b)(1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area.

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.

(iii) The Contractor shall establish a record for Government titled property as required by FAR 52.245-1, as incorporated in this contract, and shall maintain that record until accountability is accepted by the Government.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use requires advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The

Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245–1, Government Property (as incorporated in this contract), until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(c) The following property and services are provided if checked:

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Property listed below:

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

G.3 Submission of Invoices for Fixed-Price Services

Invoices shall be submitted concurrently and on a monthly basis to the NASA Shared Services Center (NSSC) and the Contracting Officer; the invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain the following information as applicable: contract and task order number, item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals.

(a) Travel - All travel shall be pre-approved by the CO and will be allocated to the contract based on actual airfare and per diem rates per the most current official CONUS

Per Diem Rates, located at www.gsa.gov/travelpolicy. All requests for travel shall be in accordance with this clause.

Costs relating to approved travel will be charged directly to individual task orders under this contract. Vouchers may be submitted upon completion of individual trips and shall be prepared and submitted as part of the Submission of Invoices for Fixed-Priced Services. The invoices shall include copies of receipts for airfare, lodging, car rental, and other related expenses. Costs for trips will be limited as follows:

- 1) Maximum allowable costs for lodging, meals and incidental expenses are limited to current Government-established per diem rates.
- 2) Maximum allowable cost for use of privately owned vehicles shall be restricted to the Federal Travel Regulation (FTR).
- 3) Allowable air travel expenses are limited to standard coach fare except as provided under the FTR.
- 4) Allowable automobile rental cost in accordance with the FTR.
- 5) Per diem paid on travel days are $\frac{3}{4}$ per diem. The time actually spent in travel is not considered.
- 6) No profit shall be applied to the costs of trips.

(b) Materials, Equipment and Other Non-labor Costs - As applicable, include separate cost estimates for materials, equipment and other miscellaneous non-labor costs that are required for performance of the task order. All non-labor costs that are proposed must be allowable and allocable in accordance with the Generally Accepted Accounting Principles (GAAP), FAR, NASA FAR Supplement, and any other applicable NASA procurement policy documents. The contractor shall include back-up information with their estimate that provides rationale for their proposed cost estimates for materials and other non-labor costs. No profit shall be applied to the cost of materials, equipment or other non-labor costs.

Official invoices shall be mailed to the NSSC as indicated below:

NASA/ Shared Services Center NSSC
Financial Management Division (FMD) Accounts Payables
Bldg. 1111, C. Road
Stennis Space Center, MS 39529-6000

e-mail: NSSC-AccountsPayable@nasa.gov

A concurrent copy of the invoice shall be submitted to the Contracting Officer indicated below:

NASA Kennedy Space Center
Attn: Louis Frederick Patalano III, Contracting Officer, OP-OS
Kennedy Space Center, FL 32899

Email: louis.f.patalano@nasa.gov

(End of clause)

[END OF SECTION]

SECTION H
SPECIAL CONTRACT REQUIREMENTS

H.1 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
1852.208-81	NOV 2004	Restrictions on Printing and Duplicating
1852.242-72	AUG 1992	Observance of Legal Holidays
KSC 52.223-121	JUL 2008	Reporting of Incidents Involving Workplace Violence
KSC 52.242-93	OCT 2006	Contractor Workforce Report – Onsite Contractors and Subcontractors
KSC 52.245-90	FEB 2012	Management of NASA–Owned/Contractor–Held Records

(End of clause)

H.2 KSC 52.242-90 Controls Applicable to Contractor’s Activities (OCT 2011)

The Contractor shall comply with the publications below, and subsequent revision thereof, that the Contracting Officer has indicated as being incorporated in this contract by reference. These publications prescribe regulatory and procedural criteria which are applicable to this contract. The contractor shall promptly take corrective action upon notice of noncompliance from the Contracting Officer or his/her authorized representative(s) with any provision of the publications listed below.

The following compliance documents may be found at:
<http://tdglobal.ksc.nasa.gov/ReferencedDocuments/>

KSC-UG-2815	KSC Employee Safety & Health Pocket Guide (See Note 1)
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KNPR 8715.2,	Comprehensive Emergency Management Plan
KNPD 1440.6	KSC Records Management
KNPR 1600.1	KSC Security Procedural Requirements
KNPD 1600.3	Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property
KNPR 1620.9	KSC Workplace Violence Prevention and Response (WVPR) Program
KNPR 8500.1	KSC Environmental Management
KNPR 8715.3	KSC Safety Practices Procedural Requirements
KNPD 1810.1	KSC Occupational Medicine Program
KNPR 1820.3	KSC Hearing Loss Prevention Program
KNPR 1820.4	KSC Respiratory Protection Program
KNPR 1840.19	KSC Industrial Hygiene Programs
KNPR 1860.1	KSC Ionizing Radiation Protection Program
KNPR 1860.2	KSC Nonionizing Radiation Protection Program
45SWI40-201	45th Space Wing Instruction 40-201 Radiation Protection Program
KNPD 1800.2	KSC Hazard Communication Program
KNPR 1870.1	KSC Sanitation Program
KNPR 2570.1	KSC Radio Frequency Spectrum Management Procedural Requirements
KNPR 4000.1	Supply and Equipment System Manual
KNPR 6000.1	Transportation Support System
KNPR 8830.1	Facilities and Asset Management Procedural Requirements

Note 1: Emergency Medical Treatment

The contractor shall immediately call for assistance with personnel injury or illness for any incident requiring emergency medical treatment for contractor or subcontractor personnel, or invitees on KSC, or if any person on the job site is rendered unconscious. The contractor shall require the victim to sign an appropriate “refusal of treatment” form, if medical evaluation or treatment is offered and refused.

Emergency Response onsite at KSC or CCAFS
 911 from a landline phone service
 321-867-7911 from a cell phone

(End of clause)

H.3 Acquisition of Government Property

Effort under this contract may include the acquisition of materials (manuals, periodicals, or other educational documents for distribution to NASA personnel) for which title vests in the Government since these costs will be paid on a reimbursable basis. Such materials will be identified in task direction from the CO. If these materials are delivered to the contractor (rather than direct distribution to NASA organizations), from the time of contractor’s receipt until distribution to NASA organizations/personnel, the materials shall be managed in accordance with FAR 52.245-1 and other pertinent terms and conditions of the base contract. Once these materials are distributed to NASA organizations/personnel, they shall be considered to have been consumed in the performance of the contract.

(End of clause)

H.4 Organizational Conflict of Interest (OCI) Mitigation Plan

The Contractor shall follow the approved Organizational Conflict of Interest Mitigation Plan per Section J, attachment J-04, Organizational Conflict of Interest (OCI) Mitigation Plan.

(End of clause)

[END OF SECTION]

PART I – CONTRACT CLAUSES

SECTION I

CONTRACT CLAUSES

I.1 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract clauses pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.202-1	NOV 2013	Definitions
52.203-3	APR 1984	Gratuities
52.203-5	MAY 2014	Covenant Against Contingent Fees
52.203-6	SEP 2006	Restrictions on Subcontractor Sales to the Government - Alternate I (Oct 1995
52.203-7	MAY 2014	Anti-Kickback Procedures
52.203-12	OCT 2010	Limitation on Payments to Influence Certain Federal Transactions
52.203-13	APR 2010	Contractor Code of Business Ethics and Conduct
52.203-16	DEC 2011	Preventing Personal Conflicts of Interest
52.203-17	APR 2014	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights
52.204-4	MAY 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper

52.204-9	JAN 2011	Personal Identity Verification of Contractor Personnel
52.204-10	JUL 2013	Reporting Executive compensation and First-Tier Subcontract Awards
52.204-14	JAN 2014	Service Contract Reporting Requirements
52.204-18	NOV 2014	Commercial and Government Entity Code Maintenance
52.209-6	AUG 2013	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
52.209-9	JUL 2013	Updates of Publicly Available Information Regarding Responsibility Matters
52.209-10	DEC 2014	Prohibition on Contracting with Inverted Domestic Corporations
52.219-6	NOV 2011	Notice of Total Small Business Aside
52.219-8	OCT 2014	Utilization of Small Business Concerns
52.219-9	OCT 2014	Small Business Subcontracting Plan - Alternate II (OCT 2001)
52.219-14	NOV 2011	Limitations on Subcontracting
52.219-16	JAN 1999	Liquidated Damages - Subcontracting Plan
52.219-28	JUL 2013	Post Award Small Business Program Representation
52.219-30	JUL 2013	Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program
52.222-3	JUN 2003	Convict Labor
52.222-17	MAY 2014	Nondisplacement of Qualified Workers
52.222-19	JAN 2014	Child Labor - Cooperation with Authorities and Remedies
52.222-21	APR 2015	Prohibition of Segregated Facilities
52.222-26	APR 2015	Equal Opportunity
52.222-37	JUL 2014	Employment Reports on Veterans
52.222-40	DEC 2010	Notification of Employee Rights Under the National Labor Relations Act

52.222-50	MAR 2015	Combating Trafficking in Persons
52.222-54	AUG 2013	Employment Eligibility Verification
52.223-18	AUG 2011	Encouraging Contractor Policies to Ban Text Messaging while Driving
52.224-1	APR 1984	Privacy Act Notification
52.224-2	APR 1984	Privacy Act
52.225-1	MAY 2014	Buy American--Supplies
52.225-13	JUN 2008	Restrictions on Certain Foreign Purchases
52.227-14	MAY 2014	Rights in Data -- General
52.228-5	JAN 1997	Insurance - Work on a Government Installation
52.229-3	FEB 2013	Federal, State, and Local Taxes
52.232-1	APR 1984	Payments
52.232-18	APR 1984	Availability of Funds
52.232-23	MAY 2014	Assignment of Claims
52.232-33	JUL 2013	Payment by Electronic Funds Transfer - System for Award Management
52.232-39	JUN 2013	Unenforceability of Unauthorized Obligations
52.233-1	MAY 2014	Disputes
52.233-3	AUG 1996	Protest After Award
52.233-4	OCT 2004	Applicable Law for Breach of Contract Claim
52.237-2	APR 1984	Protection of Government Buildings, Equipment, and Vegetation
52.239-1	AUG 1996	Privacy or Security Safeguards
52.242-13	JUL 1995	Bankruptcy
52.243-1	AUG 1987	Changes -- Fixed Price
52.244-6	APR 2015	Subcontracts for Commercial Items.

52.245-1	APR 2012	Government Property - Alternate I (APR 2012)
52.246-25	FEB 1997	Limitation of Liability—Services
52.249-4	APR 1984	Termination for Convenience of the Government (Services) (Short Form)
52.249-8	APR 1984	Default (Fixed-Price Supply and Service)
52.251-1	APR 2012	Government Supply Sources
52.253-1	JAN 1991	Computer Generated Forms
1852.204-76	JAN 2011	Security Requirements For Unclassified Information Technology Resources
1852.215-84	NOV 2011	Ombudsman - Alternate I (JUN 2000)
1852.219-74	SEP 1990	Use of Rural Area Small Businesses
1852.219-76	JUL 1997	NASA 8 Percent Goal
1852.223-72	APR 2002	Safety and Health (Short Form)
1852.223-74	MAR 1996	Drug and Alcohol Free Workforce
1852.223-75	FEB 2002	Major Breach of Safety or Security
1852.225-70	FEB 2000	Export Licenses
1852.227-14	MAY 2014	Rights In Data--General
1852.228-75	OCT 1988	Minimum Insurance Coverage
1852.235-71	MAR 1989	Key Personnel and Facilities
1852.237-70	DEC 1988	Emergency Evacuation Procedures
1852.237-72	JUN 2005	Access to Sensitive Information
1852.237-73	JUN 2005	Release of Sensitive Information
KSC 1852.223-74	MAR 1996	Drug and Alcohol Free Workforce

(End of clause)

I.2 52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of contract expiration.

(End of Clause)

I.3 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of Clause)

I.4 52.219-13 Notice of Set-Aside of Orders (NOV 2011)

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

I.5 52.222-35 Equal Opportunity for Veterans (JUL 2014)

(a) Definitions. As used in this clause--

“Active duty wartime or campaign badge veteran,” “Armed Forces service medal veteran,” “disabled veteran,” “protected veteran,” “qualified disabled veteran,” and “recently separated veteran” have the meanings given at FAR 22.1301.

(b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits

discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.

(c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts of \$100,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate of identify properly the parties and their undertakings.

(End of Clause)

I.6 52.222-36 Equal Opportunity for Workers with Disabilities (JUL 2014)

(a) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60.741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.

(b) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of \$15,000 unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

(End of Clause)

I.7 52.252-6 Authorized Deviations in Clauses (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the clause.

(b) The use in this solicitation or contract of any NFS (48 CFR 18) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of Clause)

I.8 1852.216-80 Task Ordering Procedure (OCT 1996)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 5 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of clause)

I.9 1852.225-71 Restriction on Funding Activity with China (FEB 2012)

(a) Definition - "China" or "Chinese-owned company" means the People's Republic of China, any company owned by the People's Republic of China or any company incorporated under the laws of the People's Republic of China.

(b) Public Laws 112-10, Section 1340(a) and 112-55, Section 539, restrict NASA from contracting to participate, collaborate, coordinate bilaterally in any way with China or a Chinese-owned company using funds appropriated on or after April 25, 2011. Contracts for commercial and non-developmental items are exempted from the prohibition because they constitute purchase of goods or services that would not involve participation, collaboration, or coordination between the parties.

(c) This contract may use restricted funding that was appropriated on or after April 25, 2011. The contractor shall not contract with China or Chinese-owned companies for any effort related to this contract except for acquisition of commercial and non-developmental items. If the contractor anticipates making an award to China or Chinese-owned companies, the contractor must contact the contracting officer to determine if funding on this contract can be used for that purpose.

(d) Subcontracts - The contractor shall include the substance of this clause in all subcontracts made hereunder.

(End of clause)

[END OF SECTION]

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**SECTION J****LIST OF ATTACHMENTS****J.1 List of Attachments**

The following documents are attached hereto and made a part of this contract:

NUMBER	TITLE	NO. OF PAGES
J-01	Statement of Work	24
J-02	Data Requirements List	23
J-03	Position Descriptions	10
J-04	Organizational Conflict of Interest (OCI) Plan	TBD

(End of clause)

[END OF SECTION]

PART IV - REPRESENTATIONS AND CERTIFICATIONS

SECTION K

REPRESENTATIONS AND CERTIFICATIONS

K.1 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract provisions pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.203-11	SEP 2007	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
52.204-16	NOV 2014	Commercial and Government Entity Code Reporting
52.204-17	NOV 2014	Ownership of Control of Offeror
52.204-19	DEC 2014	Incorporation by Reference of Representations and Certifications
52.219-1	OCT 2014	Small Business Program Representations - Alternate I (May 2014)
52.222-38	SEP 2010	Compliance With Veterans' Employment Reporting Requirements
52.225-25	DEC 2014	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification

(End of Provision)

K.2 52.204-8 Annual Representations and Certifications (DEC 2014)

(a)

(1) The North American Industry classification System (NAICS) code for this acquisition is 541690, Other Scientific and Technical Consulting Services.

(2) The small business size standard is \$15.0 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certification in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.

(vi) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.

(xvi) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$79,507, the provision with its Alternate II applies.

(D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following certifications are applicable as indicated by the Contracting Officer:

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iii) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

(iv) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

(v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

(vi) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM Web site accessed through <https://www.acquisition.gov> . After reviewing the SAM database information, the offeror verifies by submission of the offer that the

representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below *[offeror to insert changes, identifying change by clause number, title, date]*. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of Provision)

K.3 52.209-5 Certification Regarding Responsibility Matters (APR 2010)

(a)

(1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have , have not , within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of Provision)

K.4 52.209-7 Information Regarding Responsibility Matters (JUL 2013)

(a) Definitions. As used in this provision—

“Administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceeding at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

“Federal contracts and grants with total value greater than \$10,000,000” means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror has does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

K.5 52.222-22 Previous Contracts and Compliance Reports (FEB 1999)

The offeror represents that --

- (a) It * has, * has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It * has, * has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of Provision)

K.6 52.225-2 Buy American Certificate (MAY 2014)

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Supplies.”

(b) Foreign End Products:

Line Item No.:	Country of Origin:

[List as necessary]

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

(End of Provision)

K.7 52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications (DEC 2012)

(a) Definitions. As used in this provision--

Person--

(1) Means--

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

Sensitive technology—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror--

(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies; and

(3) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(d) Exception for trade agreements. The representation requirement of paragraph (c)(1) and the certification requirements of paragraphs (c)(2) and (c)(3) of this provision do not apply if—

(1) This solicitation includes a trade agreements notice or certification (e.g., 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

K.8 1852.209-73 Representation by Offerors that they are not the Association of Community Organizations for Reform Now (ACORN) or a subsidiary of ACORN (FEB 2012) (DEVIATION)

REPRESENTATION BY OFFERORS THAT THEY ARE NOT THE ASSOCIATION of COMMUNITY ORGANIZATIONS for REFORM NOW (ACORN) or a SUBSIDIARY of ACORN (DEVIATION FEB 2012)

(a) In accordance with section 534 of The Consolidated and Further Continuing Appropriation Act of 2012 (Pub. L. 112-55) none of the funds made available by the Act may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

(b) The offeror represents, by submission of its offer, that it is not the Association of Community Organizations for Reform Now (ACORN) or a subsidiary thereof.

