

<b>SOLICITATION, OFFER AND AWARD</b>			RATING DO-C9		PAGE
2. CONTRACT NO. <b>TBD</b>	3. SOLICITATION NO. <b>NNM 16534124R</b>	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED <b>TBD</b>	6. REQUISITION/PURCHASE NO. <b>4200534124</b>	
7. ISSUED BY <b>National Aeronautics &amp; Space Administration George C. Marshall Space Flight Center Procurement Office Marshall Space Flight Center, AL 35812</b>		CODE PS33	8. ADDRESS OFFER TO (If other than Item 7) NASA/George C. Marshall Space Flight Center Attn: PS33/Rita R. James Marshall Space Flight Center, AL 35812 Deliver to: Building 4203, Basement Lobby (256) 961-2136 or (256) 544-8361		

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

**SOLICITATION**

9. Sealed offers for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in **Building 4203 Basement, Elevator Lobby Area** until **12:00 p.m.** local time, on **(See Provision L.16 DUE DATE FOR RECEIPT OF PROPOSALS)**.

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

10 FOR INFORMATION CALL:	A. NAME <b>Rita R. James</b>	B. TELEPHONE NO. (NO COLLECT CALLS)			C. EMAIL ADDRESS <b>Rita r.james@nasa.gov</b>
		AREA CODE <b>(256)</b>	NUMBER <b>961-2136</b>	EXT <b>N/A</b>	

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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 **[redacted]** 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 price 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 <b>[redacted]</b> %	20 CALENDAR DAYS <b>[redacted]</b> %	30 CALENDAR DAYS <b>[redacted]</b> %	CALENDAR DAYS <b>[redacted]</b> %
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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
	<b>[redacted]</b>	<b>[redacted]</b>	<b>[redacted]</b>	<b>[redacted]</b>

15. NAME AND ADDRESS OF OFFEROR <b>[redacted]</b>	CODE <b>[redacted]</b>	FACILITY <b>[redacted]</b>	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) <b>[redacted]</b>
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15B. TELEPHONE NO. (Include area code) <b>[redacted]</b>	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER <input type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE <b>[redacted]</b>	18. OFFER DATE <b>[redacted]</b>
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**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 AND OPEN COMPETITION <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)	ITEM
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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) <b>Ketela K. Helton</b>	27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>	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.**

**SECTION B**

**SUPPLIES OR SERVICES AND PRICES**

- B.1 Listing of Clauses Incorporated by Reference
- B.2 Supplies and/or Services to Be Provided – IDIQ
- B.3 Training and Travel
- B.4 Order Rate Structure
- B.5 Price Deductions for Failure to Meet Acceptable Performance Levels
- B.6 1852.232-77 Limitation of Funds (Fixed-Price Contract)

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**SECTION B - SUPPLIES OR SERVICES AND PRICES**

**B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(End of clause)

**B.2 SUPPLIES AND/OR SERVICES TO BE PROVIDED – IDIQ**

(a) The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to deliver and/or perform the items below in accordance with the Description/Specifications/Performance Work Statement incorporated in Attachment J-1, Performance Work Statement, Acquisition and Business Support Services (ABSS).

(b) This is a performance-based, Indefinite Delivery Indefinite Quantity (IDIQ) contract with Firm-Fixed Price (FFP) task orders. Work will be authorized in accordance with Clause I.9, Task Ordering Procedure via issuance of Task Order(s) by the Contracting Officer (CO).

(c) In the event that the Government does not order the minimum quantity specified below in Table B.2-1, Potential Contract Value, for the base and each option period exercised, the Government's obligation is limited to payment of the minimum IDIQ value. Cumulative Total Potential Contract Value is exclusive of training and travel.

**Table B.2-1, Potential Contract Value**

<b>CLIN</b>	<b>Contract Period</b>	<b>Minimum IDIQ Value</b>	<b>Maximum IDIQ Value</b>	<b>Cumulative Total Potential Contract IDIQ Value</b>
1	IDIQ Base Year (Yr 1)	\$1,000,000	\$15,000,000	\$15,000,000
2	Travel/Training Base Year (Yr 1)	\$0	\$ 150,000	\$15,150,000
3	IDIQ Option 1 (Yr 2)	\$0	\$15,000,000	\$30,150,000
4	Travel/Training Option 1 (Yr 2)	\$0	\$ 150,000	\$30,300,000
5	IDIQ Option 2 (Yr 3)	\$0	\$15,000,000	\$45,300,000
6	Travel/Training Option 2 (Yr 3)	\$0	\$ 150,000	\$45,450,000
7	IDIQ Option 3 (Yr 4)	\$0	\$15,000,000	\$60,450,000
8	Travel/Training Option 3 (Yr 4)	\$0	\$ 150,000	\$60,600,000
9	IDIQ Option 4 (Yr 5)	\$0	\$15,000,000	\$75,600,000
10	Travel/Training Option 4 (Yr 5)	\$0	\$ 150,000	\$75,750,000
11	IDIQ Option to Extend Services (Yr 6)	\$0	\$ 7,500,000	\$83,250,000
12	Travel/Training Option to Extend Services (Yr 6)	\$0	\$ 75,000	\$83,325,000

(d) Government task orders for services above the minimum IDIQ value and below the maximum IDIQ value shall not constitute a basis for equitable adjustments to the IDIQ Contract Line Item Numbers (CLINs).

(e) This contract includes FAR 52.217-8, Option to Extend Services, which allows the Government to exercise a maximum six (6) month period of performance to the end of the five (5) year standard contract period if required.

(f) The establishment of this IDIQ contract does not prohibit the Government's right to later award separate contracts for similar or related services.

(g) The actual values of the individual CLINs will be the summation of the individual task order values issued pursuant to this Clause and Clauses I.9, Task Ordering Procedure.

(h) Any unused contract year value may be rolled over to subsequent contract option periods, if exercised and at the discretion of the Government, provided that the total maximum quantity of \$83.325M is not exceeded over the life of this contract.

(End of clause)

### **B.3 TRAINING AND TRAVEL**

(a) The Government has estimated travel and training costs for the base period and each option period. Profit will not be paid for travel and training expenses. Only the accepted travel

and training overhead rate as set forth in Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens, will be applied to these actual costs. The combined travel and training maximum values per contract period are shown in Table B.3-1, Travel and Training. Training and travel shall include complete backup documentation to support the invoiced amounts in all invoices in which costs are incurred. Travel and training costs shall be invoiced on a separate line item on invoices based on allowable cost incurred as defined in the Federal Travel Regulations (FTR) and the overhead rate set forth in Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens. Actual expenses exceeding the FTR's will not be paid by the Government.

(b) The Contractor shall obtain approval from the Contracting Officer (CO) and Contracting Officer's Representative (COR) at least five (5) business days prior to the incurrence of travel and training expenses.

