

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Ames Professional Administrative Support Services (APASS)	CONTRACT/RFP NO. TBD / NNA15538623R	DRL DATE/MOD DATE
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1. LINE ITEM NO. 1	2. DRL TITLE Monthly Progress Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Task Requestor listed on Task Order			8. REMARKS The Contractor shall submit a monthly progress report no later than the 15th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Task Order. The report shall be in narrative form and contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; and (3) staffing data.	

1. LINE ITEM NO. 2	2. DRL TITLE Non-Disclosure Agreements	3. FREQUENCY Once	4. SUBMISSION DATE Prior to Starting Work	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Task Requestor listed on Task Order			8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements which shall be submitted at the end of the Phase-In period and may be required to sign additional agreements for new Task Orders, modification to Task Orders, Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements. The prime contractor is responsible for ensuring all subcontractors complete this requirement and provide a copy to the Government.	

1. LINE ITEM NO. 3	2. DRL TITLE Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH			8. REMARKS The Contractor shall submit NF 1627, NASA Mishap Report within one working day after the occurrence of any mishap.	

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1. LINE ITEM NO. 4	2. DRL TITLE Contractor Monthly Accident Report (CMAR)	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov			8. REMARKS The contractor shall submit Form ARC 15, Monthly Safety and Health Report, no later than 15 calendar days after the end of each month in accordance with FAR clause 52.236-13, Accident Prevention (Alt I) and NFS clause 1852.223-70, Safety and Health. A negative report is required. ARC collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly form which is located at http://cmar.arc.nasa.gov	

1. LINE ITEM NO. 5	2. DRL TITLE NASA Position Designation Record, NASA Form (NF) 1722	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Protective Services Office, Code JP			8. REMARKS In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1722 for each employee and new hire. The NF 1722 shall be completed within 10 working days from date of hiring.	

1. LINE ITEM NO. 6	2. DRL TITLE Quarterly Report of Purchases	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Supply and Equipment Management Officer (SEMO), Code JS			8. REMARKS The Contractor shall comply with the requirements of NFS clause 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.	

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1. LINE ITEM NO. 7	2. DRL TITLE Contractor's Property Management Plan	3. FREQUENCY Once/When updated	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Supply and Equipment Management Officer (SEMO), Code JS		8. REMARKS The Contractor shall submit a Property Management Plan no later than 10 working days after the end of the Phase-In period. The Contractor's Property Management Plan shall include at least the following: descriptions of property management systems, processes, standards and practices. The Contractor shall submit updated Property Management Plan if the Contractor's property management systems, processes, standards and practices change, in accordance with NFS clause 1852.245-75 PROPERTY MANAGEMENT CHANGES.		

1. LINE ITEM NO. 8	2. DRL TITLE NASA Property in the Custody of Contractors NASA Form (NF) 1018	3. FREQUENCY Annual	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: https://ness.gsfc.nasa.gov/		8. REMARKS The Contractor shall submit an annual fiscal year NF 1018 electronically through the NF 1018 Electronic Submission System (NESS) at https://ness.gsfc.nasa.gov/ . This form shows summary-level information for the current fiscal year (i.e., Beginning Balance, Additions, Deletions, and Ending Balance). The NF 1018 shall be submitted no later than September 30 th of every contract year.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Property Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Supply and Equipment Management Officer (SEMO), Code JS			8. REMARKS The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i> , to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Contractor's Safety and Health Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D			8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with NFS clause 1852.223-70, SAFETY AND HEALTH.	

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1. LINE ITEM NO. 11	2. DRL TITLE Contractor's Information Technology (IT) Security Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D		8. REMARKS The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76, SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES, within 30 days after contract award. The Contractor shall submit to the CO and COR any updates to this plan necessary during performance of this contract.		

1. LINE ITEM NO. 12	2. DRL TITLE Contractor's Information Technology (IT) Security Training Progress Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D		8. REMARKS On February 28 th , March 30 st , April 30 th , and May 30 th of each contract year, the Contractor shall provide a monthly count of contractor employees who have completed the Information Technology (IT) security training, which is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.		

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1. LINE ITEM NO. 13	2. DRL TITLE Phase-Out Plan	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: Contracting Officer (CO), Code JAI Contracting Officer's Representative (COR), Code D Task Requester listed on Task Order			8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of operations for all areas of responsibility under the contract. The Phase-Out Plan shall be submitted 60 days before the end of the contract's period of performance.	

1. LINE ITEM NO. 14	2. DRL TITLE RESERVED	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	

Time is defined as follows: "Time" if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on Saturday, Sunday, or legal holiday, then the period shall include the next working day."