(End of provision)

K.9 1852-209-74 Certification by Offerors Regarding Federal Income Tax Filing and Federal Income Tax Violations (FEB 2012) (DEVIATION)

(a) In accordance with section 527 of The Consolidated and Further Continuing Appropriation Act of 2012 (Pub. L. 112-55) none of the funds made available by the Act may be used to enter into a contract in an amount greater than \$5 Million unless the prospective contractor certifies in writing to NASA that, to the best of its knowledge and belief, the contractor has filed all Federal tax returns required during the three years

preceding the certification, has not been convicted of a criminal offense under the Internal revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

(b) The offeror’s proposal shall include a signed written certification as follows

To the best of my knowledge and belief, ---(name of offeror)--- has filed the Federal tax returns required during the three years preceding this certification, has not been convicted of a criminal offense under the Internal revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Firm _____

Signature _____

Name _____

Title _____

Date of execution _____

(End of Provision)

K.10 1852-209-75 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under Any Federal Law (FEB 2012) (DEVIATION)

(a) In accordance with sections 544 and 543 of The Consolidated and Further Continuing Appropriation Act of 2012 (Pub. L.112-55), none of the funds made available by that Act may be used to enter into a contract with any corporation that-

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government; or

(2) Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the

preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The offeror represents that –

(1) It is is not a corporation that has had any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(2) It is is not a corporation that was convicted, or had an officer or agent acting on behalf of the corporation convicted, of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

K.11 1852.225-72 Restriction on funding Activity with China - Representation (FEB 2012)

(a) Definition - “China” or “Chinese-owned” means the People’s Republic of China, any company owned by the People’s Republic of China or any company incorporated under the laws of the People’s Republic of China.

(b) Public Laws 112-10, Section 1340(a) and 112-55, Section 536, restrict NASA from contracting to participate, collaborate, or coordinate bilaterally in any way with China or a Chinese-owned company with funds appropriated on or after April 25, 2011. Contracts for commercial and non-developmental items are excepted from the prohibition as they constitute purchase of goods or services that would not involve participation, collaboration, or coordination between the parties.

(c) Representation. By submission of its offer, the offeror represents that the offeror is not China or a Chinese-owned company.

(End of Provision)

[END OF SECTION]

SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract provisions pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.204-7	JUL 2013	System for Award Management
52.214-34	APR 1991	Submission of Offers in the English Language
52.214-35	APR 1991	Submission of Offers in U.S. Currency
52.222-46	FEB 1993	Evaluation of Compensation for Professional Employees
52.237-1	APR 1984	Site Visit

(End of clause)

L.2 FAR 52.216-1 Type of Contract Type of Contract (Apr 1984)

The Government contemplates award of a single-award Blanket Purchase Agreement resulting from this solicitation. Resultant orders shall be placed using firm-fixed-price task orders.

(End of Provision)

L.3 FAR 52.233-2 Service of Protest (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

NASA/John F. Kennedy Space Center

Attn: Louis Frederick Patalano III

Mail Code: OP-OS

Kennedy Space Center, FL 32899

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.74 1852.215-81 Proposal Page Limitations (FEB 1998)

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

Technical	24
Past Performance	3
Price	N/A

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

(End of provision)

L.5 NFS 1852.233-70 Protest to NASA (OCT 2002)

Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

L.6 KSC 52.214-90 Delivery Instructions for Bids/Proposals (AUG 2005)

The offeror shall submit the following hardcopies (paper) of the proposal:

- Four (4) hardcopies (paper) of Volume 1, Technical
- Two (2) hardcopies (paper) of Volume 2, Past Performance
- Two (2) hardcopies (paper) of Volume 3, Price

(a) Delivery Address:

All offers (bids or proposals) shall be delivered to the Central Industry Assistance Office (CIAO), 7110 N. Courtenay Parkway, Merritt Island, FL, 32953 on or before 10:00AM EST June 12, 2015. The CIAO is located on State Road 3, approximately 2 miles south of Gate 2 to KSC and be made to the attention of Louis Frederick Patalano III, Contracting Officer, OP-OS. Access to KSC is not required.

(b) Hand-Delivered Offers:

Offerors are responsible for assuring that hand-carried bids are either received by NASA Government employees at the CIAO or dropped in the CIAO mail box located outside of the building. In addition, proposal package labels shall contain the solicitation number, the name and address of the offeror, and be made to the attention of Louis Frederick Patalano III, Contracting Officer, OP-OS.

(c) Late Delivery of Offers/Bids

Late offers/bids will be processed in accordance with FAR 52.214-7, Late Submissions, Modifications and Withdrawals of Bids, FAR 52.215-1, Instructions to Offerors - Competitive Acquisition, FAR 52.212-1 Instructions to Offerors - Commercial Items, or FAR 52.214-23, Late Submissions, Modifications, and Withdrawals of Technical Proposals under Two Step Sealed Bidding, included in this solicitation.

(End of Provision)

L.7 Submission of Questions

Questions regarding this request for proposals must be submitted via email to the following address, on or before 10:00AM EST May 20, 2015, with the request for proposals number identified in the subject line: NNK15542079R <louis.f.patalano@nasa.gov>.

(End of provision)

L.8 Administrative Information

(a) The offeror shall provide the following information in the submission of the proposal: company name, street address, phone number, Data Universal Numbering System number, CAGE code, and business classification size.

(1) The North American Industry Classification System code for this acquisition is 541690, Other Scientific and Technical Consulting Services.

(2) The small business size standard is \$15.0 million

(b) The offeror shall provide contact information (name, phone, FAX, email) of individuals that will serve as the offeror's primary and secondary points of contact for ordering services and the discussion and resolution of all problems involving the BPA and resultant task orders.

(End of provision)

L.9 Preparation of Offer

The offeror's response to this request shall consist of three main parts:

(a) Technical; (b) Past Performance and; (c) Price.

(a) The Technical package shall address the following sub-factors and is limited to a total twenty four (24) pages:

(1) The Overall Management Approach, which shall include the following, is limited to five (5) pages:

- The offeror shall describe the proposed approach to maintain a high level of customer centric and service oriented support to OCHMO throughout the period of performance of the BPA, while interacting with support staff and clients in a proactive way.
- The offeror shall describe the proposed management approach, strategies, policies and procedure to provide flexible, effective and efficient

implementation of customer requirements. This discussion shall include the strategy and process for recruiting, selecting and training fully qualified replacement and/or additional personnel necessary to maintain or accommodate short-term and long-term increases and decreases in the level of support that might arise. This discussion shall also include the approach to accommodating workload adjustments through the cross-utilization of personnel, use of existing corporate resources, and other plans which demonstrate the flexibility to respond to fluctuating requirements. The methodology for maintaining technical competency of personnel shall also be discussed.

- The offeror shall provide charts depicting the proposed organizational structure, including any associations with corporate or division organizations and subcontractors and describe how the organizational structure provides clear internal and external lines of authority. The offeror shall also describe the degree of local autonomy granted to the onsite Business Manager, any relationship to a parent organization, and any decisions or approvals that will be made outside the local organization to include subcontractors and partners. Descriptions of local autonomy shall include as a minimum:
 - The Business Manager responsible for managing the BPA and resultant task order. The proposal will clearly distinguish the prime versus the subcontractor's, team member or joint venture partner's work and responsibilities to reassign work in response to varying workloads; hire, dismiss, promote, and demote personnel; select, administer and provide training.
 - Identification of the organizational and geographical placement of authority to negotiate and sign contract modifications, develop proposals, release completed work and vouchers to the Government, administer, and terminate subcontracts.
 - Describe the communication channels (customer focused both internally within the contractor team and to external clients with a single voice), the lines of authority (including the line of succession if the Business Manager is unavailable), reporting relationships, and responsibilities of all organizational elements. Include communication channels with contractor positions located at NASA Headquarters and Johnson Space Center and communication channels between remote (non KSC) contractor locations and OCHMO personnel at KSC.
 - Include resumes for key personnel positions, identified by an asterisk in Attachment J-03, Position Descriptions, which are included in the proposed staffing plan to be filled by a

specific/named person who has committed to work on the proposed BPA. Additionally, if proposing an equivalent title, which differs from the staffing table, offers must provide a detailed description of the title position descriptions and position requirements in relation to the specified title requirements, minimum education and experience required for each position, located in Attachment J-03, Position Descriptions.

(2) The Incumbent Capture Plan, which shall include the following, is limited to one (1) page:

- The offeror shall indicate any proposed incumbent capture rate (if any) as a percentage of the total workforce, the justification of this rate and the methods proposed to recruit and hire incumbents. The offeror shall also describe the plan to recruit the remainder of the required workforce, and identify, as a percentage of the total workforce, the degree to which initial staffing will be obtained from (including both offeror and subcontractors) outside recruitment (other than incumbent workforce), and internal labor resource (corporate or company-wide other than incumbent workforce).

(3) The Organizational Conflicts of Interest (OCI) Preliminary Analysis, which shall include the following, is limited to one (1) page:

- In accordance with NASA FAR Supplement 1852.237-72, Access to Sensitive Information (JUN 2005), offerors shall provide a preliminary analysis of possible organizational conflicts of interest that might flow from the award of this BPA and resultant Task Orders. This analysis shall address organizational conflicts of interest that might arise because the offeror has access to other companies' sensitive information and shall address specific methods to control, mitigate or eliminate all problems identified. OCI analysis shall take into account OCHMO's onsite occupational health reviews at various NASA Centers over the term of the BPA.

(4) The Phase-in plan, which shall include the following, is limited to one (1) page:

- The offeror shall describe the overall strategy, approach and time period for ensuring a smooth and seamless transition of personnel for effective and efficient operations without any disruption in services. The offeror's phase-in plan shall include the phase-in time required for badging requirements and background checks as indicated in Security Controls (located in the Terms & Conditions of this solicitation), training of personnel, and any other issues deemed critical to a successful transfer from the current contract to this follow on effort.

(5) The Requirements Approach, which shall include the following, is limited to

sixteen (16) pages:

- A description of the offeror's expertise required to successfully accomplish the requirements in Attachment J-01, Statement of Work, specifically addressing the details of the methodology, processes, procedures, and tools required to accomplish the performance requirements in Sections 4.0 and 5.0, to ensure compliance with NPR 1800.
- The offeror shall describe the proposed approach to meet the software update training as specified in Section 5.0 of Attachment J-01, Statement of Work, including the individuality of each center's Electronic Health Record System (EHRS) interface and Information Technology (IT) configurations.

(b) The Past Performance package shall include the following and is limited to three (3) pages:

- A brief narrative on the offeror's recent and relevant experience with all discipline areas of Occupational Health support (Medical, Industrial Hygiene, Health Physics, Health Promotion, and Preventive Health/Health Promotion), electronic health record system knowledge and support, IT website development and maintenance support.
- Information of the comparable work to the effort required within the past three years, which identifies the company's customer, customer's POC contract information, performance period, dollar amount, contract type, contact information and a short description of the project/effort.

(c) The Price package shall include the following:

- To assist offerors in understanding the size of this effort, the Government's Estimate for each contract year is provided in Table L-01 below. These hours represent the Government's estimated staffing levels needed for accomplishing the work.
- The offeror shall propose fully burdened labor rates to the Government's Estimate utilizing Table L-01 below and Attachment J-03, Position Descriptions, with no deviations.
- For price evaluation purposes, the Government will use these estimated hours along with the proposed labor rates to compute a total price for each proposal. The sum of the base period, all option periods and phase-in will be used to calculate total price.

Table L-01

Labor Category	BASE		OPTION 1		OPTION 2		OPTION 3		OPTION 4		Total Price
	Proposed Rate	Hours									
Business Manager		1880		1880		1880		1880		1880	
Medical Advisor		470		470		470		470		470	
International Space Medicine Liaison		1880		1880		1880		1880		1880	
Industrial Hygienist		1880		1880		1880		1880		1880	
Occupational Health Physician		1040		1040		1040		1040		1040	
Sr. Occupational Health Nurse		1880		1880		1880		1880		1880	
Health Physicist		1880		1880		1880		1880		1880	
IT Specialist		1880		1880		1880		1880		1880	
Applications Analyst		940		940		940		940		940	
Sr. Applications Analyst		1880		1880		1880		1880		1880	
Phase-in											
Total Price (Labor)											
Travel and Other Direct Costs (ODC)s*	\$43,200.00		\$43,200.00		\$43,200.00		\$43,200.00		\$43,200.00		\$ 216,000.00
Materials*	\$33,500.00		\$33,500.00		\$33,500.00		\$33,500.00		\$33,500.00		\$ 167,500.00
Total Price											

* This line item can be unilaterally changed by the Government to reflect current Government requirements.

(End of provision)

[END OF SECTION]

SECTION M
EVALUATION FACTORS FOR AWARD

M.1 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

- Federal Acquisition Regulation (FAR) clauses:
<http://www.acquisition.gov/far/>
- NASA FAR Supplement (NFS) clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The following contract provisions pertinent to this section are hereby incorporated by reference:

CLAUSE	DATE	TITLE
52.217-5	JUL 1990	Evaluation of Options
52.237-10	MAR 2015	Identification of Uncompensated Overtime

(End of clause)

M.2 Evaluation of Proposals

The Government reserves the right to award on initial proposals, without discussions.

Each proposal will be evaluated on:

- (a) Technical;
- (b) Past Performance; and,
- (c) Price,

Where, Technical and Past Performance, when combined, are significantly more important than price.

If the Government determines that, due to unrealistically low or significantly understated labor rates, there is an unreasonably high risk of default, such determination could serve as a basis for non-selection.

(End of provision)

M.3 Technical Evaluation

The Offeror's Technical package will be evaluated on the following sub-factors:

(1) The Overall Management Approach, which will be evaluated on the following:

- The Offeror's proposal will be evaluated on the proposed approach to maintain a high level of customer centric and service oriented support to OCHMO throughout the period of performance of the BPA, while interacting with support staff and clients in a proactive way.
- The Offeror's proposal will be evaluated on the proposed management approach, strategies, policies and procedure to provide flexible, effective and efficient implementation of customer requirements. The Offeror's proposal will be evaluated on the strategy and process for recruiting, selecting and training fully qualified replacement and/or additional personnel necessary to maintain or accommodate short-term and long-term increases and decreases in the level of support that might arise. The Offeror's proposal will be evaluated on the approach to accommodating workload adjustments through the cross-utilization of personnel, use of existing corporate resources, and other plans which demonstrate the flexibility to respond to fluctuating requirements. The Offeror's proposal will be evaluated on the methodology for maintaining technical competency of personnel.
- The Offeror's proposal will be evaluated on the proposed organizational structure, including any associations with corporate or division organizations and subcontractors and describe how the organizational structure provides clear internal and external lines of authority. The Offeror's proposal will be evaluated on the degree of local autonomy granted to the onsite business manager, any relationship to a parent organization, and any decisions or approvals that will be made outside the local organization to include subcontractors and partners. The Offeror's proposal will be evaluated on the descriptions of local autonomy, which shall include as a minimum:
 - The Business Manager responsible for managing the BPA and resultant task order. The Offeror's proposal will be evaluated on distinguishing the prime versus the subcontractor's, team member

or joint venture partner's work and responsibilities to reassign work in response to varying workloads; hire, dismiss, promote, and demote personnel; select, administer and provide training.

- The Offeror's proposal will be evaluated on the identification of the organizational and geographical placement of authority to negotiate and sign contract modifications, develop proposals, release completed work and vouchers to the Government, administer, and terminate subcontracts.
- The Offeror's proposal will be evaluated on the communication channels (customer focused both internally within the contractor team and to external clients with a single voice), the lines of authority (including the line of succession if the Business Manager is unavailable), reporting relationships, and responsibilities of all organizational elements. The Offeror's proposal will be evaluated on the communication channels with contractor positions located at NASA Headquarters and Johnson Space Center and communication channels between remote (non KSC) contractor locations and OCHMO personnel at KSC.
- The Offeror's proposal will be evaluated on resumes for key personnel positions, identified by an asterisk in Attachment J-03, Position Descriptions, which are included in the proposed staffing plan to be filled by a specific/named person who has committed to work on the proposed BPA. Additionally, if proposing an equivalent title, which differs from the staffing table, the Offeror's proposal will be evaluated on the detailed description of the title position descriptions and position requirements in relation to the specified title requirements, minimum education and experience required for each position, located in Attachment J-03, Position Descriptions.