(c) Any unused training and travel value in any contract period may be rolled over to subsequent contract option periods, if exercised and at the discretion of the Government, provided that the total maximum quantity of \$825K is not exceeded over the life of this contract.

(End of clause)

#### **B.4 ORDER RATE STRUCTURE**

Task Orders will be placed periodically in accordance with Clause I.9, Task Ordering Procedure, utilizing the Contractor's fully burdened labor rates inclusive of profit in Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens.

(End of clause)

#### **B.5 PRICE DEDUCTIONS FOR FAILURE TO MEET ACCEPTABLE PERFORMANCE LEVELS**

The Contractor's performance will be evaluated every six months. The Government will apply deductions for failure to meet acceptable performance levels (APLs) in accordance with attachment J-3, Performance Requirements Summary.

For each six-month rating period, the Government will hold an evaluation meeting with the Contractor to discuss performance and any associated deductions. Meetings may also be held with the Contractor on a more frequent basis to provide feedback on interim findings by the CO and COR.

For PRS No. 2, NASA customers will complete attachment J-6, Customer Survey, every six months. The individual customer surveys will be averaged to produce an overall adjectival rating. Based on the overall adjectival rating and recommendations from the COR, the CO will determine the final adjectival rating, which may differ one level in either direction from the overall adjectival rating. Percentage performance deductions shall be applied to the total IDIQ task order value for the six-month rating period and shall be applied to the next invoice. For

example, a 2% performance deduction applied to a \$100,000 total task order value would result in a \$2,000 deduction from the next invoice.

Notwithstanding the foregoing, the Government's right under this clause to reduce price for less than optimal performance is in addition to the rights of the Government prescribed in FAR 52.246-4, Inspection of Services – Fixed Price, and FAR 52.249-8, Default (Fixed-Price Supply and Service).

(End of clause)

**B.6 1852.232-77 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (MAR 1989)**

(a) Of the total price of items through TBD, the sum of \$ TBD is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said items is allotted:

<b>SCHEDULE FOR ALLOTMENT OF FUNDS</b>	
Date:	Amounts:

(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until TBD.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds

required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

(d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

(e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

(f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional funds for this contract.

(g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.

(h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of clause)

[END OF SECTION]

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT**

- C.1 Listing of Clauses Incorporated by Reference
- C.2 MSFC 52.211-93 Specification/Performance Work Statement
- C.3 Data Requirements List

DRAFT RFP

**SECTION C - DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT**

**C.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(End of clause)

**C.2 MSFC 52.211-93 SPECIFICATION/PERFORMANCE WORK STATEMENT (FEB 2001)**

The Description/Specifications/Performance Work Statement is Attachment J-1, Performance Work Statement.

(End of clause)

**C.3 DATA REQUIREMENTS LIST**

(a) The Contractor shall furnish all data identified and described in the Data Requirements List (DRL) of Attachment J-2, Data Procurement Document (DPD). All expenses associated therewith are included in the firm-fixed price (FFP) task orders of the IDIQ Services of this contract.

(b) The Government reserves the right to delay the date of delivery of any or all Data Requirement Descriptions (DRDs) specified in the DRL and such right may be exercised at no increase in the firm-fixed price of this contract.

(c) Nothing contained in this DRL Clause shall relieve the Contractor from delivering data that is not identified and described in the DRL/DPD, but required under another section of this contract.

(d) To the extent that data required to be delivered under a DRD is also required to be delivered under another section of the contract, the requirements established by both the DRD and such other contract section shall apply. In the event of a conflict between the data requirements of the DPD and another contract section, the latter shall take precedence.

RFP NNM16534124R

(End of clause)

[END OF SECTION]

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**SECTION D**

**PACKAGING AND MARKING**

D.1 Listing of Clauses Incorporated by Reference

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**SECTION D - PACKAGING AND MARKING**

**D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(End of clause)

[END OF SECTION]

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**SECTION E**

**INSPECTION AND ACCEPTANCE**

E.1 Listing of Clauses Incorporated by Reference

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**SECTION E - INSPECTION AND ACCEPTANCE**

**E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulations (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.246-4	Inspection of Services - Fixed-Price	AUG 1996

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(End of clause)

[END OF SECTION]

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**SECTION F**

**DELIVERIES OR PERFORMANCE**

- F.1 Listing of Clauses Incorporated by Reference
- F.2 MSFC 52.237-91 Place of Performance
- F.3 Period of Performance
- F.4 Phase-In and Phase-Out

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**SECTION F - DELIVERIES OR PERFORMANCE****F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulations (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.242-15	Stop-Work Order	AUG 1989

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
None Included by Reference		

(End of clause)

**F.2 MSFC 52.237-91 PLACE OF PERFORMANCE (FEB 2001)**

The Contractor shall perform the effort under this contract at Marshall Space Flight Center (MSFC), Alabama; Michoud Assembly Facility (MAF), Louisiana; NASA Enterprise Application Competency Center (NEACC), Alabama; National Space Science Technology Center (NSSTC), Alabama and other locations as may be approved in writing by the CO.

(End of clause)

**F.3 PERIOD OF PERFORMANCE**

The base period of performance of this contract will be May 1, 2016, through April 30, 2017. The phase-in will not exceed thirty (30) calendar days and will be awarded by a separate purchase order.

In the event the Government elects to exercise its option(s) pursuant to the terms of this contract, Clause I.6, Option to Extend the Term of the Contract, the period of performance for each option will be as set forth as shown below in Table F.3-1, Contract Options and Periods of Performance.

**Table F.3-1, Contract Options and Periods of Performance**

<b>Option Period</b>	<b>Period of Performance</b>
Option 1	May 1, 2017 through April 30, 2018
Option 2	May 1, 2018 through April 30, 2019
Option 3	May 1, 2019 through April 30, 2020
Option 4	May 1, 2020 through April 30, 2021
Option to Extend Services	May 1, 2021 through October 31, 2021

(End of clause)

**F.4 PHASE-IN/PHASE-OUT**

(a) Contractor Phase-In

(1) In support of the Contract Phase-In the Government intends to issue a separate purchase order (PO) for the activities to be performed during the Phase-In period, prior to full contract assumption. Therefore, continuity of these services must be maintained at a consistently high level without disruption. The Offeror shall propose a Phase-In period not-to-exceed (NTE) thirty (30) calendar days. All work associated with these activities shall be performed separately by priced PO. All costs associated with Phase-In activities are specifically excluded from this contract.

(2) Prior to performance of services ordered by the Government under this contract, the Contractor shall accomplish all tasks required to begin work. Some examples of activities that remain the sole responsibility of the Contractor include managing an orderly transition, ensuring adequate equipment is readily available, hiring personnel, obtaining personnel badges and clearances, training personnel, scheduling the performance of work, ensuring approval of the safety plan, and compliance with contract data requirements. Likewise, compliance with any and all other requirements identified within the body of this Contract as being a prerequisite of priced work shall be accomplished by the contractor. No Government Furnished Facilities are available during the Phase-In period.

