CONTRACT DOCUMENTATION REQUIREMENTS LIST

I. DOCUMENTATION PREPARATION/SUBMISSION INSTRUCTIONS

A. Monthly Task Order Progress Report and Meeting -- The Contractor shall submit monthly progress reports for each task order (1-2 pages in length) describing work accomplished during the reporting period including any overtime, current and potential problem areas and proposed corrective action, and work to be performed during the next reporting period. The Contractor shall summarize all task order activities in one report. The reports shall contain the following information at a minimum:

(1) Contract number, task order number, and date of the order.
(2) Total price
(3) Total price paid to date for each issued task including labor hours.
(4) Significant issues/problems associated with the task.
(5) Price summary of all tasks issued, including Other Direct Costs Report.

The Contractor shall submit the monthly progress report for review and conduct a meeting with the CO and COR within 10 working days after the end of each calendar month.

B. Contractor Monthly Accident/Incident Reports -- The Contractor shall submit monthly man-hours, headcount and accident/incident data for the prime and the subcontractor to the LaRC Safety and Facility Assurance Branch (SFAB) within 10 working days after the end of each month. The Contractor shall submit this data via the web-based system entitled Contractor Monthly Accident Reporting (CMAR) located at https://cmar.larc.nasa.gov/login.cfm. If the Contractor is unable to submit its information electronically via CMAR, then the Contractor shall submit Langley Form 272 to SFAB at Mail Stop 305. The Contractor shall also submit an annual summary of occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA) as described in 29 CFR Part 1904.32.

C. Accident/Incident Investigation Reports -- The Contractor shall notify SFAB of any accident/incident as soon as practical but no later than 2 hours following occurrence. The Contractor shall submit a written accident/incident investigation report within 3 business days of occurrence.

D. Safety and Health Plan -- The Contractor shall submit a revised Safety and Health Plan, if required, within 30 days of contract effective date. Per FAR 52.236-13 & NFS 1852.223-70(j), the Contractor is required to continually update the Safety and Health Plan when necessary (e.g., requirement change, safety regulation change, safety incident impact). The Contractor shall submit a revised Plan for Contracting Officer approval no later than 30 days after the effect of a change or incident.

E. Notice of Violation Response -- The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime and/or its subcontractors. The response shall include the cause for violation; mitigation of impact, if applicable; and planned prevention of recurrence. The Contractor shall submit the response to the issuer of the NOV and SFAB within three working days of issuance.

F. IT Security Management Plan

a) In accordance with NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources, the Contractor shall submit an IT Security Management Plan during phase-in for review and approval by the Center Information Security Officer (CISO).

b) The Contractor shall maintain the IT Security Management Plan throughout the term of the contract. The Contractor's plan shall:

1) Identify how the requirements for IT security (including developing and maintaining IT system security plans, contingency plans, and performing information system security assessment).
2) Identify how the requirements for which NASA directives specifically mandate compliance with respect to security of NASA IT resources will be met.
3) Describe how the Contractor intends to hold its employees and subcontractors accountable for meeting all the requirements relative to the NPR 2810.1, NASA interim IT requirements (NITRs), IT Security Handbooks, and CIO directives. The documents can be found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.
4) Describe how the Contractor will meet future or changing IT security requirements as directed by Federal Law or NASA requirements.
5) Describe how the Contractor plans to protect their corporate IT resources to ensure that they pose no adverse impact on NASA resources.
6) Describe how the Contractor will protect NASA or contract-specific information and data under their control.
7) Describe how the Contractor plans to provide documentation for any required IT security-related deliverable,
8) Describe how the Contractor will ensure compliance with all NASA IT security training and awareness requirements.
9) Describe how the Contractor will ensure compliance with NASA-established physical security requirements as they relate to IT security requirements.
10) Describe how the Contractor will ensure compliance with personnel screening requirements including assurance that employees with privileged access have the appropriate background screening.
11) Describe the Contractor's procedures for termination of employees including assurance that all access privileges (e.g., network, remote access, virtual private network (VPN), campus computing, and other application access) are terminated.