(2) The Incumbent Capture Plan, which will be evaluated on the following:

- The Offeror's proposal will be evaluated on any proposed incumbent capture rate (if any) as a percentage of the total workforce, the justification of this rate and the methods proposed to recruit and hire incumbents. The Offeror's proposal will also be evaluated on the plan to recruit the remainder of the required workforce, and identify, as a percentage of the total workforce, the degree to which initial staffing will be obtained from (including both offeror and subcontractors) outside recruitment (other than incumbent workforce), and internal labor resource (corporate or company-wide other than incumbent workforce).

(3) The Organizational Conflicts of Interest (OCI) Preliminary Analysis, which will be

evaluated on the following:

- The Offeror's proposal will be evaluated on a preliminary analysis of possible organizational conflicts of interest that might flow from the award of this BPA and resultant Task Orders. This analysis shall address organizational conflicts of interest that might arise because the offeror has access to other companies' sensitive information and shall address specific methods to control, mitigate or eliminate all problems identified. OCI analysis shall take into account OCHMO's onsite occupational health reviews at various NASA Centers over the term of the BPA.

(4) The Phase-in plan, which will be evaluated on the following:

- The Offeror's proposal will be evaluated on the overall strategy, approach and time period for ensuring a smooth and seamless transition of personnel for effective and efficient operations without any disruption in services. The Offeror's proposal will be evaluated on the phase-in plan, which shall include the phase-in time required for badging requirements and background checks as indicated in Security Controls (located in the Terms & Conditions of this solicitation), training of personnel, and any other issues deemed critical to a successful transfer from the current contract to this follow on effort.

(5) The Requirements Approach, which will be evaluated on the following:

- The Offeror's proposal will be evaluated on the description of the offeror's expertise required to successfully accomplish the requirements in Attachment J-01, Statement of Work, specifically addressing the details of the methodology, processes, procedures, and tools required to accomplish the performance requirements in Sections 4.0 and 5.0, to ensure compliance with NPR 1800.
- The Offeror's proposal will be evaluated on the proposed approach to meet the software update training as specified in Section 5.0 of Attachment J-01, Statement of Work, including the individuality of each center's EHRS interface and IT configurations.

(End of provision)

M.4 Past Performance Evaluation

In accordance with, NFS 1815.305, Proposal Evaluation, the past performance factor shall be evaluated for each offeror using the following levels of confidence ratings:

- Very High Level of Confidence:

The offeror's relevant past performance is of exceptional merit and is very highly pertinent to this acquisition, indicates exemplary performance in a timely, efficient, and economical manner and very minor (if any) problems with no adverse effect on overall performance. Based on the offeror's performance record, there is a very high level of confidence that the offeror will successfully perform the required effort. (One or more significant strengths exist. No significant weaknesses exist.)

- **High Level of Confidence:**
The offeror's relevant past performance is highly pertinent to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements. Offeror's past performance indicates that contract requirements were accomplished in a timely, efficient, and economical manner for the most part, with only minor problems that had little identifiable effect on overall performance. Based on the offeror's performance record, there is a high level of confidence that the offeror will successfully perform the required effort. (One or more significant strengths exist. Strengths outbalance any weakness.)
- **Moderate Level of Confidence:**
The offeror's relevant past performance is pertinent to this acquisition, and it demonstrates effective performance. Performance was fully responsive to contract requirements; there may have been reportable problems, but with little identifiable effect on overall performance. Based on the offeror's performance record, there is a moderate level of confidence that the offeror will successfully perform the required effort. (There may be strengths or weaknesses, or both.)
- **Low Level of Confidence:**
The offeror's relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards. Offeror achieved adequate results; there may have been reportable problems with identifiable, but not substantial, effects on overall performance. Based on the offeror's performance record, there is a low level of confidence that the offeror will successfully perform the required effort. Changes to the offeror's existing processes may be necessary in order to achieve contract requirements. (One or more weaknesses exist. Weaknesses outbalance strengths.)
- **Very Low Level of Confidence:**
The offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action was required in one or more areas. Performance problems occurred in one or more areas which, adversely affected overall performance. Based on the offeror's performance record, there is a very low level of confidence that the offeror will successfully perform the required effort. (One or more deficiencies or significant weaknesses exist.)

- Neutral:
In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance [see FAR 15.305(a) (2) (ii) and (iv)].

The evaluation may be limited to specific areas of past performance considered most germane for the instant acquisition. It may include any or all of the items listed in FAR 42.1501, and/or any other aspects of past performance considered pertinent to the solicitation requirements or challenges. Regardless of the areas of past performance selected for evaluation, the same areas shall be evaluated for all offerors.

Questionnaires and interviews may be used to solicit assessments of the offeror's performance, as either a prime or subcontractor, from the offeror's previous customers.

(End of provision)

M.5 Price Evaluation

The price factor shall be evaluated based on the estimated hours along with the proposed fully burdened labor rates, from Table L-01, to compute a total price for each proposal. The sum of the base period, all option periods and phase-in will be used to calculate total price.

(End of provision)

[END OF SECTION]

NNK15542079R

**NASA OCCUPATIONAL HEALTH
CONTRACT (NOHC)**

**Statement of Work (SOW)
Rev. BASIC**

Attachment J-01

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1.0 Introduction

The National Aeronautics and Space Administration's (NASA) Office of the Chief Health and Medical Officer's (OCHMO) Health and Medical Systems division is responsible for policy and oversight of all NASA occupational health and medical activities. The Aerospace Medicine section is responsible for the organization, planning and development of headquarters oversight for activities supporting space medicine, from research requirements to deliverables, such as ground based analogs for space missions, the development of vehicles for human and animal access to space, planning for future space missions and supporting the execution of Health and Medical Technical Authority. For Occupational Health (OH), OCHMO evaluates and reviews NASA Center and component facility conformance with all applicable regulatory requirements in the implementation of occupational medicine, environmental health (including industrial hygiene, health physics and food safety), physical fitness and health promotion/wellness, federal workers' compensation, and employee assistance disciplines. Policies and procedures have been established to carry out the mission of OCHMO and to ensure the scope and quality of services provided by Occupational Health Program (OHP) personnel at NASA Centers and component facilities are optimal. NASA OHP professionals and allied health professionals throughout the Agency use these policies and procedures in their daily tasks to protect and enhance the health of employees and promote a safe work environment. Customer service is extremely important in all OCHMO tasks, including all verbal, written, electronic, and telephonic communications between and among other NASA centers, other NASA contractors, and non-NASA individuals/entities. Provided herein are the requirements for support to NASA's OCHMO, located at NASA Headquarters (HQ) in Washington, DC and at OCHMO's tenant/satellite offices located at NASA's Kennedy Space Center (KSC) in Kennedy Space Center, FL and Lyndon B. Johnson Space Center (JSC) in Houston, TX. OCHMO's tenant/satellite office at KSC is the office to which the Contractor shall provide primary interaction and communication.

2.0 General

The Contractor shall provide all necessary personnel, materials, services, and equipment (not otherwise furnished by the Government) for safe, high-quality, and timely support services of OCHMO. The Contractor's primary objectives under this contract will be to assure that all Federal, state, local, and NASA regulations, policies, standards, directives, and orders pertaining to the tasks in this SOW are reviewed, understood, and applied. The Contractor shall provide suggestions and recommendations to OCHMO with regard to improving NASA OH programs by increasing efficiency and effectiveness within available resources and constraints. The Contractor's support shall be objective, unbiased, and be conducted from an Agency-level perspective. The nature of Contractor's role will require close working relationships with other contractors, other Agency program offices, NASA Center personnel, and non-NASA entities. The Contractor shall convey (to circumvent confusion, misunderstandings, and misconceptions by others of the Contractor's role) that NASA OCHMO is the NASA OH authority from which decisions should be solicited. The Contractor shall refer individuals and entities to OCHMO when inquiries are made relative to policy, sensitive Agency issues, and other matters for deposition to OCHMO.

Due to the close working relationships that the Contractor will have with other Centers, sometimes information is learned or exchanged for which OCHMO is unaware. The Contractor shall provide prompt notification to OCHMO by electronic mail and by phone for urgent matters and kept informed of issues or situations that may impact the status of Agency OH. Examples include Center personnel changes (e.g., resignations, terminations, and retirements), reorganizations, OH contract status changes at centers and facilities, emergency incidents, serious injuries, fatalities, visits/inspections by regulatory agencies, professionals' impairments and deterioration of quality of care, etc.

The Contractor shall be responsible for funding and maintaining their own staff certifications, licenses, professional memberships, subscriptions, and continuing education requirements (applicable to their geographic duty station).

Contractor staff requested/invited by other NASA or non-NASA entities to participate on panels, boards, or other forums as a result of their activities, association, or involvement with a NASA OCHMO project, task, or action shall solicit OCHMO concurrence before acceptance.

The Contractor shall be familiar with the most current version of NPR 1800.1, which provides the OH policies and requirements for which NASA Centers and component facilities must comply. The NPR 1800.1 is the foundation on which OCHMO's onsite OH reviews are conducted. State-specific OH-related requirements for which NASA Centers and component facilities must comply shall be researched and identified by Contractor and also used for research and evaluation in conjunction with NPR 1800.1 where applicable.

The Contractor shall answer routine technical questions and prepare technical responses for OH related questions, surveys, feedback, and review requests. Review request examples include draft policies, draft meeting agendas, studies, charts/tables, summaries of federal Agency draft documents, and draft responses to federal agency inquiries.

3.0 Program Management

The Business Manager (BM) shall provide overall technical management for the Contractor's staff located at KSC, HQ and JSC.

The BM shall ensure effective communications with the CO and COR. The Contractor shall recognize that the primary method of communication within and outside of OCHMO is electronic mail.

The BM shall support weekly meetings with the COR to discuss project/deliverable progress, upcoming projects and actions, and other situations for which OCHMO should be made aware of. Status reports (one or two page bulleted) that summarize the Contractor's activities and projects, at KSC, JSC, and HQ locations, shall be provided in accordance with DRD 004.

The BM shall provide at least 24 hour notice of his/her planned absence, to the CO and COR, and indicate the individual who will act on his/her behalf. The BM shall notify OCHMO in a timely (immediately when they become aware) manner of his/her absence in the event of an

unplanned circumstance (e.g. emergency, sick, etc.) Notifications shall be accomplished by electronic mail.

4.0 Performance Requirements

4.1 Administrative Support

At OCHMO's request, the Contractor shall purchase (with Government oversight and approval) resource items (e.g., American Conference of Industrial Hygienists (ACGIH) documentation of Threshold Limit Values (TLV), guidance manuals) for dissemination to NASA Center/component facility civil service points of contact. Whenever possible, the Contractor shall research the potential of obtaining free materials and resources.

For the Agency monthly Occupational Health (OH) Newsletter (prepared by OCHMO), the Contractor shall provide input suitable for an OH professional level reader, make recommendations for content, solicit input from Centers, and review the OCHMO editor's draft as requested.

The Contractor shall make the necessary arrangements and establish the necessary working relationships with points of contact at KSC in order to set up video teleconferences and web-based meetings/presentations as outlined in DRD 005. Examples include:

Basic Video teleconference Requirements	Basic Web-Based Meeting Requirements
Establish permanent KSC accounts for WebEx and/or Lync to enable attendees' remote access	Establish permanent KSC accounts for WebEx or Lync to enable attendees' remote access
Establish KSC accounts for toll-free phone number for attendees' dial-in	Establish KSC accounts for toll-free phone number for attendees' dial-in
Coordinate with KSC video teleconference POCs to secure a date and time for the meeting. The date and time chosen should be scheduled at least 2 weeks in advance	Select a date and time that will enable the highest attendance, taking into account that the date and time chosen should be scheduled at least 2 weeks in advance
Provide KSC video teleconference operators with a list of Center POCs, including their e-mail addresses and phone numbers. Also provide KSC video teleconference operators with the title of each presentation/meeting	

The Contractor shall annually conduct an electronic survey (e.g., Survey Monkey) of the NASA OH workforce to identify topics for presentations to be conducted within the next calendar year, in accordance with DRD 006. For the life of the contract, the Contractor shall maintain a database or spreadsheet of the presentations that have been conducted, including webinars, ViTS, and in-person meetings. A summary shall be provided to OCHMO annually, in accordance with DRD 007.

The Contractor shall implement a mechanism to collect attendees' feedback regarding the quality of presentations conducted and arranged on behalf of OCHMO, including the quality of speaker and the quality of presentation content, shall be provided in accordance with DRD 008. Severe deficiencies noted by attendees shall be discussed with OCHMO and addressed if possible to ensure the most efficient and effective use of future funding and time spent to arrange/schedule.

Occasionally, OCHMO may request the Contractor's OH subject matter expert (e.g., medical, industrial hygiene, health physics, Electronic Health Record System (EHR)) to attend a meeting on OCHMO's behalf to listen and observe unless otherwise directed by OCHMO. The meeting participation may be by teleconference, video teleconference, webinar, or in-person. The Contractor shall provide OCHMO with a written summary of the meeting, including key topics discussed, goals of the meeting, issues that should be considered by OCHMO for immediate and future planning, and actions items assigned to OCHMO with associated deadlines, in accordance with DRD 009.

The Contractor shall review and report to OCHMO, in accordance with DRD 010, any relevant OH-related (industrial hygiene, health physics, preventive health, mental health, physical fitness/health promotion, food safety/sanitation, medical) current events and regulatory updates impacting or having the potential to impact the NASA workforce. Sources of information include RSS feeds, newsletters, publications, meeting proceedings, and other professional online or hard-copy resources.

4.2 Information Technology

If Information Technology (IT) support will be unavailable for longer than five (5) working days, the Contractor shall ensure that there is equivalent alternate IT support to assure that OH websites can be populated/edited/revised and activities related to the Agency's EHR IT support can be provided without interruption or delay.

The Contractor shall manage, maintain, revise, update, and modify three OCHMO websites: (1) www.ohp.nasa.gov (internal); (2) www.ohp.nasa.gov/health4life (a subset of ohp.nasa.gov); and (3) www.nasa.gov/offices/ochmo/divisions/health_medsys/index.html (external, public-facing). The ohp.nasa.gov website is primarily used by OH professionals as a resource to locate articles, policies, OH-related news items, schedules of upcoming OH Reviews, schedules of upcoming video teleconferences and webinars, registration and other information about upcoming NASA meetings, telephone numbers and e-mail addresses of NASA OH personnel at Centers and component facilities, and technical references. The Health4Life website is provided for the general NASA workforce and contains employee resources such as health promotion information, business traveler resources, employee assistance resources, NASA fitness facility information, and NASA initiatives. The OCHMO website is public-facing and provides general information about the CHMO, his office staff, and hierarchy of the office.

The Contractor shall conduct full life cycle web site implementation; support and maintain existing web sites and web applications; and provide support and guidance to use existing web sites and web applications.

The Contractor shall provide the following website support:

- Consult with OCHMO to identify and document mission requirements and translate them into functional requirements.
- Serve as the lead in software development projects including the analysis, design, development, testing, and implementation for new systems or enhancements to existing systems.
- Review ohp.nasa.gov website pages frequently to ensure links are functioning properly.
- Update the ohp.nasa.gov website professional directory when new information is available or submitted.
- Formulate recommendations to solve problems (e.g., website user access problems) or to interpret conditions.
- Resolve or arrange to have resolved critical issues affecting the configuration of IT.
- Serve as a key Web site developer for utilizing NASA content management systems and other web applications.
- Ensure content of ohp.nasa.gov website is refreshed and enhanced monthly and as requested so that the website does not become outdated or stale and suggest content and add content provided or recommended by OCHMO.
- Debug and develop new site modules for existing OCHMO web sites.
- For the OCHMO public facing website, add/revise information as needed and as requested.
- For the ohp.nasa.gov website, maintain the "front page" to convey recent developments, news, alerts, special meetings or initiatives, and any other matters that are not routine and of potential interest to the OH professional workforce.
- For the ohp.nasa.gov website, incorporate internal/background website article expiration dates so that information automatically drops off. OCHMO shall determine the expiration dates and the criticality and urgency of items to be posted.
- Download the OCHMO-prepared newsletter onto the OHP website in PDF.
- For Medical, Employee Assistance, Food Sanitation/Food Safety, Industrial Hygiene, Health Physics, and Fitness/Wellness/Health Promotion website pages, research and post appropriate information, articles, references, resources, news lines, and tools for NASA professionals and general workforce employees.
- Ensure that the most recent versions of OH Review questionnaires and other OH Review information and resources are available.
- Ensure that OCHMO policy letters, advisories, and other similar documents are downloaded for reference and updated as requested by OCHMO.
- Post food safety bulletins as needed.
- Ensure that website is in conformance with requirements mandated by the Government, relative to format, accessibility, content, security, and confidentiality.
- Ensure that a mechanism exists to enable meeting attendee registration (e.g., OH Annual Meeting, Triennial Laser Safety Officers (LSOs) and Radiation Safety Officers (RSOs) Working Group Meeting)
- Make recommendations to OCHMO regarding improvements, keep up-to-date with current technological and software development, and provide advice to OCHMO on new web development technologies and future development trends.