(b) Contractor Phase-Out

(1) Prior to contract completion, a successor Contractor(s) may be selected to perform the work requirements covered by the PWS. The Contractor shall conduct an orderly Phase-Out of all required activities prior to completion of this contract and assumption of responsibility for the effort described in the PWS by a successor Contractor(s). The Contractor shall remain responsible for the effort covered by the PWS during Phase-Out activities.

(2) Upon written notice by the Contracting Officer prior to the contract completion date the Contractor shall conduct Phase-Out activities NTE thirty (30) calendar days in accordance with FAR 52.237-3, Continuity of Services.

(End of clause)

[END OF SECTION]

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

- G.1 Listing of Clauses Incorporated by Reference
- G.2 1852.245-71 Installation-Accountable Government Property
- G.3 1852.245-82 Occupancy Management Requirements
- G.4 MSFC 52.204-90 Contractor Employee Badging and Employment Termination Clearance
- G.5 Consideration of Payment

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**SECTION G – CONTRACT ADMINISTRATION DATA**

**G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
----------------------	--------------	-------------

None Included by Reference

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None Included by Reference

(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;

User Responsibilities: The contractor shall retain responsibility for ensuring proper use, care, and protection (safeguarding) Installation Accountable Government Property (IAGP) under his/her custody and control. Individual shall be responsible for the following: (1) ensuring IAGP is used only in the pursuit of approved programs, or as otherwise authorized; (2) notifying cognizant Property Support Assistant (PSA) and/or Property Custodian, of all equipment location changes; (3) ensuring that any lost, missing or damaged IAGP is officially reported to his/her supervisor, the appropriate PSA, and the Protective Services Department; (4) notifying PSA of IAGP not being actively used; (5) ensuring that IAGP is turned into the Property Disposal Officer through the PSA when no longer needed; under no circumstances will the contractor dispose of IAGP,

whether tagged or untagged; and (6) notifying the Contracting Officer, cognizant PSA, and the Center's Supply and Equipment Officer upon termination of employment;

Contractor Acquired Property: Acquired property which will be titled to the Government shall be transferred to the Government using the following procedure: The transfer of accountability shall be initiated by the Contractor submitting a MSFC Form 4554, Transfer and Shipping Document (or equivalent DD Form 1149), accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall reference both the Contractor's Subcontract/Purchase order number and the Government contract number on the Form 4554. For purchases of supplies and materials (exception only material items purchased to repair equipment or for incorporation into a deliverable end item), this document shall be submitted within thirty (30) calendar days after receipt. For equipment purchases, the Form 4554 shall be submitted within fifteen (15) business days after acceptance of each item of equipment by the Contractor. Purchases of property which meet NASA capitalized property threshold will also require invoice copies (to include third party invoices).

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 in Attachment J-8, Installation-Provided Property and Services.

(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: None

(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) [X] 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 1852.245-82 OCCUPANCY MANAGEMENT REQUIREMENTS (JAN 2011)**

(a) In addition to the requirements of the clause at FAR 52.245-1, Government Property, as included in this contract, the Contractor shall comply with the following in performance of work in and around Government real property:

- (1) NPD 8800.14, Policy for Real Property Management.
- (2) NPR 8831.2, Facility Maintenance Management.

(b) The Contractor shall obtain the written approval of the Contracting Officer before installing or removing Contractor-owned property onto or into any Government real property or when movement of Contractor-owned property may damage or destroy Government-owned property. The Contractor shall restore damaged property to its original condition at the Contractor's expense.

(c) The Contractor shall not acquire, construct or install any fixed improvement or structural alterations in Government buildings or other real property without the advance, written approval of the Contracting Officer. Fixed improvement or structural alterations, as used herein, means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. Title to such property shall vest in the Government.

(d) The Contractor shall report any real property or any portion thereof when it is no longer required for performance under the contract, as directed by the Contracting Officer.

(End of clause)

**G.4 MSFC 52.204-90 CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE (SEP 2013)**

(a) It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF). Contractor requests for badging of employees shall be submitted electronically through NASA's Agency-wide Personal Identity Verification (PIV) system. Requests for badging will be routed electronically to the appointed Contracting Officer Representative (COR) or other federal civil service technical personnel responsible for work requirements for approval prior to processing by the MSFC Protective Services Office.

(b) Contractor employees must undergo a background investigation prior to being issued a full-time Contractor badge granting access to Redstone Arsenal or MAF. Contractor employees not previously cleared for a full-time Contractor badge (e.g., not previously included in the NASA/MSFC or DoD/Redstone database) must complete a Background Investigation Questionnaire and Release form as soon as practicable and before the employee requires Redstone or MAF access. When these forms are completed and submitted to MSFC Security, the Contractor employees may be granted an extended visitor's badge granting MSFC or MAF access for a period not to exceed 30 days. This 30-day period is normally more than adequate for the Government to conduct its Background Investigation if the applicant's submission is truthful, accurate and complete, and there are no preexisting issues noted in the investigation. If the Contractor employee does not successfully clear the Background Investigation process within 30 days, the extended visitor badge will be revoked. If the visitor badge is revoked, the contractor employee may not enter MSFC or MAF and, if the contractual work assignment requires the employee to be onsite and/or have access to Government IT systems, the employee shall discontinue charging their time to the contract immediately. Any Contractor concerns regarding the timeliness of investigation processing should be raised to the Contracting Officer. The Contracting Officer has sole discretion to extend the 30-day limit.

(c) Contractor employees requiring a badge and/or access to NASA IT systems for less than 180-days within a 365-day period must undergo a fingerprint check through National Crime Information Center/Interstate Identification Index (NCIC/III). Contractor requests for temporary badging of employees shall be submitted electronically through NASA's PIV system. Requests for temporary badging will be routed electronically to the appointed COR or other federal civil service technical personnel responsible for work requirements for approval prior to processing by the MSFC Protective Services Office.

(d) The Contractor shall establish procedures to ensure that badged contractor employees who no longer require access to the Center process out using the electronic NASA Integrated Service Management (NISM) system and turn in their badge to the MSFC or MAF Protective Services Badging Office. An electronic PIV Employee Termination Request must also be submitted.

(e) Questions on how to access the PIV and NISM systems shall be directed to the MSFC Protective Services Office, Marshall Space Flight Center, Alabama 35812.