c.) The IT Security Management Plan will be made part of this contract and will be updated as required by changes in the Federal Law or other NASA regulations.

d.) Specific guidance for contracts can be found in the following documents. These documents can be located at http://www.nasa.gov/offices/ocio/itsecurity/index.html or http://csrc.nist.gov/publications/PubsSPs.html

1) Federal Information Security Management Act (FISMA)
2) NPD 1600.2, NASA Security Policy
3) NPD 2810.1, NASA Information Security Policy
4) NPR 1600.1, NASA Security Program Procedural Requirements
5) NPR 1620.2, Physical Security Vulnerability Risk Assessments
6) NPR 2810.1a, Security of Information Technology

7) NIST Special Publication (SP) 800-18, Guide for Developing Security Plans for Federal Information Systems
8) NIST Special Publication (SP) 800-35, Guide to IT Security Services
9) NIST SP 800-36, Guide to Selecting Information Security Products
10) NIST SP 800-64, Security Considerations in the Information System Development Life Cycle

G. Annual IT Security Training Report -- The purpose of this report is to obtain confirmation that IT security training for contractor employees required under paragraph (e) of NFS clause 1852.204-76 Security Requirements for Unclassified Information Technology Resources, has been completed by all individuals required to do so. NASA requires that this annual training be completed by 100% of the appropriate employees no later than June 30 of each year. Accordingly, a report that includes the information listed below shall be submitted to the Contracting Officer no later than June 30 of each calendar year, so long as the period of performance of the contract has not expired prior to June 30th.

Report Content: (1) the number of employees requiring IT security training in accordance with the contract clause (i.e., in accordance with NPR 2810.1 Nondiscrimination in Federally Assisted and Conducted Programs, which requires such training for all "employees who have access to NASA computer systems and networks that process, store, or transmit information"); (2) the number of those employees in item (1) that have completed the annual training as of June 30th; (3) whether the NASA on-line training system was used (use of the NASA on-line system is optional); and (4) a plan of action with milestones to reach 100% in item (2) if that level has not been achieved by June 30th.

H. Documentation for Transferring Property to the Government
In accordance with the NFS 1852.245-71, Installation-Accountable Government Property, the transfer of accountability shall be initiated by the Contractor submitting a Requisition and Invoice/Shipping Document, DD Form 1149, accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/ Purchase Order number and the Government contract number on the DD Form 1149 under the Federal Stock Number, Description, and Coding of Material and/or Services block. For purchases of supplies and materials, this document shall be submitted within 30 calendar days after the end of each calendar-year quarter (that is, not later than January 30, April 30, July 30, and October 30). For equipment purchases, the DD 1149 shall be submitted within five working days after acceptance of each item of equipment by the Contractor. Receipt by the Contractor of a copy of the DD Form 1149 signed by the Government relieves the Contractor of accountability for the property specified on that form.

I. ISO 9001 Compliance Documents – An annual certification of compliance statement in accordance with H.18 shall be submitted. In addition, the contractor shall submit the following:

a) Within fourteen calendar days after the contract award date, the Contractor shall submit a copy of its Quality Plan and its Quality System Manual. The Contractor shall also submit the specific Quality System Procedures to address the following: (a) contract and subcontract management, (b) customer requirement review and execution, (c) task management, including work order generation and processing, (d) document control, (e) handling of customer supplied product, (f) corrective, preventive and continuing improvement action systems, (g) training of employees, and (h) customer satisfaction/performance measurement.

b) The Quality Plan shall describe how the Contractor will maintain or modify existing quality system documentation needed to ensure effective planning, operation and control of processes/work activities/resources specific to accomplish the requirements of this contract. The Contractor shall describe how the integrity of the Quality Management System (QMS) is maintained when changes to the QMS are planned and implemented.

c) The Quality System Manual shall describe the quality management system of an organization. The quality manuals can vary in detail and format to suit the size and complexity of an individual organization.