The Contractor shall provide the following EHRS support:

- Working with and supporting OCHMO Director of Medical Informatics at Headquarters and participating in meetings, discussions, and presentations when requested.
- Supporting OCHMO to adjust the functional and operational aspects of the EHRS regarding data migration, network architecture and security configurations.
- Ensuring database settings for EHRS meet the requirements established by OCHMO and all applicable interconnections to EHRS main database are operational with regularly scheduled quality checks on system operations.
- Preparation, coordination, training, and implementation of new software versions or modules and/or relevant software updates. Training includes onsite visits to NASA Centers and component facilities with instruction on both medical and industrial hygiene modules.
- Supporting data mining to add or remove data field linkages and or descriptions ensuring applicable data is transferred to EHRS from external interconnections.
- Providing support to OCHMO as needed in order to adjust and or improve network settings to achieve best practices for the user community and system administrators to access EHRS web interface.
- Participate in establishing effective strategies with OCHMO and testing to validate EHRS disaster recovery training and testing disaster recovery case scenarios as scheduled by OCHMO.
- Support the review, update and validation of OCHMO-directed records management policies for EHRS relative to record retention schedules and multimedia record integration within the EHRS as applicable.

The Contractor shall provide assistance with audiovisual support required for the Annual OH Meeting and other similar events conducted by OCHMO, including webinars.

The Contractor shall coordinate with OCHMO before posting any and all content to OCHMO websites.

4.3 Occupational Medicine

The Contractor OH physician and/or OH nurse shall monitor, review for significance/importance, and relay information based on review of literature, meeting discussions, website feeds, professional publications, webinar presentations to OCHMO related to emerging medical topics and/or events that may impact the health and well-being of the Agency's workforce (including Clinic personnel, employees temporarily stationed in foreign countries, and employees on foreign business travel) and shall be provided in accordance with DRD 010.

The Contractor shall provide recommendations to the Chief Health and Medical Officer or his Deputy regarding topics for discussion at the quarterly medical community videoteleconference in accordance with DRD 011.

Each year, the Contractor shall review NASA Center and Component Facility medical emergency response plans and adequacy of emergency services and supplies and equipment and maintain status for each location with results instantly available when requested by OCHMO, in accordance with DRD 012.

At least annually, the Contractor shall organize, plan, and conduct a special emphasis health promotion (e.g., sun safety, diet/nutrition, tobacco cessation, physical fitness/exercise, importance of sleep rest) initiative, presentation, workshop, challenge, competition or similar activity, NASA-wide, on a topic to be approved by OCHMO, in accordance with DRD 013. This equates to one special emphasis health promotion and does not involve training or travel on the part of the contractor.

During the influenza season (approximately September to January) each year, the Contractor shall coordinate and communicate with all NASA Medical Clinic points of contact and review the EHRS as necessary to obtain, track and, upon request, report to OCHMO, NASA's influenza vaccine administration status in accordance with DRD 014.

The Contractor shall coordinate with the KSC video teleconference operator to schedule quarterly NASA CHMO meetings with the NASA Medical Community. The Contractor shall provide the CHMO with recommendations for topics, based on emerging medical issues/events potentially affecting the workforce, new policies, new regulations, or other relevant OH issues, in accordance with DRD 011. Dates and times of meetings shall be communicated to the CHMO or his Deputy and established as calendar placeholders until it is confirmed that the meetings will be held. The Contractor shall confirm the dates with the CHMO or his Deputy two weeks before distributing invitations to the NASA Medical Community. The Contractor shall announce the meeting and include the agenda or topics to be discussed (if known), as well as toll-free call in number and Lync/WebEx URL. The Contractor may be required to prepare non-complex PowerPoint slides for the meetings and shall furnish them to the KSC video teleconferences operator as well as the toll-free phone number and Lync URL to be used for the meeting.

The Contractor shall maintain, revise, and update the following existing NASA's online training system (SATERN) course, as applicable:

Course OCC-001-07, Bloodborne Pathogens:

Description: Blood and body fluids are potentially dangerous substances in the interaction with others. This danger has necessitated new safeguards and laws to minimize exposure such as the OSHA standard. Microorganisms that reside in blood and body fluids are referred to as bloodborne pathogens.

The Contractor OH physician's support shall include answering inquiries during regular business hours from OCHMO, reviewing and providing input to NASA policies and procedures, conducting medical research for posting alerts, updates, and articles to the ohp.nasa.gov website, providing medical expertise related to Health Insurance Portability and Accountability Act (HIPPA), infection control, travel vaccines, medical records, Centers for Disease Control (CDC) guidelines/recommendations, Advanced Cardiovascular Life Support (ACLS), and traveling to NASA Centers and component facilities for OH reviews. The OH nurse shall serve as the

alternate to the OH physician when he/she is unavailable and be prepared to provide the same support.

The Contractor OH physician and OH nurse shall periodically attend NASA and non-NASA web-based meetings and presentations to increase their familiarity with OH-related issues, activities, and events. Most of these meetings and presentations do not require payment to attend and are conducted by NASA, other Federal agencies or their affiliates.

When requested by OCHMO, the Contractor OH physician and/or OH nurse shall conduct special presentations (typically web-based) to inform the NASA OH medical community of specific issues and information. These would typically be related to a current medical incident or crisis for which NASA medical professionals should be made aware.

The Contractor OH physician and/or OH nurse shall frequently interface and communicate with medical professionals at NASA Centers and component facilities. The Contractor OH physician and/or OH nurse shall immediately inform the CHMO or his Deputy of any observation, communication, or situation that indicates medical professional impairment or an impact to quality of care at NASA medical clinics.

The Contractor OH physician and/or OH nurse shall respond to NASA Centers and component facilities with questions regarding NASA medical-related issues, and shall copy OCHMO on such communications. OCHMO shall be consulted by the Contractor if additional guidance is required in order to provide responses to the Centers or component facility personnel.

The Contractor shall review, as needed, the industrial hygiene, medical, health physics, health promotion, and childcare facility sections of the NPR 1800.1 to identify corrections and revisions due to new regulations, new NASA policy, new Executive Orders, industry standards, and other directives and issuances, etc. Contractor shall propose revisions and submit to OCHMO for consideration and shall be provided in accordance with DRD 015.

The Contractor shall review, as needed, the OH questionnaires (medical, industrial hygiene, health physics, childcare) used to conduct onsite reviews at NASA Centers and Component Facilities and submit recommendations to OCHMO. This shall include reviewing and cross-checking the questionnaire with the latest version of NPR 1800.1, applicable federal, state, and local regulations, applicable industry standards and/or applicable NASA polices that may have changed in the previous 12 months. Contractor shall propose revisions and submit to OCHMO for consideration in accordance with DRD 015.

4.4 Aerospace Medicine

The Contractor bi-lingual physician shall work on actions, activities, and projects related to aerospace medicine and international health issues and be fluent (speaking and writing) in English and Russian to support NASA's Chief Health and Medical Officer (CHMO), and work closely with NASA JSC medical personnel.

The physician shall serve as an expert on matters related to aviation physiology, human factors, telemedicine/field medicine, ergonomics, biomedical space research, and the Russian Space Agency.

The physician shall participate in meetings and teleconferences with international space partners based on assignments made by the CHMO.

The physician shall provide support related to existing and future space missions, including activities such as:

- Preparing or reviewing International Space Station (ISS) medical support system documents
- Providing recommendations and feedback regarding ISS onboard environmental issues, communication capability issues, onboard exercise equipment/hardware, stability of medications in space, Russian medical support, and structural revisions
- Participating in meetings to discuss ISS medical operations, including attending Multilateral Medical Policy Board sessions
- Attending Launch Readiness Review meetings
- Providing Institute of Medical and Biological Problems information and updates to the CHMO
- Translating medical kits, pharmaceuticals, and other documents/labels/publications from Russian into English
- Participating in ISS space medicine operations team meetings
- Discussing and providing advice and recommendations to crew health issues and ISS extravehicular activities, new onboard crew member medical support, returned-to-Earth crew rehabilitation processes and issues

4.5 Industrial Hygiene

The Contractor Industrial Hygienist (IH) shall review and recommend industrial hygiene program criteria, activities, policies, standards and direction for all industrial hygiene aspects.

The Contractor IH shall participate as requested by OCHMO in working groups addressing all potential exposures from chemical, physical, and biological sources.

The Contractor IH shall provide expertise to assess, support, and help develop policies for all industrial hygiene aspects of OH on NASA property or NASA off-property operations. Support shall include reviewing policies and procedures, appraising programs, and recommending methods for the elimination or control of environmental health hazards at NASA facilities across the United States, and auditing and assessing a wide variety of industrial hygiene related maintenance and research operations. Examples of areas of involvement include Occupational Safety and Health Administration (OSHA) compliance issues, assessing exposures to personnel, industrial hygiene risk assessment, recommendation of industrial hygiene standards and programs and review/modification of industrial hygiene standards, procedures, and proposed regulations applicable to NASA, to ensure these elements are in accordance with the recommendations of national and international consensus standards.

At the request of OCHMO, the Contractor shall attend NASA and other federal and non-federal organization industrial hygiene-related meetings and prepare and provide a report with highlights and other information, in accordance with DRD 009.

The Contractor shall be requested to conduct a technical review of industrial hygiene and related documents. Documents reviewed may be NASA or non-NASA. The work product shall use MS Word track-changes with submittal to OCHMO in final draft form. For planning purposes, this is anticipated to consist of six requests per year.

The Contractor may be requested by OCHMO to provide information on current/emerging topics with a turnaround time based on the urgency and criticality of the topic as determined by OCHMO. The work product shall be prepared using MS Word track-changes and provided to OCHMO in final draft form. For planning purposes, this is anticipated to consist of six requests per year.

The Contractor IH shall provide real-time consultation and subject matter expert support. For planning, this is anticipated to occur once per week for non-urgent matters and twice per year for quick turnaround urgent matters. In addition, the Contractor IH shall answer technical questions and prepare technical responses for questions from regulatory agencies and NASA Centers as requested by OCHMO. The Contractor shall not respond directly to questions from personnel or organizations outside of OCHMO, but shall instead coordinate such questions and associated responses with OCHMO. The Contractor IH should plan to answer:

- Two questions per month requiring two hours per question to answer.
- One question per month requiring four hours to answer.
- Six questions per year of a complex issue requiring an average of 16 hours each to answer.
- Total monthly hours allocated to questions should not exceed 16 hours

The Contractor IH shall, in close coordination with OCHMO, review and modify OCHMO selected industrial hygiene standards, procedures, and regulations applicable to NASA, including those for biosafety, nanotechnology, ergonomics, hazardous chemical exposures, and others, and shall ensure that these standards are in accordance with the recommendations of national and international consensus standards, in accordance with DRD 015.

The Contractor IH shall periodically attend NASA and non-NASA web-based meetings and presentations to increase familiarity with OH-related issues, activities, and events. Most of these meetings and presentations are free of charge and are conducted by NASA, other Federal agencies and their affiliates.

The Contractor IH shall maintain, revise, and update the following existing industrial hygiene NASA's online training system (SATERN) course, as applicable:

Course OCC-002-07, Hearing Conservation:

Description: Exposure to high levels of noise is hazardous. Overexposure to noise affects the entire body. It is associated with tinnitus (ringing in the ears), increased pulse rate, hypertension, increased secretion of certain hormones, tiredness, nervousness, sleeplessness, and other

symptoms of stress. Occupational exposure to noise has been shown to be a contributing factor in the development of noise-induced hearing loss.

The Contractor IH shall provide advice and recommendations to OCHMO. These advisory services shall include the following activities in close coordination with OCHMO.

- Communicate industrial hygiene aspects of new work processes, equipment, or facilities, and other technical issues related to NASA industrial hygiene
- Monitor websites, periodicals, trade publications, regulatory requirements, and other professional resources to identify remarkable findings
- Prepare technical materials, slides, and reports for meetings and presentations
- Review and recommend industrial hygiene criteria, policies, activities, standards and direction for hazardous/toxic materials management activities.
- Support activities between NASA and other federal and non-federal organizations
- Interpret policies, regulations, and applicable codes and standards to develop recommendations or responses.
- The Contractor shall analyze applicable federal, state, and local codes of regulation, consensus standards, and executive orders related to industrial hygiene in consideration of how they should be applied across NASA, and advise OCHMO on these matters, in accordance with DRD 015., and propose recommendations when applicable
- Provide advice about matters regarding the evaluations, compilation of final appraisal reports, and the preparation of review results.
- The Contractor IH shall analyze information gathered from surveillance and appraisal activities, facility incident and accident reports, external and internal reviews, and the EHRS, and advise OCHMO regarding the performance of comprehensive program reviews, and data trending and analysis efforts.
- Provide advice/recommendations regarding the performance of comprehensive program reviews, and data trending and analysis efforts.
- Identify and develop technical procedures to rectify or improve industrial hygiene programs
- Identify deficiencies, new requirements, and new technologies required by industrial hygiene programs and develop solutions for the deficiencies

The Contractor IH shall arrange for monthly Buy Quiet program webinars with NASA Centers and component facilities, including agenda preparation, attendee invitations via MS Outlook, and arranging for Web access and audio/toll-free telephone line. The Contractor IH shall send meeting notices to the appropriate NASA points of contact to announce the meeting and include the agenda or topics to be discussed (if known), as well as the toll-free phone number and Lync/WebEx URL. Preparation of PowerPoint slides may be required as part of the meeting. Meetings shall be 60 to 90 minutes in duration, occur at or after 12:00 noon Eastern to accommodate West Coast NASA facilities, and be scheduled on a Monday, Tuesday, or Wednesday as per DRD 005.

4.6 Health Physics

As a technical expert, the Contractor Health Physicist (HP) shall review and recommend radiation protection program criteria, activities, policies, standards and direction for all HP aspects of radiation producing materials, articles, and devices.

The Contractor HP shall participate as requested by OCHMO in working groups addressing all radiation exposure, ionizing and nonionizing, in accordance with DRD 009.

The Contractor HP shall provide expertise to assess, support, and help develop policies for all health physics aspects of OH on NASA property or NASA off-property operations in accordance with DRD 015. Support shall include reviewing policies and procedures, appraising programs, and recommending methods for the elimination or control of environmental health hazards at NASA facilities across the U.S., and auditing and assessing a wide variety of health physics industrial, maintenance and research operations. Examples of areas of involvement include Nuclear Regulatory Commission (NRC) compliance issues; assessing exposures to personnel, health physics risk assessment, recommendation of health physics standards and programs and review/modification of health physics standards, procedures, and proposed regulations applicable to NASA, such as laser safety, ionizing radiation, radiation-producing devices, and others, to ensure these elements are in accordance with the recommendations of national and international consensus standards.

The Contractor HP shall analyze applicable federal, state, and local codes of regulation, consensus standards, and executive orders in consideration of how they should be applied across NASA, and advise OCHMO on these matters in accordance with DRD 015.

At the request of OCHMO, the Contractor HP shall attend NASA and other federal and non-federal organization health physics-related meetings and prepare and provide a report with highlights and other information in accordance with DRD 009.

The Contractor HP shall be requested to conduct a technical review of health physics and related documents. Documents reviewed may be NASA or non-NASA. The work product shall use MS Word track-changes and provide it to OCHMO in final draft form. For planning purposes, this is anticipated to consist of six requests per year.

The Contractor HP shall provide real-time consultation and subject matter expert support. For planning, this is anticipated to occur once per week for non-urgent matters and twice per year for urgent matters. Urgent shall be defined by OCHMO, based on the criticality and significance of the matter. In addition, the Contractor shall answer technical questions and prepare technical responses for questions from regulatory agencies and NASA Centers as requested by OCHMO. The Contractor shall not respond directly to questions from personnel or organizations outside of OCHMO, but shall instead coordinate such questions and associated responses with OCHMO. The Contractor HP should plan to answer:

- Two questions per month requiring two hours per question to answer.
- One question per month requiring four hours to answer.

- Six questions per year of a complex issue requiring an average of 16 hours each to answer.
- Total monthly hours allocated to questions should not exceed 16 hours

The Contractor HP shall interpret policies, regulations, and applicable codes and standards and make recommendations to OCHMO on actions or responses to them.

The Contractor HP shall analyze information gathered from surveillance and appraisal activities, facility incident and accident reports, external and internal reviews, and the EHRS, and advise OCHMO regarding the performance of comprehensive program reviews, and data trending and analysis efforts.

The Contractor HP shall conduct laser safety package reviews, including identifying risk and compliance requirements. The Contractor HP shall synopsise key aspects and features of each mission (type of laser(s) used, Nominal Ocular Hazard Distance, Maximum Permissible Exposure). The number of packages per year is anticipated to be approximately 24. For each package, the Contractor should allocate an average of 4 hours of review effort. The turnaround time for each package shall be 5 calendar days from the date a review is assigned. Total hours per year for this effort is estimated at 96 hours.

The Contractor HP shall support the Agency Laser Safety Review Board meetings. The Board convenes to review and approve selected outdoor laser use. It is anticipated that these Board meetings will be virtual and meet 12 to 24 times per year. Support by the Contractor shall include scheduling the meeting, sending meeting invitations, arranging for Web-based connectivity, preparation and dissemination of meeting agendas, minutes, action tracking, and other related activities in accordance with DRD 016.