(End of clause)

## **G.5 CONSIDERATION AND PAYMENT**

(a) The Contractor shall be paid once a month for the work described in the contract as authorized by properly executed TOs. Annual TOs shall contain a payment schedule derived by dividing the total value of the TO by the number of periods in the specified period of performance. For example, a TO with a total value of \$240,000 and a period of performance of one year would provide for 12 equal payments of \$20,000 ( $\$240,000/12$ ), less deductions resulting from the contractor's performance as outlined in Clause B.5, Price Deductions for Failure to Meet Acceptable Performance Levels, and summarized in Attachment J-3,

Performance Requirements Summary and the prorated deduction for unfilled vacancies as set forth in paragraph (c) below.

(b) Payments for travel performed in compliance with the FTR and training will only be made after completion of the activity.

(c) The Contractor shall deduct a prorated amount from each applicable invoice commensurate with the hours multiplied by the applicable fully burdened labor rate in Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens, for any unfilled vacancies during the invoice period. An unfilled vacancy is any position authorized and required per an approved task order that is vacated and which the contractor is required to fill with a qualified employee. Task Order value will be reduced to incorporate deductions for unfilled vacancies as soon as the vacancy is filled.

(d) Contractor invoices shall be submitted electronically. A separate invoice shall be submitted for each task order and shall contain the following information:

- (1) Contract Number/TO Number;
- (2) Monthly period covered; and
- (3) Payment amount specified in TO.
- (4) Travel and training with burdens, exclusive of profit

(e) Invoices furnished by the Contractor shall be submitted electronically to:

NASA Shared Services Center  
Financial Management Division—Accounts Payable  
Building 1111, C Road  
Stennis Space Center, MS 39529  
Fax: 866-209-5415  
Email: [NSSC-accounspayable@nasa.gov](mailto:NSSC-accounspayable@nasa.gov)

An information copy shall be furnished via email to the following:

George C. Marshall Space Flight Center  
Attn: Rita R. James PS33,  
Marshall Space Flight Center, AL 35812  
Email: [Rita.R.James@nasa.gov](mailto:Rita.R.James@nasa.gov)

(End of clause)

[END OF SECTION]

**SECTION H**

**SPECIAL CONTRACT REQUIREMENTS**

- H.1 Listing of Clauses Incorporated by Reference
- H.2 1852.235-71 Key Personnel and Facilities
- H.3 1852.242-72 Denied Access to NASA Facilities
- H.4 MSFC 52.223-90 Asbestos Material
- H.5 MSFC 52.223-91 Hazardous Material Reporting
- H.6 MSFC 52.223-92 Environmental - General Clause
- H.7 MSFC 52.223-95 Prevention of and Response to Threatening Behavior in the Workplace
- H.8 Limitation of Future Contracting
- H.9 Responsibilities and Associated Ground Rules
- H.10 Occupational Health and Emergency Medical Services
- H.11 Security/Badging Requirements for Foreign National Visitors and Employees of Foreign Contractors
- H.12 Documentation of Training and MSFC Onsite Required Training Courses
- H.13 Associate Contractor Agreements

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulations (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.236-13	Accident Prevention (Alternate I)	NOV 1991

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.208-81	Restrictions on Printing and Duplicating	NOV 2004
1852.223-70	Safety and Health	APR 2002
1852.223-75	Major Breach of Safety or Security	FEB 2002

(End of clause)

**H.2 1852.235-71 KEY PERSONNEL AND FACILITIES (MAR 1989)**

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall –

- (1) Notify the Contracting Officer reasonably in advance, and
- (2) Submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

<b>Key Personnel Name*</b>	<b>Position</b>
	Program Manager

\*Note: Name to be provided by Offeror

(End of clause)

**H.3 1852.242-72 DENIED ACCESS TO NASA FACILITIES (OCT 2015)**

- (a) (1) The performance of this contract requires contractor employees of the prime contractor or any subcontractor, affiliate, partner, joint venture, or team member with which the contractor is associated, including consultants engaged by any of these entities, to have access to, physical entry into, and to the extent authorized, mobility within, a NASA facility.
- (2) NASA may close and or deny contractor access to a NASA facility for a portion of a business day or longer due to any one of the following events:
- (i) Federal public holidays for federal employees in accordance with 5 U.S.C. 6103;
  - (ii) Fires, floods, earthquakes, unusually severe weather to include snow storms, tornadoes and hurricanes;
  - (iii) Occupational safety or health hazards;
  - (iv) Non- appropriation of funds by Congress; or
  - (v) Any other reason.
- (3) In such events, the contractor employees may be denied access to a NASA facility, in part or in whole, to perform work required by the contract. Contractor personnel already present at a NASA facility during such events may be required to leave the facility.
- (b) In all instances where contractor employees are denied access or required to vacate a NASA facility, in part or in whole, the contractor shall be responsible to ensure contractor personnel working under the contract comply. If the circumstances permit, the contracting officer will provide direction to the contractor, which could include continuing on-site performance during the NASA facility closure period. In the absence of such direction, the contractor shall exercise sound judgment to minimize unnecessary contract costs and performance impacts by, for example, performing required work off-site if possible or reassigning personnel to other activities if appropriate.
- (c) The contractor shall be responsible for monitoring the local radio, television stations, NASA websites, other communications channels, for example contracting officer notification, that the NASA facility is accessible. Once accessible the contractor shall resume contract performance as required by the contract.
- (d) For the period that NASA facilities were not accessible to contractor employees, the contracting officer may –
- (1) Adjust the contract performance or delivery schedule for a period equivalent to

the period the NASA facility was not accessible;

- (2) Forego the work;
- (3) Reschedule the work by mutual agreement of the parties; or
- (4) Consider properly documented requests for equitable adjustment, claim, or any

other remedy pursuant to the terms and conditions of the contract.

(e) Notification procedures of a NASA facility closure, including contractor denial of access, as follows:

(1) The contractor shall be responsible for monitoring the local radio, television stations, NASA websites, other communications channels, for example contracting officer notification, for announcement of a NASA facility closure to include denial of access to the NASA facility. The contractor shall be responsible for notification of its employees of the NASA facility closure to include denial of access to the NASA facility. The dismissal of NASA employees in accordance with statute and regulations providing for such dismissals shall not, in itself, equate to a NASA facility closure in which contractor employees are denied access. Moreover, the leave status of NASA employees shall not be conveyed or imputed to contractor personnel. Accordingly, unless a NASA facility is closed and the contractor is denied access to the facility, the contractor shall continue performance in accordance with the contract.

(2) NASA's Emergency Notification System (ENS). ENS is a NASA-wide Emergency Notification and Accountability System that provides NASA the ability to send messages, both Agency-related and/or Center-related, in the event of an emergency or emerging situation at a NASA facility. Notification is provided via multiple communication devices, e.g. E-mail, text, cellular, home/office numbers. The ENS provides the capability to respond to notifications and provide the safety status. Contractor employees may register for these notifications at the ENS website: <http://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html>.