J. Federal Contractor Veterans Employment Report -- In compliance with Clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.

K. Evidence of Insurance -- The Contractor shall submit evidence of the insurance coverage, required by the Clause 1852.228-75 Minimum Insurance Coverage, (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. The Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under the option exercised, if applicable.

L. On and Near-Site Staffing Report -- The contractor shall submit a report which includes the number of on-site and near-site Work Year Equivalents (WYE's) performing work on the contract, broken down by skill category. An initial report shall be submitted within 30 days from the effective date of the contract. Subsequent updated reports are due quarterly, on January 1, April 1, July 1 and October 1 of each year.

These reports shall be e-mailed to the following: larc-dl-contractorwye@mail.nasa.gov

The subject line for the e-mail should be "Contractor WYE".

"On-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is on-site at Langley Research Center, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems (e.g., management and administrative staff may charge their time to an "indirect" account, but the time worked by such individuals shall still be counted in the on-site WYE).

"Near-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is within 50 miles of LaRC, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems. Work performed on local college campuses shall not be considered "near site" WYE's.

The contractor shall use the number of hours in its productive work year to compute the number of WYE's to be reported.

The contractor shall break out the On-site and Near-site WYE by skill category using the following categories: Administrative, Media, and Professional Services

The contractor shall break out the On-site and Near-site WYE by task order number, task order title, and principle Technical Monitor.

M. Interim Patent Rights Report -- The Contractor shall submit an annual list of subject inventions required to be disclosed as set forth in FAR 52.227-11, Patent Rights-Ownership by the Contractor (as modified by NFS 1852.227-11, Patent Rights-Retention by the Contractor).

N. Final Patent Rights Report -- The Contractor shall submit a listing of all subject inventions required to be disclosed or certify that there were none as set forth in FAR 52.227-11, Patent Rights-Ownership by the Contractor (as modified by NFS 1852.227-11, Patent Rights-Retention by the Contractor).

O. Invention Disclosure Reporting - The Contractor shall disclose each subject invention under the contract as set forth in FAR 52.227-11, Patent Rights-Ownership by the Contractor, (as modified by NFS 1852.227-11, Patent Rights-Retention by the Contractor). The electronic and paper version of NASA Form 1679, Disclosure of Invention and New Technology (Including Software), shall be used for this reporting. Both the electronic and paper versions of this form may be accessed at http://invention.nasa.gov. Disclosures are required within two months after the inventor discloses it in writing to Contractor personnel who are responsible for patent matters.

P. EPA-Designated Categories Annual Purchasing Report -- In accordance with FAR 52.223-17, Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts, the Contractor shall submit an annual Purchasing Report detailing the total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding fiscal year period. The annual Purchasing Report is due by October 31st for purchases during the preceding fiscal year period (October 1 through September 30). If the contract ends prior to October 31st, the annual Purchasing Report is due at the end of the contract period of performance. After contract award, the Contractor will be granted access to this reporting template at http://emis/ap.htm.

Q. Class G Matrix -- The contractor shall submit a Class G Matrix for any applicable software developed during the performance of this contract, if applicable, in accordance with Clause entitled “Class G Software Requirements” and Exhibit H.

R. Task Order ODC Report – The contractor provide a monthly report of all Other Direct Costs approved and expended, including monthly expenditures and year-to-date expenditures.

S. Organizational Conflict of Interest Avoidance Plan -- The Contractor shall submit a comprehensive Organizational Conflict of Interest Avoidance Plan within 30 calendar days after the contract award date. The plan shall address the contractor’s approach to identifying, mitigating and/or avoiding organizational conflicts of interest (OCIs) and personal conflicts of interest (COIs) that may arise under this contract. This response must include, at a minimum: (A) an assessment of the potential risk for various types of conflicts such as access to government sensitive or industry proprietary data that may result from the award of this contract, (B) the contractor’s process for identifying OCIs, including the contractor’s coordination with each of its parent, subsidiaries, affiliates, office locations, divisions and/or other similar entities (collectively, the “Business Units”) to determine whether OCIs currently exist, (C) the approach for maintaining communication with each Business Unit during the performance of this contract to identify potential OCIs arising during such performance period, (D) the approach to training and refresher training for its employees, (E) once identified, the methods the contractor will utilize to mitigate the various types of OCIs, (F) the approach for identifying, mitigating and/or avoiding personal OCIs for employees performing work under the contract, and (G) the approach for ensuring the processes and procedures included herein will be applied to each of