The Contractor HP shall annually conduct a radioactive source licensing review and assessment, including preparing a report on NASA Center and component facility licenses to identify conformance with applicable license requirements and regulations (e.g., Nuclear Regulatory Commission and state requirements). The assessment shall include PDF scans of licenses and other applicable documents with the final draft report. Results shall be provided to OCHMO in accordance with DRD 017.

The Contractor shall annually issue a survey of NASA Center and Component Facilities requesting inventories of their lasers and other nonionizing radiation-emitting equipment. Remarkable findings shall be communicated to OCHMO, and shall be provided in accordance with DRD 018.

The Contractor shall annually issue a survey of NASA Center and Component Facilities requesting inventories of their radioactive sources, consisting of ionizing radiation sources and equipment. Remarkable findings shall be communicated to OCHMO, and shall be provided in accordance with DRD 019.

The Contractor HP shall periodically attend NASA and non-NASA web-based meetings and presentations to increase familiarity with OH-related issues, activities, and events. Most of

these meetings and presentations do not require any payment to attend and are conducted by NASA, other Federal agencies and their affiliates.

The Contractor HP shall maintain, revise, and update the following existing health physics SATERN training course, as applicable.

Course OCC-003-07, Laser Safety:

Description: Laser is an acronym for Light Amplification by Stimulated Emissions of Radiation. The laser was first developed in 1960 by Dr. Theodore H. Maiman, a scientist working for Hughes Research Laboratory. Lasers produce a variety of emissions across the electromagnetic spectrum, from infrared to ultraviolet radiation. Laser emissions are of concern because of the intense energy that may be produced and focused on a very small area.

The Contractor HP shall identify and develop technical procedures to rectify or improve radiation protection programs.

The Contractor HP shall provide the expertise required to assess and to recommend mitigation actions for the optimization of medical imaging.

The Contractor HP shall identify deficiencies, new requirements, or new technologies required by radiation protection programs and develops recommended solutions. Examples of areas of involvement included major Nuclear Regulatory Commission (NRC) license issues; assessing dose to patients from diagnostic procedures, health physics risk assessment, and recommendation of radiation protection standards and programs.

The Contractor HP shall review and recommend modifications to radiation protection standards and procedures and proposed regulations applicable to NASA, including those for: high energy accelerators, radioactive containing commodities, and medical x-ray sources, and shall be provided in accordance with DRD 015.

The Contractor HP shall develop radiation safety procedures, regulations and policies in support of OCHMO and shall be provided in accordance with DRD 015.

The Contractor HP shall evaluate NASA Center radiation regulatory programs including the surveillance and licensing of radiation sources and the evaluation, regulation, research, medical, diagnostic, and therapeutic uses of radiation.

The Contractor HP shall coordinate, integrate, and evaluate programs and activities relating to licensing and inspections and evaluate and resolve (or recommend solutions to) unusually complex technical and administrative problems in connection with license issuances, amendments, suspensions, revocations, or denials.

The Contractor HP shall evaluate whether specialized conditions and other unusual provisions should be included in licenses.

4.7 Occupational Health Meetings

An annual occupational health meeting, three 8-hour days in duration (not including each travel day before and after the meeting) shall be planned and implemented by the Contractor in accordance with DRD 020.

The following shall be arranged by the Contractor and mutually and proactively coordinated by the Contractor with OCHMO:

- Propose at least two meeting dates to OCHMO, based on other NASA activities, meetings, and obligations occurring in the calendar year. The Contractor shall provide OCHMO with a list of potential dates by March 1 of the preceding year, with the date selected by June 15 of the preceding year.
- Determine, based on coordination with OCHMO, whether arrangements with an educational institution (e.g., University of South Florida (USF)) will be needed to allocate continuing education credit to some or all of the meeting presentations
- Arrange for six non-NASA professionals to speak on relevant OH topics for the plenary sessions. The Contractor shall also coordinate with NASA Center and facility OH discipline points of contact to identify speakers who are interested in conducting 45 to 60 minute presentations on relevant OH topics for the plenary sessions and breakout sessions. The daily schedule for speaker presentations or activities shall comprise approximately five hours each meeting day for plenary sessions and the remaining speakers schedule for breakout sessions.
- Arrange for at least four top professionals to speak on current topics and issues for at least one hour each for breakout sessions. Two speakers should be experts in ionizing and nonionizing radiation safety and health and two speakers should be experts in the area of industrial hygiene. A food safety speaker may be substituted for one of the health physics and industrial hygiene speakers. Coordinate with Center LSOs, RSOs, IHs, and food safety professionals to arrange for Center presentations on individual center issues, concerns, accomplishments and other appropriate topics approved by OCHMO.
- Coordinate with appropriate internal NASA and external POCs to identify/schedule speakers and pre-coordinate with OCHMO regarding speaker background, expertise, and topic planned, including any biographies, website URLs, etc.
- Identify at least two hotels within the NASA KSC vicinity that offer government per diem rates and transmit their names and website URLs to potential attendees. Attendees will make their own hotel arrangements and will not require blocks of rooms reserved or other assistance.
- Prepare the meeting agenda and post to the ohp.nasa.gov website.
- Coordinate with the appropriate KSC points of contact to reserve appropriate meeting rooms conducive to the content of meeting/breakout sessions and number of people attending (including ensuring adequate power supplies for attendees using laptops at tables). Coordination would be made with KSC audiovisual offices, meeting room schedulers, and potentially IT. Arrangements shall also include appropriate plenary room size selection and set up, as well as ensuring attendees have access to wireless internet. Internet connection information shall be provided to each attendee when arriving each day at sign-in.

- Arrange for audiovisual technical support, IT support, and shall test Internet connections daily to ensure Internet/Wi-Fi availability, and ensure speaker presentations are downloaded timely and successfully.
- Ensure adequate table/chair set up, podium and speaker microphone availability, projection screens, audio communication lines/webinar capability, signage and easels to direct attendees to appropriate rooms.
- Initiate and finalize speaker/presenter selection (including fee negotiation, topic selection, collection of biographies, and coordination with OCHMO),
- Make speaker/presenter travel arrangements as necessary and coordinate payment of speaker fees.
- Maintain a real-time head count of attendees.
- Send out an initial meeting announcement even if only a placeholder date, plus periodic e-mails to attendees and potential attendees regarding meeting logistics, locations, agenda, deadlines, airport and hotel information, parking information, Center access/badging information, attire, maps/directions, and the Contractor point of contact to obtain additional information. At a minimum, information shall be sent out electronically to NASA Center and component facility attendees and potential attendees 4 months, 3 months, 2 months, 1 month, and 2 weeks before the meeting.
- Conduct promotion and advertisement of the meeting on the ohp.nasa.gov website, in the NASA monthly OH newsletter, and in periodic e-mail communications. The Contractor shall establish a specific area on the website to publicize and promote the meeting, including providing the meeting's agenda and other logistics for viewing by attendees.
- Implement online registration on the ohp.nasa.gov website so that the number of individuals signed up to attend can be tallied at any given time.
- Establish/reserve a business "office" area at the meeting for the use of Contractor and OCHMO to conduct administrative work (e.g., printing, telephone calls, sending confidential e-mail).
- Set up a daily sign-up desk in a highly visible location adequately staffed, so that attendees can obtain copies of the agenda and other information related to the meeting and the location of meeting rooms. The desk shall be each day of the meeting for at least 4 hours in the morning. The sign-in process shall enable the Contractor to provide attendance data to OCHMO immediately on request.
- Ensure that a method is in place for surveying the meeting attendees to collect their feedback on items such as quality of speakers and content, logistics, meeting environment, audiovisual arrangements, and suggestions for improvement. Results shall be provided by the Contractor to OCHMO no later than 15 business days after the last day of the meeting.
- Schedule a meeting with OCHMO to discuss "lessons-learned". The lessons learned meeting shall be scheduled no later than 15 business days after the annual OH meeting and take place in-person. The meeting shall include a discussion of the survey/evaluation results received from the meeting attendees.

Triennial Laser Safety Officer/Radiation Safety Officer Working Group Meeting

Every three years, beginning in 2017, the Contractor shall prepare, arrange, and coordinate a meeting in Washington, DC at NASA Headquarters for NASA centers and component facility laser safety officers and radiation safety officers in accordance with DRD 020. The meeting

duration shall be three 8 to 10 hour days with appropriate industry and federal agency speakers/presenters. The following shall be arranged by the Contractor and mutually and proactively coordinated between the Contractor and OCHMO:

- Propose at least three potential dates to conduct the meeting, ensuring that the dates do not coincide with major Washington, DC festivals, events, holidays, or other activities that would restrict the availability of, or increase the price of, hotels and/or transportation. The Contractor shall provide OCHMO with a list of potential dates by the last Friday in the month of January, 2016, with the final date identified by the first Friday in the month of April, 2016. For subsequent triennial meetings, these same deadlines shall apply.
- Identify at least two hotels within the NASA HQ vicinity that offer government per diem rates and transmit their names and website URLs to potential attendees. Attendees will make their own hotel arrangements and do not require blocks of rooms reserved or other assistance. Approximately 30 attendees (excluding non-NASA speakers) are anticipated for this meeting.
- Coordinate with appropriate internal NASA and external POCs to identify/schedule speakers and pre-coordinate with OCHMO regarding the number of speakers, speaker biographies, areas of expertise, and topics planned, including professional website URLs, etc. Plan and arrange for at least four top non-NASA professionals to speak on current topics and issues for at least one hour each in areas of ionizing and nonionizing radiation safety and health.
- Prepare the meeting agenda and post it to the ohp.nasa.gov website.
- Coordinate with the appropriate HQ POCs to reserve an appropriate meeting room conducive to the content of meeting and number of people attending (including ensuring adequate power supplies for attendees using laptops). Arrangements shall also ensure that attendees have access to wireless internet and that connection information is provided to each attendee when arriving each day at sign-in.
- Arrange for audiovisual technical support, IT support, ensure Internet/Wi-Fi availability, and ensure speaker presentations are downloaded timely and successfully.
- Ensure adequate table/chair set up, podium and speaker microphone availability, screens, audio communication lines, webinar capability, signage and easels to direct attendees to appropriate rooms.
- Initiate and finalize speaker/presenter selection (including fee negotiation, topic selection, collection of biographies, and coordination with OCHMO)
- Coordinate with NASA Center LSOs and RSOs to develop Center presentations on individual Center issues, concerns, accomplishments, and associated topics in the realm of ionizing and nonionizing radiation safety and health.
- Make speaker/presenter travel arrangements as necessary and coordinate payment of speaker fees. Assist speakers in finding suitable accommodations near NASA HQ when necessary.
- Arrange an 8-hour technical tour pertinent to ionizing and nonionizing safety and health for the meeting participants. The tour shall be conducted in the Washington, DC metropolitan area.
- Maintain a real-time head count of attendees.
- Send out an initial meeting announcement even if only a placeholder date, plus periodic e-mails to attendees and potential attendees regarding meeting logistics, locations, agenda,

deadlines, airport and hotel information, parking information, HQ access/badging information, attire, maps/directions, and the point of contact to obtain additional information.

- Conduct promotion and advertisement of the meeting on the ohp.nasa.gov website, in the NASA monthly OH newsletter, and in periodic e-mail communications. The Contractor shall establish a specific area on the website to publicize and promote the meeting, including providing the meeting's agenda and other logistics for viewing by attendees.
- Implement online registration on the ohp.nasa.gov website so that the number of individuals signed up to attend can be tallied at any given time.
- Set up a daily sign-up desk in a highly visible location, so that attendees can obtain copies of the agenda and other information related to the meeting and the rooms they need to be in.
- Ensure that a method is in place for surveying the meeting attendees to collect their feedback on items such as quality of speakers and content, logistics, meeting environment, audiovisual arrangements, and suggestions for improvement. Results shall be provided by the Contractor to OCHMO no later than 15 business days after the last day of the meeting.
- Schedule a meeting with OCHMO to discuss "lessons-learned". The lessons learned meeting shall be scheduled no later than 15 business days after the meeting and take place in-person. The meeting shall include a discussion of the survey/evaluation results received from the meeting attendees.

4.8 Triennial Occupational Health Reviews

The Contractor OH physician, Industrial Hygienist, and Health Physicist shall be members of the OCHMO OH Review Team, which travels to NASA Centers and component facilities to conduct OH reviews and audits. Travel duration is typically five business days with Monday and Friday serving as days to travel to and from the destination.

For all onsite Occupational Health Reviews conducted at NASA Centers and component facilities, the following shall be conducted by the Contractor:

- Posting the upcoming calendar year schedule of OH reviews on the ohp.nasa.gov website;
- Posting the latest version of OH review questionnaires on the ohp.nasa.gov website for retrieval by NASA Center/component facility points of contact;
- Attending any necessary training sessions on the Surveys, Audits, Assessments and Reviews Information System (SAARIS) to become familiar with new features, updates, website capabilities relative to entering, editing, or extracting data related to onsite OH reviews;
- Making travel arrangements for Contractor staff using the most cost-effective carriers, hotels and rental cars (using government rates when offered and accepted by hotel and rental car companies);
- Pre-visit coordinating and communicating with the applicable Center/component discipline-specific facility points of contact regarding review expectations, schedule, and questions;
- Reviewing previous years' review results (including Center/component facility self-reviews) for reference/comparison to identify repeat findings;
- Attending OCHMO internal pre-review meetings to plan and discuss upcoming site visits with the Review Lead;

- Reviewing documents (including Center-completed questionnaires) sent to OCHMO Review Team before the site visit to streamline and reduce the time needed to do so when onsite;
- Coordinating and communicating daily with the OCHMO Review Lead while onsite, to discuss all findings;
- Preparing summaries and coordinating onsite informal OH review findings for each discipline for which Contractor is responsible prior to informal out briefings;
- Conducting informal out briefings with NASA Center/component facility points of contact as prescribed by the OCHMO Review Lead;
- Participating in the formal out brief with NASA Center/component facility senior management;
- Participating in the lessons learned meeting with the Review Lead and Review team upon return to NASA;
- Ensuring that Review findings are entered into SAARIS within 3 business days of the last day of the onsite review.

The Contractor shall research, review, and identify state-specific regulations, standards, and requirements applicable to the state in which a NASA Center or component facility is located. If not already incorporated into the OH questionnaire used for onsite visits, the Contractor shall ensure that state-specific regulations are made part of the review when evaluating a Center or component facility.

4.8.1 Ad hoc Occupational Health Reviews

Ad hoc OH Reviews are conducted as the result of serious concerns/weaknesses identified at Centers or component facilities that have not been addressed or have taken an inordinate amount of time. Roles and responsibilities for each discipline involved would be similar if not identical to those carried out during regularly scheduled onsite triennial reviews. Some ad hoc reviews do not require the participation of all OH review staff and the staff required to travel will depend on the OH disciplines that are necessary to review. The scope and duration of all ad hoc OH reviews are dictated by OCHMO's Audit Lead.

For scheduling purposes, the Contractor shall assume one ad hoc onsite visit per year to a Center or component facility.

4.9 Chief Health and Medical Officer (CHMO) Medical Liaison

The Contractor Physician Medical Liaison shall serve as a medical advisor to the CHMO and provide others (e.g., NASA Center aerospace physicians and NASA Center aerospace technical points of contact) with advice and recommendations on employee health, including providing research and analyses of current and upcoming initiatives and programs, and the effect of the work place and other environments on employee health.

The Contractor Physician Medical Liaison shall provide insight, statistical data, and shall participate in meetings related to collaborations between healthcare organizations and scientific agencies to increase their focus on human health issues.

The Contractor Liaison shall keep current on emerging medical technologies, public health preparedness, physician workforce issues, and employee health on Earth and in space.

The Contractor Liaison shall provide employee vaccination, health screening, and domestic and international travel health advice.

4.10 Disaster Response: Support and Consulting

When necessary, the Contractor shall provide technical expertise and advice relative to occupational health issues and concerns subsequent to a manmade/natural disaster or event. This includes conducting research, answering inquiries, and assisting with generating guidance for NASA relative to manmade/natural disasters potentially impacting the workforce in the United States or abroad.

When necessary at OCHMO’s request or in anticipating issues that may be of concern for infectious disease response, the Contractor shall identify NASA Center training needs for responding to emerging infectious disease events (e.g., Ebola, Avian flu) by compiling Center and component facility capabilities information such as emergency equipment, medical supplies, onsite emergency services availability, trained personnel availability, and availability of local community resources for urgent assistance.

Using NASA’s EHRS, onsite OH review data, phone calls, training programs, equipment, and staff expertise, the Contractor shall identify Center and component facility capabilities to provide medical and environmental response assistance to their workforce population in accordance with DRD 012.