(End of clause)

#### **H.4 MSFC 52.223-90 ASBESTOS MATERIAL (AUG 2015)**

During performance of this contract, Contractor personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, and 4663 are of special concern since they are known to contain a sprayed on fire insulation on or above the ceiling, usually located on the metal or concrete structure of the buildings. Examples of asbestos-containing material are floor tile, pipe and lagging insulation, exterior siding, roofing felt, and many other building materials. To facilitate communication, MSFC has established a website where the inventory of asbestos-containing material, their condition and approximate location are provided. The URL for this website is <http://ais.ndc.nasa.gov/default.aspx>. If the

Contractor is unable to access this URL, they may contact the Contracting Officer or MSFC's Environmental Engineering and Occupational Health (EEOH) Office (organization code AS10) for assistance. Prior to performing tasks which may disturb building material containing asbestos or suspected asbestos, the Contractor shall notify MSFC's EEOH Office for assistance. The Contractor shall also be responsible for ensuring that all Contractor personnel working onsite are made aware of and comply with the requirements of this clause.

(End of clause)

#### **H.5 MSFC 52.223-91 HAZARDOUS MATERIAL REPORTING (AUG 2005)**

(a) If during the performance of this contract, the Contractor transports or accepts delivery of any hazardous materials (hazardous as defined under the latest version of Federal Standard No. 313, including revisions adopted during the term of the contract) on-site to Marshall Space Flight Center, the hazardous material shall be processed through MSFC Central Receiving to be bar-coded for inventory. Chemical containers shall be managed in accordance with the provisions of MWI 8550.5, "Hazardous Material Management." The Contractor shall be responsible for ensuring that all Contractor/subcontractor personnel are made aware of and comply with this clause.

(b) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material; or with clauses regarding hazardous materials, which may be contained in the order.

(End of clause)

#### **H.6 MSFC 52.223-92 ENVIRONMENTAL – GENERAL CLAUSE (AUG 2010)**

Contractors performing on-site shall comply with all applicable Environmental policies and procedures including, but not limited to, MPD 8500.1, "MSFC Environmental Management Policy" and MPR 8500.1, "MSFC Environmental Engineering and Occupational Health Program." MSFC contractors performing on-site activities that could potentially impact the environment shall be responsible for following all established NASA/MSFC environmental procedures. These procedures and other applicable policies and procedures are available by contacting the NASA/MSFC Environmental Engineering & Occupational Health Office. Failure to comply with environmental policies and procedures, may result in damage to the environment, and could potentially result in regulatory penalties against NASA and/or the Contractor, and Contractor loss of access to NASA/MSFC facilities.

(End of clause)

#### **H.7 MSFC 52.223-95 PREVENTION OF AND RESPONSE TO THREATENING BEHAVIOR IN THE WORKPLACE (AUG 2010)**

The Contractor shall comply with all applicable Contractor responsibilities set forth in Marshall

Procedural Requirements (MPR) 1600.2, "Prevention of and Response to Threatening Behavior in the Workplace".

(End of clause)

## **H.8 LIMITATION OF FUTURE CONTRACTING**

Performance of this contract involves: (1) participation in all phases of the acquisition process (i.e., from acquisition planning through closeout of the contract) at MSFC; (2) access to and use of highly sensitive information belonging to both the Government and third parties; and (3) analysis and document preparation in support of the Government's decision-making processes. Thus, to avoid any conflict of interest related to unequal access to information, biased ground rules, and/or impaired objectivity with respect to future contracting opportunities, the Contractor or any subcontractor (including any affiliate as defined in FAR Subpart 2.101, Definitions) under this contract shall not perform nor assist with the performance of any other contract/agreement under the cognizance of MSFC during the performance of this contract.

(End of clause)

## **H.9 RESPONSIBILITIES AND ASSOCIATED GROUND RULES**

Functions and responsibilities directly involved or associated with the management of any MSFC organizations are expressly excluded from this contract. The Contractor shall provide a secondary review of all assigned activities such that no inherently governmental functions are performed by the Contractor, and if directed to do so, the Contractor shall immediately notify the Contracting Officer. The Contractor is referred to FAR Subpart 7.5, Inherently Governmental Functions.

(a) The following activities are representative of the excluded functions and responsibilities that cannot be provided by the Contractor for the Government:

- (1) Policymaking or management of MSFC operations;
- (2) Program or project management;
- (3) Technical management of Government contracts;
- (4) Direction or supervision of other Government Contractors or Government agencies, or otherwise acting as an agent to obligate or commit MSFC in any capacity; and
- (5) Supervision of Government employees.

(b) As a result of the close working proximity between Contractor personnel and NASA Civil Servants, the Contractor shall adhere to the following ground rules in performance of the effort as delineated in Attachment J-1, Performance Work Statement.

- (1) The Contractor shall ensure that its employees are managed by its own Contractor management, and that the Contractor management has the autonomy to deal effectively with their employees and implement corporate policies.
- (2) The Contractor shall ensure that office space occupied by their personnel is clearly labeled with the name of the company.
- (3) The Contractor shall ensure that correspondence signed by Contractor employees is not on NASA letterhead.
- (4) The Contractor shall ensure that their on-site personnel, when receiving or placing telephone calls, identify their employer, in addition to whatever appropriate greeting is used.
- (5) The Contractor, when participating in meetings with Government and/or other Contractor employees, shall ensure that their personnel identify themselves as Contractor employees so that their actions will not be construed as acts of Government officials.
- (6) The Contractor's management staff shall perform individual job performance evaluations on all Contractor personnel in support of this effort.
- (7) Contractor personnel shall not approve invoices. If an invoice is received by a contractor employee in the IEMP/SAP system, it shall be forwarded to a Contracting Officer for approval in the system. However, the contractor employee may obtain necessary documentation of the COR's invoice approval and forward to the Contracting Officer.
- (8) Contractor personnel shall not perform the following functions: a) serve as the primary interface with NASA Headquarters or any MSFC contractor on budgetary or acquisition related matters that would require negotiation and/or decision making by the contractor employee; b) finalize procurement pre-negotiation positions; c) conduct procurement negotiations; or d) sign procurement price negotiation memoranda.
- (9) Contractor personnel shall be clearly identified on all internal correspondence as [Name/Acronym of Contractor TBD] Support Personnel.
- (10) Contractor personnel shall not sign external correspondence, with the exception of transmitting emails and/or scanning documents. When emailing or scanning, the email signature must clearly identify the individual as a contractor employee.
- (11) Government personnel shall be identified as the contract administrator on all contractual documents; however a contractor employee may be identified as the point of contact and must be identified as a contractor employee.
- (12) Contractor personnel may create synopses for posting to appropriate Government websites (i.e. SF-30, SF-26, SF-33, SF1449). However, points of contact shall be Government personnel.