its subcontractors and/or consultants (including their respective Business Units). The plan and subsequent revisions will be reviewed and approved by the Contracting Officer. The approved plan will be incorporated into the contract as a compliance document once approved in accordance with NFS 1852.237-72.

II. DOCUMENT DISTRIBUTION REQUIREMENTS

1. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be in their native format (Microsoft versions of word, excel, etc) and be submitted f.o.b. destination as specified below, addressed as follows:

National Aeronautics and Space Administration Langley Research Center
Attn: **See below** , Mail Stop **See below** Contract **TBD**
Hampton, VA 23681-2199

2. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:
A – Contracting Officer/Contract Specialist, Jeff Hisey, Mail Stop 12, g.j.hisey@nasa.gov

B – Contracting Officer Representative, Brad Ball, Mail Stop 40, william.b.ball@nasa.gov

C – CMMI Representative/Class G Reviewer, charles.e.niles@nasa.gov with “SDP Review” in the Subject line.

D – Safety and Facility Assurance Branch, Mail Stop 305 or fax
757-864-8918 or CMAR http://cmar.larc.nasa.gov/login.cfm

E – Contractor Labor Relations Officer, Mail Stop 12

F – Patent Counsel, https://invention.nasa.gov

G – Industrial Property Officer, susan.c.tillman@nasa.gov

H – Center Information Technology Security Manager (CITSM), kendall.e.freeman@nasa.gov; stephanie.j.stockum@nasa.gov

I – On and Near-Site Staffing Report, larc-dl-contractorwye@mail.nasa.gov with “Contractor WYE” in subject line

J – Environmental Management Team, Mail Stop 133

K – New Technology Representative, michelle.a.dail@nasa.gov

3. The following are the distribution requirements for reports and other documentation required to be delivered f.o.b. destination. The numeral following the letter code specifying the number of copies to be provided. Electronic documentation is preferred via e-mail or website whenever possible.

4. When the Contract Specialist is not designated below to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist.

III. LETTER CODE AND DOCUMENT: DISTRIBUTION

DISTRIBUTION REQUIREMENTS		
Document Letter	**Document**	**Distribution Code and Quantity**
A	Monthly Contract Management Report	A-1, B-1
B	Contractor Monthly Accident/Incident Reports	A-1, B-2,D-1
C	Accident/Incident Investigation Reports	A-1, B-2,D-1
D	Safety and Health Plan	A-1, D-1, or in accordance with directions posted on the website (CMAR)
E	Notice of Violation Response	A-1, D-1
F	Information Technology (IT) Security Management Plan	A-1, B1, H-1
G	Annual IT Security Training Report	A-1, B-1, H-1
H	Documentation for Transferring Property to the Government	A-1, B-1, G-1
I	ISO 9001 Compliance Documents	A-1, B-1
J	Federal Contractor Veterans Employment Report	As identified in the clause, (website) A-1, E-1
K	Evidence of Insurance	A-1, G-1
L	On and Near-Site Staffing Report	A-1, B-1, I-1
M	Interim New Technology Report	A-1, B-1, F-1, K-1
N	Final New Technology Report	A-1, B-1, F-1, K-1
O	Invention Disclosure Reporting	A-1, B-1, F-1, K-1
P	EPA-Designated Categories Annual Purchasing Report	A-1,B-1, J-1
Q	Class G Software Matrix	B-1, C-1
R	Other Direct Costs Task Order Monthly Report	A-1, B-1
S	Organizational Conflicts of Interest Avoidance Plan	A-1, B-1