5.0 Electronic Health Record System (EHRS)

OCHMO funds and manages the provision of an EHRS, which currently consists of two modules: medical and industrial hygiene. The vendor of the software is Medgate. The NASA Centers and component facilities currently using the EHRS:

	Medical Module	Industrial Hygiene Module
Ames Research Center	X	X
Armstrong Flight Research Center	X	X
Glenn Research Center	X	X
Goddard Space Flight Center	X	X
Headquarters	X	X
Johnson Space Center		X
Kennedy Space Center	X	X
Langley Research Center	X	X
Marshall Space Flight Center	X	X
Stennis Space Center	X	X
Wallops Flight Facility	X	X
White Sands Test Facility		X

Contractor personnel shall serve as members of the OCHMO EHRS Support Team. The Team comprises the Agency's official subject matter experts on the operation and maintenance of the EHRS. Contractor team members shall consist of the Sr. Applications Analyst; the Applications Analyst; OH Physician (medical expertise support for the EHRS, as needed); Sr. OH Nurse (medical expertise support for the EHRS, as needed); IT Specialist (technical support for the EHRS, as needed); and the Industrial Hygienist (industrial hygiene-related support for the EHRS IH module, as needed).

Contractor personnel shall function as subject matter experts to tailor the EHRS to align with policies set by OCHMO for NASA medical clinics and industrial hygiene needs and to provide expertise in the implementation/support of NASA's EHRS.

Contractor personnel involved with the EHRS shall keep current on EHRS trends and emerging developments, especially as they pertain to Federal government entities.

The Contractor, on behalf of OCHMO, shall establish and maintain professional working relationships with NASA regional Center medical clinics to assist in the development and implementation of the NASA EHRS and/or programs and procedures that will enhance patient care and electronic recordkeeping.

The Contractor shall work closely and coordinate with NASA regional Center industrial hygiene points of contact to assist in the development and implementation of electronic information systems and/or programs and procedures that will improve, streamline, and standardize the use of the NASA EHRS industrial hygiene module.

The Contractor shall work closely and coordinate with NASA regional Center industrial hygiene points of contact to assist in the development and implementation of electronic information systems and/or programs and procedures that will improve, streamline, and standardize the use of the NASA EHRS industrial hygiene module.

The Contractor shall vet all NASA Center and component facility requests for non-routine and custom reports through OCHMO.

The Contractor shall maintain EHRS-related documentation, including configuration change documentation relative to software patch upgrades and configuration changes to software.

The Contractor shall maintain in a secure NASA SharePoint directory documents/records of in-person and web-based training sessions, supporting documents and files relative to software patch management (including testing and validating), and documents related to testing the system's Disaster Recovery or Contingency Plan.

The Contractor shall support a periodic review of logs regarding user access to the EHRS and verification of event logs in case of reduced system function.

Activities conducted by the Contractor to support the NASA EHRS shall include activities such as:

- Database updates to the software such as reference tables, including developing new look-up or reference tables, implementing policies that ensure protecting medical records and patient confidentiality, supporting periodic review of software security policies established by OCHMO.
- Preparation, coordination, training, and implementation of new software versions or modules and/or relevant software updates.
- Periodic web-based training for NASA medical and industrial hygiene module users, including tips/tricks sessions and software performance updates.
- Support efforts for data extraction as approved by OCHMO, developing canned and custom reports for Agency use, taking into account OCHMO policies relevant to restrictions on data distribution and policies from the Office of General Counsel and the Union.
- Managing a Help Desk Monday through Friday during the hours of 8:00 am to 5:00 pm Eastern for users of EHRS and routing help tickets according to policies established by OCHMO, such as prioritizing them to ensure urgent matters are addressed first and assisting Centers in real-time with troubleshooting activities to identify causes of problems encountered.
- Meeting weekly with the OCHMO HQ Director of Medical Informatics to provide EHRS performance updates and coordinate activities to support EHRS and attend periodic meetings for committees such as Security review, Change Control Board, and IPT.
- Alerting the OCHMO HQ Director of Medical Informatics of software malfunctions, bugs, vulnerabilities, and security issues found or communicated by the vendor, user population at NASA Centers, et al.
- Attending Users Group Meetings held by the EHRS software vendor. The number of Contractor staff required to attend shall be determined by OCHMO.
- Coordinating the secure and effective interconnection of EHRS database with NASA's database for weekly human resources-related demographic data feeds into the EHRS.
- Conducting relevant data calls to NASA Center and component facility medical clinics as requested by OCHMO.
- Updating the ability to document services provided by NASA, inclusive of uploading organizational codes.
- Supporting EHRS interconnectivity for all user sites with approved third-party data resources including but not limited to external lab vendors and diagnostic equipment interface capabilities.
- Review of software usage by users including unused fields within software forms to determine if they can be re-purposed/reassigned.
- Periodic software updates, including uploading new protocols.
- Scheduling periodic after-hours reports to document software performance and usage.
- Testing and validating functionality of EHRS within all browser interfaces including but not limited to whenever NASA Agency IT services completes an update to operating systems and browsers on EHRS user computers.
- Conducting in-person training at NASA Centers following coordination with OCHMO whenever EHRS software upgrades are implemented. Upon completion of in-person

training, the Contractor shall electronically submit to OCHMO a short summary to relay the outcome: challenges, difficulties, successes, lessons learned/tips for planning other visits, etc.

- Coordination and communication with EHRS stakeholders.
- Monitoring operational capacities to determine actions necessary to resolve functional problems for all authorized users.
- Collaborating with NASA's EHRS vendor representative regarding software operational and integration processes and provide support through process of analysis, development, testing and documentation.
- Performing regular analyses and quality controls to collect system functional data and input from multiple sources to create standardized and streamlined processes.
- Identifying opportunities for improving EHRS quality and efficiency and participate in process improvement initiatives.
- Conducting daily communication with EHRS users and stakeholders, as necessary, to support the software and analyze business operations.
- Interacting with other NASA department points of contact to understand EHRS requirements, restrictions, and limitations.
- Analyzing operational workflow and EHRS features to guide gap analysis, options, decision-making and maintenance of the software.
- Working with OCHMO's Director of Medical Informatics and other EHRS primary stakeholders to support clinical/operational activities in EHRS functionality, design, configuration, implementation, testing, and activation.
- Supporting work efforts during optimization and ongoing maintenance of EHRS.
- Participating in the review and testing of software patches and upgrades, including evaluating new functionality and master file changes for new features.
- Supporting communication and analysis for maintaining master files, end-user access, and security files.
- Responding to user level and configuration/build level support questions related to the EHRS and determining the disposition of high-level application/technical questions.
- Working with EHRS stakeholders on device integration and implementation.
- Following change control procedures for the system.
- Developing and documenting internal procedures in coordination with NASA regional Center medical clinics.
- Performing functional acceptance testing of development-deliverables and verifying they meet the business and functional requirements.

6.0 Travel

Contractor support to OCHMO requires domestic and international travel.

To the extent allowed by hotels and rental car companies, the Contractor shall utilize the government per diem rates in planning domestic and international travel.

NNK15542079R

**NASA OCCUPATIONAL HEALTH
CONTRACT (NOHC)**

Data Requirements List

Attachment J-02

DATA REQUIREMENTS LIST			
DRL Number: 01		Revision: BASE	
Project/System: NASA Occupational Health Contract (NOHC)			
Contract Number: TBD		Preparation Date: 05/01/2015	
Contractor: TBD		Technical Approval: TBD	
Attachment Number: J-02		Exhibit Number: N/A	
ITEM	DRD NO.	TITLE	CHANGE STATUS
1	DRD 001	Workforce Report	
2	DRD 002	Management and Control Plan for the Treatment and Access to Sensitive Information	
3	DRD 003	Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	
4	DRD 004	Biweekly Activity and Status Report	
5	DRD 005	Plan for Conducting Monthly and Quarterly Video teleconferences, Telecoms, and Webinars	
6	DRD 006	Annual Summary of Agency Presentation Survey	
7	DRD 007	Annual Summary of Agency Presentations	
8	DRD 008	Periodic Attendee Feedback Summary of Presentation Evaluations	
9	DRD 009	Periodic Meeting Highlight Summary	
10	DRD 010	Monthly Current Events and Potential Issues of Interest Summary	
11	DRD 011	Quarterly Chief Health & Medical Officer Medical Community Meeting Recommendations	
12	DRD 012	Center and Component Facility Emergency Response Status	
13	DRD 013	Annual Health Promotion Initiative	
14	DRD 014	Seasonal Influenza Vaccine Reporting	
15	DRD 015	Periodic Review and Recommendations to Policies, Procedures, and Requirements	
16	DRD 016	Laser Safety Review Board Meeting Minutes and Action List	
17	DRD 017	Annual Radioactive Source Licensing Review and Assessment Report	
18	DRD 018	Annual Nonionizing Radiation Emitting Equipment Inventory	
19	DRD 019	Annual Radioactive Source and Ionizing Radiation Emitting Equipment Inventory	
20	DRD 020	Plan for Conducting Annual Occupational Health Meeting and Triennial LSO/RSO Working Group Meeting	

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. **LINE ITEM NO.** Sequentially number line items beginning with number 001.
- B. **LINE ITEM TITLE** - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
- C. **OPR** (OFFICE OF PRIMARY RESPONSIBILITY) - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE** - Enter "Type of Data" code as follows:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.
- E. **INSPECT/ACCEPT** - Enter Inspection Acceptance code as follows:

<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>	<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required
- F. **FREQ. OF SUBM.** - Enter the frequency of submission code as follows:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG		PER PROGRAM	SA
	SEMI ANNUALLY				
BW	BIWEEKLY (every two weeks)	PI		PER EQUIPMENT END ITEM	
SM	SEMI MONTHLY				
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		
- G. **INITIAL SUBMITTAL**- Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE** - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- J. **REMARKS:** Enter in this space:
 - a. Minor exceptions to the DRD.
 - b. Stipulation of specific forms when multiple forms are authorized on the DRD.
 - c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
 - d. Additional submittal information, if necessary.
- K. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

<u>CODE</u>	<u>DEFINITION</u>	<u>CODE</u>	<u>DEFINITION</u>
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES:
 IS-PRO-2 (1A) = One regular copy.
 IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
 Enter the total number of copies by type in the space provided

**INSTRUCTIONS FOR COMPLETING DATA
REQUIREMENT DESCRIPTION**

GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. **TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.

Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering change (ECP)

2. **NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. **USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
4. **DATE** - Enter date of preparation.
5. **ORGANIZATION** - Identify the installation preparing the DRD.
6. **REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. **INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
8. **PREPARATION INFORMATION** - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 1	
B. LINE ITEM TITLE: <p style="text-align: center;">Workforce Report</p>						
C. OPR. <p style="text-align: center;">BA-D</p>	D. TYPE <p style="text-align: center;">3</p>	E. INSPECT/ ACCEPT <p style="text-align: center;">6</p>	F. FREQ. <p style="text-align: center;">QU</p>	G. INITIAL SUB. <p style="text-align: center;">See Block J</p>	H. AS OF DATE <p style="text-align: center;">90/10</p>	
J. REMARKS: <p>The initial submission shall be due within 10 working days after the close of the first quarter of the contract. The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31st, June 30th, September 30th, and December 31st. The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.</p>						
K. DISTRIBUTION OP-OS, Contracting Officer BA-D, Workforce Planning and Analysis Office OP, Labor Relations Office Contracting Officer Representative					NO.	TYPE
					4	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE <p>Workforce Report</p>				2. NUMBER 001		
3. USE <p>To provide the Government with on-site and off-site workforce data, which is required by NASA Headquarters for workforce reporting and planning of future housing requirements.</p>				4. DATE		
7. INTERRELATIONSHIP <p>N/A</p>				5. ORGANIZATION KSC/BA-D		
8. PREPARATION INFORMATION <p>The Contractor shall submit a manpower report delineating information about its workforce, in accordance with KSC 52.242-93 (Oct 2006) and Alternate 1 (Jul 2011), which includes the following:</p> <ol style="list-style-type: none"> 1. Contract Number 2. Contractor's total on-site workforce 3. Total on-site union represented employees by bargaining unit 4. Total on-site non-union represented employees 5. Total off-site workforce performing on the contract <p>Contractor form is acceptable.</p>				6. REFERENCES KSC 52.242-93		

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 2	
B. LINE ITEM TITLE: Management and Control Plan for Treatment and Access to Sensitive Information						
C. OPR. OP-OS	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. 45 days after award	H. AS OF DATE N/A	
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.						
K. DISTRIBUTION OP-OS, Contracting Officer					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Management and Control Plan for Treatment and Access to Sensitive Information				2. NUMBER 002		
3. USE Document contractor's approach for compliance with NFS 1852.237-72				4. DATE		
7. INTERRELATIONSHIP N/A				5. ORGANIZATION OP-OS		
				6. REFERENCES NFS 1852.237-72		
8. PREPARATION INFORMATION The plan shall describe how the contractor will fully comply with the management and control of sensitive information as specified in NFS Clause 1852.237-72. The plan shall, as a minimum, devote a section to each of the seven requirements specified in Section (c) of the clause. Copies of revisions to the plan shall be promptly provided to the Contracting Officer. The contractor can reasonably expect that the Government will conduct a minimum of one annual audit of the contractor's compliance with the plan.						

CONTRACT APPLICATION INFORMATION FOR DRL NOHC					A. ITEM NO. 3								
B. LINE ITEM TITLE: Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 30 days after award	H. AS OF DATE 30/10								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Resource Management Office					<table border="1"> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>3</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information				2. NUMBER 003									
3. USE Provide identification of personnel at KSC and NASA Headquarters and document contractor's compliance with NFS 1852.237-72(c)(5) and (6)				4. DATE									
				5. ORGANIZATION OP-OS									
7. INTERRELATIONSHIP N/A				6. REFERENCES NFS 1852.237-72									
8. PREPARATION INFORMATION The report shall include a listing of all contractor employees located at JSC, KSC and NASA Headquarters with the following information: 1. Name 2. Position title 3. Office supported (full name and code) 4. Contact name and phone number for office supported (civil service employee) 5. Date of employee's written affirmation s/he has received the training required by NFS clause 1852.237-72 Contractor Form is acceptable.													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 4
B. LINE ITEM TITLE: <p style="text-align: center;">Biweekly Activity and Status Report</p>					
C. OPR. <p style="text-align: center;">OP-OS</p>	D. TYPE <p style="text-align: center;">3</p>	E. INSPECT/ ACCEPT <p style="text-align: center;">6</p>	F. FREQ. <p style="text-align: center;">BW</p>	G. INITIAL SUB. <p style="text-align: center;">2 weeks after award</p>	H. AS OF DATE <p style="text-align: center;">14/10</p>
J. REMARKS: <p>The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.</p>					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr Environmental Health Officer					NO.
					TYPE
					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE <p>Biweekly Activity and Status Report</p>				2. NUMBER 004	
3. USE <p>To provide insight into status of all activities under contract.</p>				4. DATE	
				5. ORGANIZATION OP-OS	
				6. REFERENCES	
7. INTERRELATIONSHIP <p>N/A</p>					
8. PREPARATION INFORMATION <p>The report shall describe the Contractor's weekly activities and identify accomplishments and issues to an appropriate level of detail such that the Government is provided insight into the Contractor's performance and can aid in resolution of issues as needed.</p> <p>Contractor form is acceptable.</p>					

CONTRACT APPLICATION INFORMATION FOR DRL NOHC					A. ITEM NO. 5
B. LINE ITEM TITLE: Plan for Conducting Monthly and Quarterly Video teleconferences, Telecoms, and Webinars					
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 1 year after award	H. AS OF DATE 365/10
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer					NO. 3
					TYPE D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Plan for Conducting Monthly and Quarterly Video teleconferences, Telecoms, and Webinars				2. NUMBER 005	
3. USE The plan for upcoming occupational health discipline presentations to be arranged and conducted by the Contractor will provide OCHMO with a schedule so that other OCHMO activities and events can be planned with minimum conflict				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Presentations shall be 60 to 90 minutes in duration; conducted on Tuesday, Wednesday, or Thursday, and held at 12:00 pm or after to accommodate attendance by West Coast Centers and component facilities Occupational health disciplines covered: (1) health physics; (2) industrial hygiene; (3) food safety; (4) health promotion/wellness/preventive health; (5) Chief Health and Medical Officer medical community; and (6) Buy Quiet; Buy Quiet presentations shall be conducted monthly; all others quarterly Presentations shall be delivered by video teleconference, with the ability for attendees to participate by webinar (e.g., Lync, WebEx) and dial-in if unable to physically attend by video teleconference Plan shall include proposed dates, times, speakers, topics, method of advertising/promotion, and Contractor's approach for ensuring OCHMO's concurrence with speakers and topics if not yet identified within the plan The Plan shall be organized chronologically Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 6
B. LINE ITEM TITLE: Annual Summary of Agency Presentation Survey					
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 1 year after award	H. AS OF DATE 365/10
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Senior Environmental Health Officer					NO.
					TYPE
					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Annual Summary of Agency Presentation Survey				2. NUMBER 006	
3. USE Soliciting and gathering feedback from NASA Centers and component facility OH staff regarding their preferred occupational health presentation topics will provide the focus for scheduling speakers throughout the year				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Conduct survey, 14 calendar days in duration, electronically, using method such as Survey Monkey Survey shall be promoted in the monthly occupational health newsletter and by other appropriate means and selected by the Contractor Topics for recipients to choose from for each discipline category should total no more than 10, with recipients asked to select their top 3 in order of preference. Contractor may recommend topics and/or ask OCHMO for input Discipline categories: medical, industrial hygiene, health physics, health promotion, fitness/wellness, employee assistance, food safety) Survey shall be disseminated using personnel e-mail addresses located in the Occupational Health Directory Survey shall be conducted at or near the beginning of the calendar year Results of the survey shall be summarized and categorized by discipline and the top-voted topics Summary shall be provided within 5 business days of receiving the last input Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 7								
B. LINE ITEM TITLE: Annual Summary of Agency Presentations													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 1 year after award	H. AS OF DATE 365/10								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Senior Environmental Health Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Annual Summary of Agency Presentations				2. NUMBER 007									
3. USE A running list of presentations that have been conducted will prevent premature duplication of presentation topics and make it easier to identify what has not been covered or rarely covered				4. DATE									
7. INTERRELATIONSHIP				5. ORGANIZATION OP-OS									
8. PREPARATION INFORMATION For the life of the contract, and for presentations at which there were 10 or more attendees, maintain a database or spreadsheet so that an annual summary can be provided to OCHMO. Presentations include video teleconferences, web-based, and in-person meeting presentations. The summary shall include, at a minimum, date held, title, name(s) of speaker(s), each presenter's contact information, duration of presentation, specific OH discipline focus, and method used for the presentation Contractor Form is acceptable.				6. REFERENCES									