(13) Contractor personnel may electronically sign a Small Business Notification Form 450, but must be clearly identified as a contractor employee. The Contracting Officer shall sign/concur prior to routing to the Small Business Office.

(14) Contractor personnel may assist in preparing sole source justification documents; however, all sole source justification documents shall be signed by the appropriate Contracting Officer.

(End of clause)

## **H.10 OCCUPATIONAL HEALTH AND EMERGENCY MEDICAL SERVICES**

In accordance with Marshall Work Instruction (MWI) 1800.1, *MSFC Occupational Medicine*, and MWI 3410.1, *Personnel Certification Program*, the Contractor shall utilize the medical services provided by the MSFC Medical Center for MSFC job-required medical certification health examinations. The MSFC Medical Center is located in Building 4249 and is open between 7:00 am and 3:30 pm Monday through Friday (closed on Government holidays), telephone (256) 544-2390. Additionally, the Contractor shall utilize the MSFC Emergency Medical Services system for any incident that occurs at MSFC, and which requires emergency medical treatment, by dialing 911. Additional emergency contact numbers are located on the MSFC Safety, Health, and Environmental website located on the Explornet webpage (<https://explornet.msfc.nasa.gov/welcome>).

(End of clause)

## **H.11 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES OF FOREIGN CONTRACTORS**

(a) An employee of a domestic Marshall Space Flight Center (MSFC) Contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the MSFC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign MSFC Contractor/subcontractor may not be admitted to the MSFC site without special arrangements. For employees described above, advance notice must be given to the MSFC Protective Services Office at least three (3) weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.

(b) All visit/badge requests for persons described in Paragraph (a) above must be entered in the ICAM System for acceptance, review, concurrence and approval purposes. When an authorized company official requests a MSFC badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the Contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with MSFC security and export control procedures. No foreign national, representative, or resident alien Contractor/subcontractor employee shall be granted access into MSFC until a completed request has been approved and processed through the ICAM. Unescorted access will not be granted unless the MSFC Protective Services Office has completed a favorable National Agency

Check with Inquiry (NACI).

(c) The Contractor agrees that it will not employ for the performance of work on this contract any individuals who are not legally authorized to work in the United States. If the MSFC Industrial Security Specialist or the Contracting Officer has reason to believe that any employee of the Contractor may not be legally authorized to work in the United States and/or on the contract, the Contractor may be required to furnish copies of Federal Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

(d) The Contractor agrees to provide the information requested by the MSFC Protective Services Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that: (1) the visitor/employee/ representative may be allowed access to MSFC or other NASA Centers for performance of this contract; (2) required investigations can be conducted; and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by MSFC or any other Center to be visited.

(End of clause)

## **H.12 DOCUMENTATION OF TRAINING AND MSFC ONSITE REQUIRED TRAINING COURSES**

MSFC requires that all onsite personnel complete training courses listed below in Table H.12-1, Required Training, as well as any future training requirements mandated by MSFC. The list of required training may be found at <https://explornet.msfc.nasa.gov/docs/DOC-15683.pdf> and should be referenced periodically for updates. Except for the two instructor led courses, the remainder of the training is provided via the NASA System for Administration, Training, and Educational Resources for NASA (SATERN) web application to which contractor employees will be provided access. Contractors shall maintain training records for each employee, documenting the completion of these and any other required training courses. The Contractor shall be responsible for ensuring that its employees and subcontractors complete the required training. All of the courses outlined in Table H.12-1, Required Training, are offered at no cost to the Contractor.

**Table H.12-1, Required Training**

<b>Training Requirement</b>	<b>Frequency</b>	<b>Source</b>
Introduction to Information Security for New Employees	OTR*	Online
FY(20xx) Annual Information Technology Security Training	Annually	Online
Protecting Sensitive but Unclassified (SBU) Information	Annually	Online
SHE 101 – The Safety, Health, and Environmental Program	OTR*	Online
SHE 102 – MSFC SHE Program Refresher Training	Annually	Online
SHE 106 – Safety Visit Training for Supervisors	OTR*	Instructor Led
SHE 118 – MSFC SHE Training for Managers/Supervisors	OTR*	Instructor Led
SHE 152 – Hazard Warning Signs, Tags, and Barricades	OTR*	Online
MSFC Workplace Violence Prevention Training	Annually	Online

\* OTR: One Time Requirement

(End of clause)

### **H.13 ASSOCIATE CONTRACTOR AGREEMENTS**

(a) The Contractor shall enter into Associate Contractor Agreements (ACA) for any portion of the contract requiring cooperation and coordination (with Contractors under other NASA contracts) in the accomplishment of the Government's requirement. The agreements shall include the basis for sharing information, data, technical knowledge, expertise, and/or resources essential to the implementation of ABSS which shall ensure the greatest degree of cooperation to meet the terms of the contract. Associate contractors are listed in Paragraph (g) below.

(b) ACAs shall include the following general information:

- (1) Identify the associate contractors and their relationships.
- (2) Identify the program(s) involved and the relevant Government contracts of the associate contractors.
- (3) Describe the associate contractor interfaces by general subject matter.
- (4) Specify the categories of information to be exchanged or support to be provided.
- (5) Include the expiration date (or event) of the ACA.
- (6) Identify potential conflicts between relevant Government contracts and the ACA; include agreements on protection of proprietary data and restrictions on employees.

(c) A copy of such agreement shall be provided to the CO for review before execution of the document by the cooperating associate contractors. The CO has the right to ask questions and receive answers from each party, make comments and suggestions, and provide edits prior to execution by the parties. Initial ACAs should be in place one hundred-eighty (180) days after

contract award. Subsequent ACAs required during contract performance shall be accomplished within one hundred-eighty (180) days of written notification from the CO to the Contractor.

(d) The Contractor is not relieved of any contract requirements or entitled to any adjustments to the contract terms because of a failure to resolve a disagreement with an associate contractor.

(e) Liability for the improper disclosure of any proprietary data contained in or referenced by any agreement shall rest with the parties to the agreement, and not the Government.

(f) All costs associated with the agreements are included in the firm-fixed price of this contract. Agreements may be amended as required by the Government during the performance of contract.