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 8								
B. LINE ITEM TITLE: Periodic Attendee Feedback Summary of Presentation Evaluations													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PE	G. INITIAL SUB. N/A	H. AS OF DATE N/A								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Periodic Attendee Feedback Summary of Presentation Evaluations				2. NUMBER 008									
3. USE This summary will allow OCHMO to identify changes needed when conducting future presentations				4. DATE									
				5. ORGANIZATION OP-OS									
7. INTERRELATIONSHIP				6. REFERENCES									
8. PREPARATION INFORMATION For each presentation (webinar, video teleconference, in-person meeting) held with a non-NASA speaker and where there were 10 or more attendees, provide a summary of the feedback received from attendees as to the quality of content, quality of speaker, attendees' recommendations for improvement, and other pertinent information Summary shall include Contractor's proposed remedy(ies) for addressing issues that negatively impacted any presentation Contractor Form is acceptable.													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 9								
B. LINE ITEM TITLE: Periodic Meeting Highlight Summary													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. 90 days after award	H. AS OF DATE 90/10								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Periodic Meeting Highlight Summary				2. NUMBER 009									
3. USE Summary will provide OCHMO with an overview of the number and content of meetings, workshops, seminars, and conferences attended by the Contractor on behalf of the OCHMO				4. DATE									
				5. ORGANIZATION OP-OS									
				6. REFERENCES									
7. INTERRELATIONSHIP													
8. PREPARATION INFORMATION Quarterly, for any meetings (e.g., webinars, teleconferences, seminars, workshops, conferences) that Contractor attended on behalf of any OCHMO staff, provide a summary. Summary shall include key topics discussed, goals of the meeting, any follow up meeting(s) scheduled or planned, issues that should be considered by the OCHMO for immediate and future planning, and action items assigned to the OCHMO with associated deadlines Contractor Form is acceptable.													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 10								
B. LINE ITEM TITLE: Monthly Current Events and Potential Issues of Interest Summary													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 30 days after award	H. AS OF DATE 30/10								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Senior Environmental Health Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Periodic Current Events and Potential Issues of Interest Summary				2. NUMBER 010									
3. USE Summary and Contractor recommendations will be reviewed to determine whether any Agency policies, requirements, or procedures need to be updated and/or discussed with other stakeholders and whether any new or proposed actions or activities may impact the Agency's OH program, employees' health, or Agency's mission				4. DATE									
7. INTERRELATIONSHIP				5. ORGANIZATION OP-OS									
8. PREPARATION INFORMATION Based on Contractor's review of relevant OH-related (industrial hygiene, health physics, preventive health, mental health, food safety, medical, and physical fitness/health promotion) current events and regulatory updates, provide a summary of any items/issues that may impact the NASA workforce, NASA's OH program, or NASA's mission. Contractor may glean information from resources such as RSS feeds, newsletters, publications, meeting proceedings, professional studies, professional publications, regulatory updates, and other professional online and/or hard-copy documents Contractor Form is acceptable.				6. REFERENCES									

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 11
B. LINE ITEM TITLE: Quarterly Chief Health & Medical Officer Medical Community Meeting Recommendations					
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. 90 days after award	H. AS OF DATE 90/10
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Chief Health and Medical Officer and his Deputy				NO. 4	TYPE D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Quarterly Chief Health & Medical Officer Medical Community Meeting Recommendations				2. NUMBER 011	
3. USE The Chief Health and Medical Officer or his Deputy will review Contractor recommendations to include in the quarterly NASA-wide Medical Community video teleconferences with Center and component facility medical professionals and associated NASA stakeholders				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION At least two weeks before the quarterly medical community video teleconference is scheduled to be conducted by the Chief Health and Medical Officer, provide him and his Deputy with recommendations for discussion topics, based on emerging medical issues/events potentially affecting the workforce, new policies, new regulations, or other relevant OH medical topics Contractor shall propose at least three topics Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 12								
B. LINE ITEM TITLE: Center and Component Facility Emergency Response Status													
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. N/A	H. AS OF DATE N/A								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Deputy Health and Medical Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Center and Component Facility Emergency Response Status				2. NUMBER 012									
3. USE This information shall be used if/when there is an incident, medical or infectious disease crisis, or event that requires the CHMO or his deputy to quickly ascertain the occupational health capabilities and resources available at all of the NASA Centers and component facilities				4. DATE									
				5. ORGANIZATION OP-OS									
7. INTERRELATIONSHIP				6. REFERENCES									
8. PREPARATION INFORMATION A table/spreadsheet shall be provided that lists, at a minimum, the following information for each NASA Center and component facility <ul style="list-style-type: none"> • Number and classification of staff at the onsite medical clinic (e.g., nurses, physicians, technicians, et al) • Number and classification of environmental health staff (e.g., industrial hygienists, health physicists, food safety personnel) • Availability of fire department and emergency transport (e.g., onsite ambulance or arrangements with community ambulance transport) • Cooperative agreements with community emergency response services • Personal protective equipment available to staff in the appropriate sizes and compatibility • Types of plans in place at the Medical Clinic to address various emergency scenarios • Types of plans in place for environmental health emergencies (e.g., chemical/radiological) Contractor Form is acceptable.													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 13
B. LINE ITEM TITLE: <p style="text-align: center;">Annual Health Promotion Initiative</p>					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	AN	1 year after award	365/10
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative					NO.
					TYPE
					2
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Annual Health Promotion Initiative				2. NUMBER 013	
3. USE Consistent with the mission of NASA's OH Program, an annual health promotion initiative shall encourage the workforce to become more healthy and more aware of the importance of physical fitness, wellness, preventive measures, nutrition, and healthy behaviors/routines				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION The Contractor shall provide a plan for an annual health promotion initiative that includes the following elements:					
<ul style="list-style-type: none"> • Proposed begin and end date(s) • Duration • Type of activity, competition, challenge, program, series or other method to be used to conduct the initiative • Methods of advertising and promotion to the workforce • Additional assistance needed from OCHMO due to federal government sources being unavailable to the Contractor 					
The Plan shall be submitted at least four months before the initiative is scheduled to be conducted					
Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 14								
B. LINE ITEM TITLE: <p style="text-align: center;">Seasonal Influenza Vaccine Reporting</p>													
C. OPR. <p style="text-align: center;">OP-OS</p>	D. TYPE <p style="text-align: center;">3</p>	E. INSPECT/ ACCEPT <p style="text-align: center;">6</p>	F. FREQ. <p style="text-align: center;">AR</p>	G. INITIAL SUB. <p style="text-align: center;">N/A</p>	H. AS OF DATE <p style="text-align: center;">N/A</p>								
J. REMARKS: <p>The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.</p>													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Chief Health and Medical Officer and Deputy Health and Medical Officer					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO.</th> <th style="width: 50%;">TYPE</th> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	2	D				
NO.	TYPE												
2	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Seasonal Influenza Vaccine Reporting				2. NUMBER 014									
3. USE Data will be used by the CHMO and his Deputy to determine how many Centers and facilities are offering vaccine administration and the rate at which the vaccine is being used				4. DATE									
				5. ORGANIZATION OP-OS									
7. INTERRELATIONSHIP				6. REFERENCES									
<p>8. PREPARATION INFORMATION</p> <p>Based on information gleaned from the NASA electronic health record system and polling the Center and component facility medical clinic points of contact, prepare a summary for the Chief Health and Medical Officer(CHMO) and his Deputy regarding the status of influenza vaccine administration at each NASA location</p> <p>Typically, data for vaccine administration is collected beginning in September or October each year, depending on when Center and component facility medical clinics have ordered vaccine.</p> <p>Reporting would end once all Centers and component facility medical clinics have completed administration of vaccine they ordered.</p> <p>Reports shall include the following elements: (1) list of all Centers and component facilities planning on administering influenza vaccine; (2) amount of doses anticipated to be administered; (3) dates of administration planned at each Center and component facility; (4) dates administration completed at each Center and component facility; and (5) any related issues or items that need to be brought to the attention of the CHMO and his Deputy</p> <p>Contractor Form is acceptable.</p>													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 15
B. LINE ITEM TITLE: Periodic Review and Recommendations to Policies, Procedures, and Requirements					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	AR	N/A	N/A
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer					NO.
					TYPE
					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Periodic Review and Recommendations to Policies, Procedures, and Requirements				2. NUMBER 015	
3. USE Recommendations for revising OH-related policies, procedures, and requirements based on knowledge gained from articles, attending meetings, reading newsletters and regulatory announcements, and from electronic and other media professional resources will help to keep questionnaires, NPR 1800.1, and other Agency requirements current and consistent				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Based on information learned by notifications or review of articles, newsletters, regulatory announcements, proposed regulations, listserv notices, RSS feeds, or from electronic and other media professional resources, Contractor shall provide recommendations to revisions of Agency policies, procedures, and requirements, including the NPR 1800.1 and OH questionnaires used for triennial onsite reviews. For actions received directly by OCHMO for its review of regulations, policies, procedures, and similar documents, OCHMO may request Contractor feedback and recommendations. Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 16
B. LINE ITEM TITLE: <p style="text-align: center;">Laser Safety Review Board Meeting Minutes and Action List</p>					
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. N/A	H. AS OF DATE N/A
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION					
OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer Laser Safety Review Board Attendees				NO.	TYPE
				6+	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Laser Safety Review Board (LSRB) Meeting Agenda, Minutes, and Action List				2. NUMBER 016	
3. USE The OCHMO Sr. Environmental Health Officer will use the minutes as records of Laser Safety Review Board meetings. The action summary will assist OCHMO in tracking actions.				4. DATE	
				5. ORGANIZATION OP-OS	
				6. REFERENCES	
7. INTERRELATIONSHIP					
8. PREPARATION INFORMATION The Contractor shall prepare LSRB meeting agendas, minutes and action summaries. Agendas shall include open items from previous meetings, and minutes shall include the names and contact information of the attendees; the significant decisions and discussions of the LSRB; any assigned actions and the actionee(s); and due dates of the action(s). Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 17	
B. LINE ITEM TITLE: Annual Radioactive Source Licensing Review and Assessment Report						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
OP-OS	3	6	AN	1 year after award	365/10	
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.						
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Sr. Environmental Health Officer					NO.	TYPE
					3	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Annual Radioactive Source Licensing Review and Assessment Report				2. NUMBER 017		
3. USE The report will be used by OCHMO to determine and verify that Center and component facility licenses coincide with the sources present at each location.				4. DATE		
				5. ORGANIZATION OP-OS		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Contractor shall prepare a report that includes a summary of the following elements: <ul style="list-style-type: none"> • Analyses and cross-check of the licenses compared to the inventories at each Center and component facility • Copies of the licenses from each Center and component facility • A statement that summarizes the status of the licenses and provides recommendations for follow-up, as applicable. Contractor Form is acceptable.						

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 18
B. LINE ITEM TITLE: Annual Nonionizing Radiation Emitting Equipment Inventory					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	AN	1 year after award	365/10
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.					
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Sr. Environmental Health Officer					NO.
					TYPE
					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Annual Nonionizing Radiation Emitting Equipment Inventory				2. NUMBER 018	
3. USE The inventory results provide an overview of the nonionizing radiation emitting equipment present across the Agency				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Contractor shall provide copies of the individual Center and component facility inventories and a summary that categorizes the number and types of nonionizing radiation emitting equipment across the Agency, by Center and component facility, as well as the total numbers and types Agency-wide Contractor Form is acceptable.					

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 19								
B. LINE ITEM TITLE: Annual Radioactive Source and Ionizing Radiation Emitting Equipment Inventory													
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE								
OP-OS	3	6	AN	1 year after award	365/10								
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.													
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative Sr. Environmental Health Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">NO.</td> <td style="width:50%; text-align: center;">TYPE</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	3	D				
NO.	TYPE												
3	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Annual Radioactive Source and Ionizing Radiation Emitting Equipment Inventory				2. NUMBER 019									
3. USE The inventory provides an overview of the radioactive sources and ionizing radiation emitting equipment present across the Agency				4. DATE									
				5. ORGANIZATION OP-OS									
7. INTERRELATIONSHIP				6. REFERENCES									
8. PREPARATION INFORMATION Contractor shall provide copies of the individual Center and component facility inventories and a summary that categorizes the number and types of radioactive sources, and the number and type of ionizing radiation emitting equipment across the Agency, by Center and component facility, as well as the total numbers and types Agency-wide Contractor Form is acceptable.													

CONTRACT APPLICATION INFORMATION FOR DRL <u>NOHC</u>					A. ITEM NO. 20	
B. LINE ITEM TITLE: Plan for Conducting Annual Occupational Health Meeting and Triennial LSO/RSO Working Group Meeting						
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 1 year after award	H. AS OF DATE 365/10	
J. REMARKS: The contractor shall submit type "D", electronic copies that are compatible with Microsoft Office software.						
K. DISTRIBUTION OP-OS, Contracting Officer Contracting Officer Representative OCHMO Sr. Environmental Health Officer					NO. 3	TYPE D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plans for Conducting the Annual Occupational Health Meeting and Triennial LSO/RSO Working Group Meeting				2. NUMBER 020		
3. USE OCHMO will use each plan to ensure other activities and site visits (to the extent possible) do not conflict with the planning and implementation of these meetings.				4. DATE		
				5. ORGANIZATION OP-OS		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION One Plan will be for the Annual Occupational Health Meeting and one will be for the LSO/RSO Working Group meeting. The Annual Occupational Health Meeting Plan shall be provided by the end of January 2016. The LSO/RSO Working Group Meeting Plan shall be provided by the end of March 2017. Elements of each Plan shall include: <ul style="list-style-type: none"> • 3 potential dates to conduct the meeting, including assurance that dates do not coincide with other events and activities that employees would be more likely to attend and events and activities that would increase the costs of airfare and or limit the availability of local hotel accommodations at the government per diem rate • Methods to be used to advertise and promote each meeting • Methods to be used to arrange for attendee registration and communicating information to attendees • Method to be used to enable attendees to sign in at the meeting and to obtain agenda packets and other information while onsite (e.g., posting signs to direct attendees where meetings are being held) • Proposed meeting topics and speakers. If not yet determined, a timeline for identifying these and the timelines for obtaining concurrence from OCHMO for proceeding • Methods for reserving rooms, ensuring A/V support is available, ensuring Internet connectivity is available to attendees and that they have the instructions on how to access it • Approach(es) to be used for coordinating with speakers and obtaining and downloading their presentations • The approach to be used for collecting lessons learned, communicating them to OCHMO, and, if warranted incorporating changes into the next year's meeting. Contractor Form is acceptable.						

NNK15542079R

**NASA OCCUPATIONAL HEALTH
CONTRACT (NOHC)**

Labor Category Descriptions

Attachment J-03

	Labor Category	Qualifications	Position Description
1	<p>MEDICAL ADVISOR *</p> <p>(NASA HQ, WASHINGTON DC)</p>	<p>MD, MPH</p> <p>Minimum of 10 years recent experience and success interfacing with senior and executive level management in various types of forums. Minimum of 10 years of recent experience writing articles, publications, and presentations related to a wide range of occupational and public health issues and policies. Minimum of 10 years' experience in clinical medicine with expertise in epidemiology, toxicology, and risk sciences preferred. Position does not involve clinic activities and seeing patients. Excellent computer skills with minimum of 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a Federal agency is desirable.</p>	<p>Serves as non-supervisory part-time medical advisor to the Chief Health and Medical Officer (CHMO) on employee occupational health, including providing research and analyses of current and upcoming initiatives and programs, especially the effect of the work place on employee health. Also provides insight, statistical data, and participates in meetings related to collaborations between healthcare organizations and scientific agencies to increase their focus on human health issues. Keeps current on emerging medical technologies, public health preparedness, physician workforce issues, and employee health on Earth and in space. Provide advice regarding employee vaccinations, health screening, and travel health. Estimated annual travel includes two 5-day trips within the United States to attend meetings at the CHMO's request.</p>

	Labor Category	Qualifications	Position Description
2	<p>AEROSPACE MEDICINE - PHYSICIAN LIAISON *</p> <p>(NASA JOHNSTON SPACE CENTER, HOUSTON, TX)</p>	<p>MD, FACOEM, American Board of Preventive Medicine (Aerospace Medicine)</p> <p>Minimum of 10 years' experience as flight surgeon. Extensive knowledge in aviation physiology, human factors, military field medicine, ergonomics, biomedical space research and experience, International Space Station activities experience, and experience working with the Russian Space Agency and NASA. Fluent in English and Russian (writing/verbal, interpreting, and translation). Excellent computer skills with minimum of 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a Federal agency is desirable.</p>	<p>Non-supervisory physician fluent (verbal and writing) in English and Russian. Position does not involve direct patient medical care. Serves as consultant to NASA's Chief Health and Medical Officer (CHMO) and Deputy Health and Medical Officer. Provides technical expertise of physician with aerospace medicine specialty. Knowledge of, and expertise with, the Russian Space Agency and International Space Station operational activities are required. Provides technical support and expert medical consultation on international health issues. Participates in meetings and discussions with NASA international space partners. Travel may be required on short notice for ad hoc meetings at NASA locations and at sites of international travel partners. Estimated annual travel includes two international trips and two U.S. trips with a duration of one week each.</p>
3	<p>BUSINESS MANAGER *</p> <p>(NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Minimum of a bachelor's degree in business administration or business management, with healthcare management experience preferred</p> <p>Minimum of 10 years' recent experience in effectively leading and supervising a team of 5 or more highly technical occupational health specialists, with a focus on customer service, attention to details, task-prioritization, problem-solving, creative/innovative thinking, meeting deadlines, success in communicating and coordinating with individuals across different professions and different levels of management.</p> <p>Previous experience working for/with a Federal agency and</p>	<p>Supervisory position that involves dealing with dynamics and processes in a Federal agency with locations across the United States. Position involves sensitive and political issues, chain of command, confidentiality, regular communication and interaction with other government-assigned contract personnel, and the need to handle communications on various levels of personnel within and outside the Agency appropriately. Must effectively manage subordinates and lead a team in planning, coordinating, and administering actions, tracking deadlines, and ensuring customer needs are being met by each team member consistently and continually. Anticipates professional needs of NASA regional Center Occupational Health personnel and arranges for presentations,</p>

	Labor Category	Qualifications	Position Description
		<p>previous experience working in an occupational health related environment, including familiarity with electronic health record systems are desirable. Proven knowledge and experience in management principles, supervision, and employee relations--must provide evidence of recent business management/business administration professional development. Recent training or professional development coursework in occupational health-related topics is preferred. Knowledge of Environmental Health and Safety related regulations, codes, and standards. Basic knowledge of industrial toxicology; occupational disease cause, prevention, control and treatment; industrial hygiene principles; job related medical surveillance principles and practices, health education, epidemiology and legal and regulatory aspects of occupational health. Significant expertise in using automated equipment and software. Excellent computer skills with minimum of 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills.</p>	<p>discussions, and meetings to convey information using various methods (e.g., video teleconferences, webinars, in-person presentations). Travel for this position would be infrequent.</p>
4	<p>INDUSTRIAL HYGIENIST (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Bachelor's degree in industrial hygiene or a branch of engineering, physical science, or life science. Must have a certification in industrial hygiene from the American Board of Industrial Hygiene.</p> <p>Occupational safety and health professional with a proven track record of aptitude and success in the safety and health fields. At least 10 years recent experience with, and a working knowledge of, safety and occupational health program management concepts, principles, practices and procedures, body of laws, regulations, and precedent decisions. Must have</p>	<p>Serves as expert in industrial hygiene. Advises the NASA Office of the Chief Health and Medical Officer's Senior Environmental Health (EH) Officer and others within OCHMO regarding industrial hygiene aspects of new work processes, equipment, audits/evaluations, facilities, and other technical questions related to industrial hygiene. Supports IH program audits and evaluations. Interfaces with the Contractor Applications Analyst and Internet Specialist on the NASA EHRS industrial hygiene module. Interprets policies, regulations, and applicable codes and standards and makes</p>

	Labor Category	Qualifications	Position Description
		<p>the ability to convey IH and occupational health concepts and practical application of these concepts in consultation with the OCHMO Sr. Environmental Health (EH) Officer and others as designated by the Sr. EH Officer. Familiarity with IH databases preferred. Skilled in communication and problem-solving. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a U.S. Federal government agency is desirable.</p>	<p>recommendations. Ability to travel (5 continuous working days) approximately 6 times per year to different NASA regional Center locations across the U.S. Supports activities between NASA and other federal and non-federal organizations. Analyzes applicable federal, state, and local codes of regulations, consensus standards, and executive orders in consideration of how they should be applied across NASA. Reviews and modifies IH standards, procedures, and proposed regulations applicable to NASA, including those for: biosafety, nanotechnology, ergonomics, hazardous chemical exposures, and others, and ensures that these standards are in accordance with the recommendations of national and international consensus standards. Recommends IH procedures, regulations and policies.</p>
5	<p>OCCUPATIONAL HEALTH PHYSICIAN * (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>MD, FACOEM, American Board of Preventive Medicine - Occupational Medicine Certification</p> <p>Board certified with minimum of 10 years' recent experience in occupational illness and injury, medical surveillance, records management, certification exams, travel medicine, health promotion, and general preventive medicine. Position does not require clinic responsibilities and seeing patients. Ability to provide examples of previous and recent work in an occupational medical clinic. Previous experience working for/with a Federal agency and previous experience working with an electronic health record system are desirable. Ability to recognize and understand the dynamics and processes within a Federal agency with locations across the U.S., especially with regard to sensitive issues, chain of command, confidentiality, regular communication and interaction with other government-</p>	<p>Non-supervisory part-time physician. Does not involve or require patient medical care. Ability to travel (5 continuous working days) approximately 6 times per year to different NASA regional Center locations across the U.S. Provides medical consultation related to the operation and maintenance of the NASA electronic health record system (EHRS), provides advice on the maintenance and enhancement of NASA medical quality assurance program, and provides medical review of NASA regional Center occupational medical programs as requested by the OCHMO. Researches and provides medical opinions regarding emerging medical issues/topics as directed by the OCHMO. Reviews medical data trends and data reporting within the EHRS, bringing areas of significance to the attention of the OCHMO as appropriate. Recognizes and communicates to the OCHMO</p>

	Labor Category	Qualifications	Position Description
		<p>assigned contract personnel, and the need to handle communications on various levels of personnel within and outside the Agency appropriately. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills.</p>	<p>any sensitive and remarkable NASA Clinic medical and quality of care issues and concerns. Provides medical expertise and recommendations for a variety of Occupational Health topics. Provides specialized medical support for health topics/issues designated by the CHMO or Deputy CHMO. Serves as expert medical consultant in support of a variety of OH, health promotion, and public health issues and Agency-level projects. Serves as liaison with other NASA program offices as requested by the OCHMO. Position is for 5 days per week, 4 hours per day. Hours would temporarily increase during onsite Occupational Health Review visits to NASA Regional Centers.</p>
6	<p>SENIOR OCCUPATIONAL HEALTH NURSE *</p> <p>(NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Certified Occupational Health Nurse. Current certification in AHA or ARC BLS. Licensed in the state of Florida.</p> <p>Self-starter with track record of proactively identifying ways to streamline and improve programs, methods, and procedures. At least 5 years experience and success in improving health promotion initiatives, including motivating and inspiring others and comfortable facilitating meetings with individuals from different backgrounds, job responsibilities, and with varying levels of education. Ability to effectively provide presentations to a variety of audiences of different sizes and expertise. Minimum of 10 years of recent occupational health experience. Must provide examples of problem-solving abilities. Extensive experience preparing written communications (e-mail, memoranda, letters, presentations). Minimum of 5 years' experience in performing administrative tasks such as Internet research, setting up meetings and training sessions, and coordinating with other individuals/entities.</p>	<p>Non-supervisory position. Does not require patient medical care. Communicates, collaborates, and coordinates with NASA Centers and component facilities regarding health promotion initiatives, status of preventive health programs, responses to surveys or other action items required by other Federal Agencies (e.g., Office of Personnel Management, Health and Human Services, and Department of Labor). Assists Part time OH contract physician, including responding to OCHMO action items and requests for information. Provides technical expertise when the OH contract physician is not available. Travel rarely required.</p>

	Labor Category	Qualifications	Position Description
		<p>Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a U.S. Federal government agency is desirable. Previous and recent work in an occupational medical clinic is desirable. Demonstrated diligence, problem-solving, and work flow management skills, including task prioritization.</p>	
7	<p>HEALTH PHYSICIST (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Bachelor’s Degree health physics or a branch of engineering, physical science. Certification as a health physicist by the American Board of Health Physics is preferred. Must have an understanding of sciences applicable to health physics.</p> <p>Occupational safety and health professional with a proven track record of aptitude and success in the safety and health fields. At least 10 years recent experience with, and a working knowledge of, health physics (HP) safety and occupational health program management concepts, principles, practices and procedures, body of laws, regulations, and precedent decisions. Must have the ability to convey HP and occupational health concepts and practical applications of these concepts in consultation with the OCHMO Sr. Environmental Health (EH) Officer and others as designated by the Sr. EH Officer. Familiarity with HP databases preferred. Skilled in communication and problem-solving. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience</p>	<p>Serves as expert in health physics. Advises the NASA Office of the Chief Health and Medical Officer's Senior Environmental Health (EH) Officer and others within OCHMO regarding health physics aspects of new work processes, equipment, audits/evaluations, facilities, and other technical questions related to health physics. Supports health physics program audits and evaluations. Interprets policies, regulations, and applicable codes and standards and makes recommendations. Ability to travel (5 continuous working days) approximately 6 times per year to different NASA regional Center locations across the U.S. Supports activities between NASA and other federal and non-federal organizations. Analyzes applicable federal, state, and local codes of regulations, consensus standards, and executive orders in consideration of how they should be applied across NASA. Reviews and modifies health physics standards, procedures, and proposed regulations applicable to NASA, including those for ionizing and non-ionizing radiation, and others, and ensures that these standards are in accordance with the recommendations of national and international consensus</p>

	Labor Category	Qualifications	Position Description
		working for/with a U.S. Federal government agency is desirable.	standards. Recommends health physics procedures, regulations and policies. Provides the expertise required to assess and to recommend mitigation actions for the optimization of medical imaging. Assesses dose to patients from diagnostic procedures. Coordinates, integrates, and evaluates programs and activities relating to licensing and inspections.

	Labor Category	Qualifications	Position Description
8	IT SPECIALIST (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)	<p>Undergraduate or Graduate Degree in computer science, information science, information systems mgmt. or equivalent experience. Coursework included development or adaptation of applications, systems or networks—equivalent job experience may be substituted for specialized coursework. Microsoft (MCSD) certified. FISMA, C/C++, ACE certification desirable. Trained in Red Hat Linux and Perl.</p> <p>Minimum of 7 years' recent experience as a Web site developer for utilizing corporate or federal agency content management systems and other web applications, including building, developing, supporting and maintaining internet and intranet web sites, including full life cycle web site implementation; support and maintenance of existing web sites and web applications; providing support and guidance to use existing web sites and web applications; keeping current on</p>	Self-starter with initiative who can work independently as well as on a team. Effective communication skills, with the ability to analyze customers' needs and transfer them into visual design and system requirements and translate into an appropriate application. Conscientious about attention to detail. Works with OCHMO offices to assess their IT needs, provide information, advice, and assistance, resolve problems, and weigh-in on expectations and functionality of IT systems and websites. Determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives and to make recommendations. Participates in, and provides professional expertise to Agency Electronic Health Record System (EHRS) operations and maintenance activities. Communicates and coordinates regularly with the OCHMO Director of Medical Informatics regarding the

	Labor Category	Qualifications	Position Description
		<p>technological and software development; debugging and developing new site modules for existing web sites; and providing recommendations/advice to customers on new web development technologies and future development trends. Minimum of 5 years' experience with electronic health record systems with basic knowledge of data processing functions and general principles with an understanding of the stages required to automate a work process. Minimum of 3 years' experience, education, or training regarding approaches, techniques, and requirements related to a computer applications area or computer specialty area. Minimum of 3 years experience in adapting guidelines or precedents to meet the needs of the customer. Knowledge of information technology systems security principles sufficient to ensure confidentiality and integrity. Knowledge of a variety of operating systems on desktops and servers, some of which require higher security levels than those typically used in an office automation environment (e.g., involving multiple levels of security with multiple authentication levels). Knowledge of project management techniques and tools sufficient to provide expert guidance on the implementation of emerging technologies. Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of information system components. Previous experience working for/with a Federal agency is desirable. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills.</p>	<p>EHRS.</p>

	Labor Category	Qualifications	Position Description
9	<p>APPLICATIONS ANALYST (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Bachelor’s degree, health information management. Focus on medical and/or IT studies or equivalent post-college education/certification preferred.</p> <p>Minimum 3 years’ recent experience in computerization of health data, knowledge and recognition of medical terminology, and experience with electronic health/medical record systems. Knowledge of data and workflow management, Familiarity with identifying ethical, legal and security IT requirements. Experience analyzing health data. Working knowledge of clinical classification systems. Knowledge of computer systems in PC, client-server, and web-enabled systems. "Big picture” knowledge of clinical operations is preferred. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a U.S. Federal government agency is desirable.</p>	<p>Serves as assistant and back up to the Contractor EHRS Team Lead. Assists with activities associated with NASA's electronic health record system (EHRS). Serves as the Help Desk operator to assist NASA regional Centers across the U.S. during regular business hours. Assists in monitoring NASA EHRS operational capacities to determine actions necessary to resolve functional problems for all authorized users. Identifies opportunities for improving EHRS quality and efficiency and participates in process improvement initiatives. Conducts daily communication with EHRS users and stakeholders, as necessary, to support the software and analyze business operations. Works closely with the Contractor EHRS Team Lead, OCHMO’s Director of Medical Informatics, and other EHRS primary stakeholders. Assists in developing training materials for the EHRS Team Lead.</p>
10	<p>SENIOR APPLICATIONS ANALYST * (NASA KENNEDY SPACE CENTER KENNEDY SPACE CENTER, FL)</p>	<p>Bachelor’s degree, health information management. Focus on medical and/or IT studies or equivalent post-college education/certification and experience highly desirable.</p> <p>Minimum 5 years recent experience in computerization of health data and implementation of electronic health record systems, knowledge and recognition of medical terminology, and experience with electronic health/medical record system interoperability. Data and workflow management expertise. Health informatics project management experience.</p>	<p>Serves as liaison between NASA healthcare providers and the OCHMO for data reporting. Serves as super user and subject matter expert on NASA's electronic health record system (EHRS). Serves as the Help Desk operator to assist NASA regional Centers across the U.S. during regular business hours. Works closely with, and coordinates with, NASA regional Center industrial hygiene points of contact. Monitors NASA EHRS operational capacities to determine actions necessary to resolve functional problems for all authorized users. Collaborates with NASA EHRS vendor</p>

	Labor Category	Qualifications	Position Description
		<p>Familiarity and experience with identifying and enforcing ethical, legal and security IT requirements. Experience analyzing health data and supporting health care research. Working knowledge of clinical classification systems. Experience with implementing/configuring/supporting vendor supplied software. Knowledge of computer systems in PC, client-server, and web-enabled systems. "Big picture" knowledge of clinical operations is preferred. Available to travel to NASA regional Center sites as needed. Excellent computer skills with at least 10 years using the Internet and the most current MS Office applications. Excellent written and oral communication and presentation skills. Previous experience working for/with a U.S. Federal government agency is desirable.</p>	<p>representatives. Identifies opportunities for improving EHRS quality and efficiency and participates in process improvement initiatives. Conducts daily communication with EHRS users and stakeholders, as necessary, to support the software and analyze business operations. Interacts with other NASA department points of contact to understand EHRS requirements, restrictions, and limitations. Serves as subject matter expert for issues and topics related to NASA's EHRS. Works closely with OCHMO's Director of Medical Informatics and other EHRS primary stakeholders. Serves as EHRS training lead to develop supporting materials and aids team during training.</p>

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**NASA OCCUPATIONAL HEALTH
CONTRACT (NOHC)**

**Organizational Conflict of Interest
(OCI) Plan**

Attachment J-04

(To be provided by Contractor)