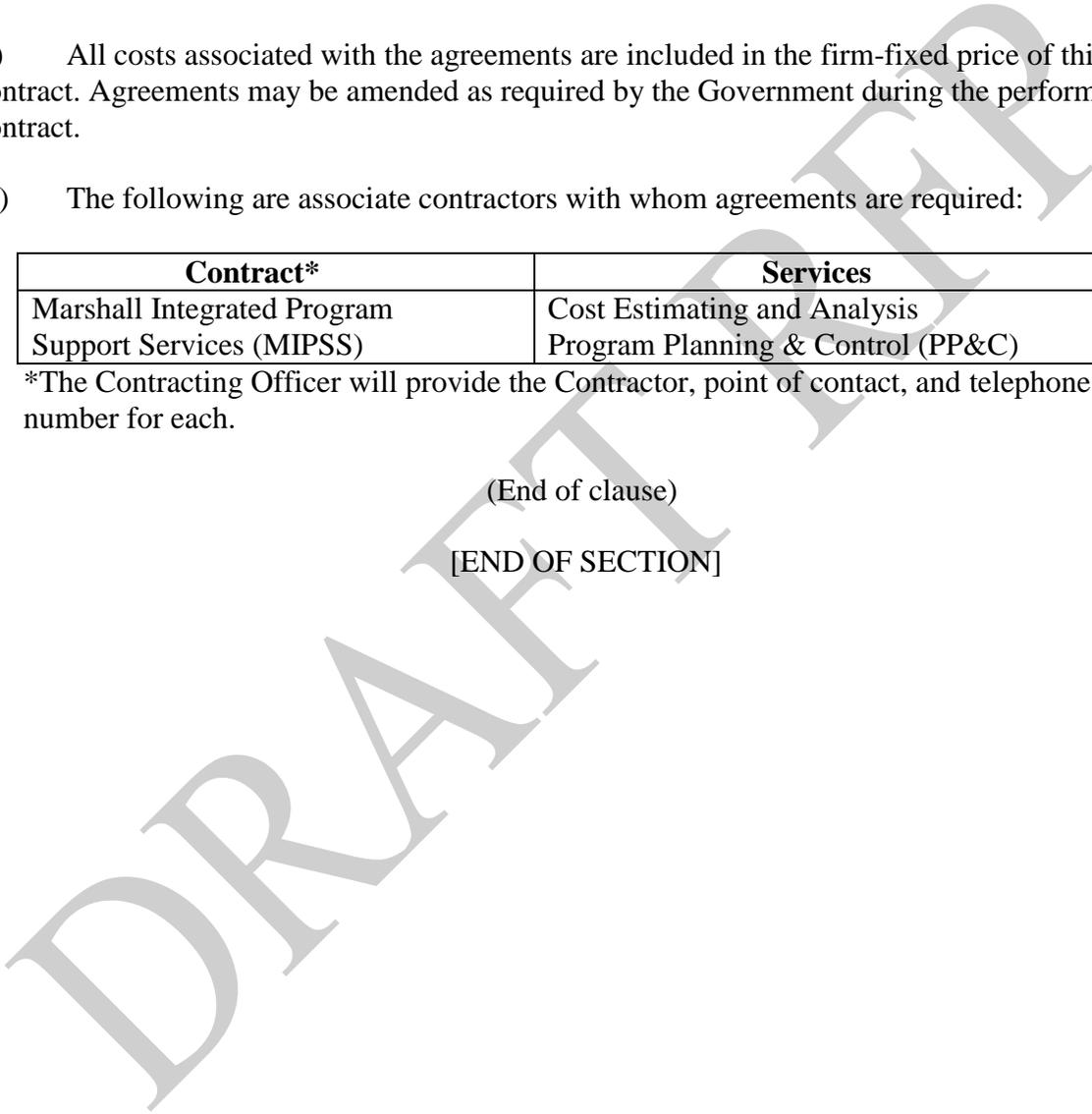
(g) The following are associate contractors with whom agreements are required:

<b>Contract*</b>	<b>Services</b>
Marshall Integrated Program Support Services (MIPSS)	Cost Estimating and Analysis Program Planning & Control (PP&C)

\*The Contracting Officer will provide the Contractor, point of contact, and telephone number for each.

(End of clause)

[END OF SECTION]



**SECTION I**

**CONTRACT CLAUSES**

- I.1 Listing of Clauses Incorporated by Reference
- I.2 52.203-16 Preventing Personal Conflicts of Interest
- I.3 52.217-8 Option to Extend Services
- I.4 52.217-9 Option to Extend the Terms of the Contract
- I.5 52.222-42 Statement of Equivalent Rates for Federal Hire
- I.6 52.252-6 Authorized Deviations in Clauses
- I.7 1852.215-84 Ombudsman and Alternate I
- I.8 1852.216-80 Task Ordering Procedure Alternate I
- I.9 MSFC 52.252-90 Representation, Certifications, and Other Statements Offerors Incorporated by Reference

DRAFT RFP

## SECTION I - CONTRACT CLAUSES

### I.1 LISTING OF 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):

FAR Clauses:

<http://www.acquisition.gov/far/index.html>

NASA FAR Supplement Clauses:

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

NOTICE: The following clauses are hereby incorporated by reference:

(a) FEDERAL ACQUISITION REGULATION CLAUSES (FAR) (48 CFR CHAPTER 1)

52.202-1	Definitions (NOV 2013)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant against Contingent Fees (MAY 2014)
52.203-6	Restrictions on Subcontractor Sales to the Government (SEP 2006)
52.203-7	Anti-Kickback Procedures (MAY 2014)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (MAY 2014)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (MAY 2014)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (OCT 2010)
52.203-13	Contractor Code of Business Ethics and Conduct (OCT 2015)
52.203-14	Display of Hotline Poster(s) (OCT 2015)
52.203-17	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights (APR 2014)
52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2011)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)
52.204-13	System for Award Management Maintenance (JUL 2013)
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014)
52.207-3	Right of First Refusal of Employment (MAY 2006)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (OCT 2015)
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations (DEC 2014)
52.211-15	Defense Priority and Allocation Requirements (APR 2008)
52.215-2	Audit and Records - Negotiation (OCT 2010)
52.215-8	Order of Precedence - Uniform Contract Format (OCT 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data - Modifications (AUG 2011)

52.215-13	Subcontractor Cost or Pricing Data - Modifications (OCT 2010)
52.215-15	Pension Adjustments and Asset Reversions (OCT 2010)
52.215-17	Waiver of Facilities Capital Cost of Money (OCT 1997)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (JUL 2005)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications (OCT 2010)
52.219-6	Notice of Total Small Business Set-Aside (NOV 2011)
52.219-8	Utilization of Small Business Concerns (OCT 2014)
52.219-14	Limitations on Subcontracting (NOV 2011)
52.219-28	Post-Award Small Business program Representation (JUL 2013)
52.219-30	Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (JUL 2013)
52.222-1	Notice to the Government of Labor Disputes (FEB 1997)
52.222-3	Convict Labor (JUN 2003)
52.222-17	Non-displacement of Qualified Workers (MAY 2014)
52.222-21	Prohibition of Segregated Facilities (APR 2015)
52.222-26	Equal Opportunity (APR 2015)
52.222-35	Equal Opportunity for Veterans (OCT 2015)
52.222-36	Equal Opportunity for Workers with Disabilities (JUL 2014)
52.222-37	Employment Reports on Veterans (OCT 2015)
52.222-40	Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)
52.222-41	Service Contract Labor Standards (MAY 2014)
52.222-43	Fair Labor Standards Act and Service Contract Labor Standards - Price Adjustment (Multiple Year and Option Contracts) (MAY 2014)
52.222-50	Combating Trafficking in Persons (MAR 2015)
52.222-54	Employment Eligibility Verification (OCT 2015)
52.223-5	Pollution Prevention and Right-to-Know Information (MAY 2011)
52.223-6	Drug-Free Workplace (MAY 2001)
52.223-10	Waste Reduction Program (MAY 2011)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)
52.224-1	Privacy Act Notification (APR 1984)
52.224-2	Privacy Act (APR 1984)
52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008)
52.227-1	Authorization and Consent (DEC 2007)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (DEC 2007)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)
52.229-3	Federal, State, and Local Taxes (FEB 2013)
52.232-1	Payments (APR 1984)
52.232-8	Discounts for Prompt Payment (FEB 2002)
52.232-9	Limitation on Withholding of Payments (APR 1984)
52.232-11	Extras (APR 1984)
52.232-17	Interest (MAY 2014)
52.232-18	Availability of Funds (APR 1984)
52.232-23	Assignment of Claims (MAY 2014)
52.232-25	Prompt Payment (JUL 2013)

- 52.232-33 Payment by Electronic Funds Transfer – System for Award Management (JUL 2013)
- 52.232-39 Unenforceability of Unauthorized Obligations (JUN 2013)
- 52.233-1 Disputes (MAY 2014) - Alternate I (DEC 1991)
- 52.233-3 Protest after Award (AUG 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- 52.237-3 Continuity of Services (JAN 1991)
- 52.242-13 Bankruptcy (JUL 1995)
- 52.243-1 Changes - Fixed-Price (AUG 1987) Alternate I (APR 1984)
- 52.244-6 Subcontracts for Commercial Items (OCTOCT 2015)
- 52.245-1 Government Property (APR 2012)
- 52.245-9 Use and Charges (APR 2012)
- 52.246-25 Limitation of Liability - Services (FEB 1997)
- 52.248-1 Value Engineering (OCT 2010)
- 52.249-2 Termination for Convenience of the Government (Fixed-Price) (APR 2012)
- 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)
- 52.253-1 Computer Generated Forms (JAN 1991)

(b) NASA FAR SUPPLEMENT (NFS) CLAUSES (48 CFR CHAPTER 18)

- 1852.204-76 Security Requirements for Unclassified Information Technology Resources (JAN 2011)
- 1852.223-74 Drug-and alcohol-free workforce (MAR 1996)
- 1852.228-75 Minimum Insurance Coverage (OCT 1988)
- 1852.237-70 Emergency Evacuation Procedures (DEC 1988)
- 1852.237-72 Access to Sensitive Information (JUN 2005)
- 1852.237-73 Release of Sensitive Information (JUN 2005)
- 1852.243-71 Shared Savings (MAR 1997)

**I.2 52.203-16 PREVENTING PERSONAL CONFLICTS OF INTEREST (DEC 2011)**

(a) Definitions. As used in this clause-

“Acquisition function closely associated with inherently governmental functions” means supporting or providing advice or recommendations with regard to the following activities of a Federal agency:

- (1) Planning acquisitions.
- (2) Determining what supplies or services are to be acquired by the Government, including developing statements of work.
- (3) Developing or approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria.
- (4) Evaluating contract proposals.

- (5) Awarding Government contracts.
- (6) Administering contracts (including ordering changes or giving technical direction in contract performance or contract quantities, evaluating contractor performance, and accepting or rejecting contractor products or services).
- (7) Terminating contracts.
- (8) Determining whether contract costs are reasonable, allocable, and allowable.

“Covered employee” means an individual who performs an acquisition function closely associated with inherently governmental functions and is-

- (1) An employee of the contractor; or
- (2) A subcontractor that is a self-employed individual treated as a covered employee of the contractor because there is no employer to whom such an individual could submit the required disclosures.

“Non-public information” means any Government or third-party information that-

- (1) Is exempt from disclosure under the Freedom of Information Act ([5 U.S.C. 552](#)) or otherwise protected from disclosure by statute, Executive order, or regulation; or
- (2) Has not been disseminated to the general public and the Government has not yet determined whether the information can or will be made available to the public.

“Personal conflict of interest” means a situation in which a covered employee has a financial interest, personal activity, or relationship that could impair the employee’s ability to act impartially and in the best interest of the Government when performing under the contract. (A de minimis interest that would not “impair the employee’s ability to act impartially and in the best interest of the Government” is not covered under this definition.)

- (1) Among the sources of personal conflicts of interest are-
  - (i) Financial interests of the covered employee, of close family members, or of other members of the covered employee’s household;
  - (ii) Other employment or financial relationships (including seeking or negotiating for prospective employment or business); and
  - (iii) Gifts, including travel.
- (2) For example, financial interests referred to in paragraph (1) of this definition may arise from-

- (i) Compensation, including wages, salaries, commissions, professional fees, or fees for business referrals;
- (ii) Consulting relationships (including commercial and professional consulting and service arrangements, scientific and technical advisory board memberships, or serving as an expert witness in litigation);
- (iii) Services provided in exchange for honorariums or travel expense reimbursements;
- (iv) Research funding or other forms of research support;
- (v) Investment in the form of stock or bond ownership or partnership interest (excluding diversified mutual fund investments);
- (vi) Real estate investments;
- (vii) Patents, copyrights, and other intellectual property interests; or
- (viii) Business ownership and investment interests.

(b) Requirements. The Contractor shall-

(1) Have procedures in place to screen covered employees for potential personal conflicts of interest, by-

(i) Obtaining and maintaining from each covered employee, when the employee is initially assigned to the task under the contract, a disclosure of interests that might be affected by the task to which the employee has been assigned, as follows:

(A) Financial interests of the covered employee, of close family members, or of other members of the covered employee's household.

(B) Other employment or financial relationships of the covered employee (including seeking or negotiating for prospective employment or business).

(C) Gifts, including travel; and

(ii) Requiring each covered employee to update the disclosure statement whenever the employee's personal or financial circumstances change in such a way that a new personal conflict of interest might occur because of the task the covered employee is performing.

- (2) For each covered employee-
    - (i) Prevent personal conflicts of interest, including not assigning or allowing a covered employee to perform any task under the contract for which the Contractor has identified a personal conflict of interest for the employee that the Contractor or employee cannot satisfactorily prevent or mitigate in consultation with the contracting agency;
    - (ii) Prohibit use of non-public information accessed through performance of a Government contract for personal gain; and
    - (iii) Obtain a signed non-disclosure agreement to prohibit disclosure of non-public information accessed through performance of a Government contract.
  - (3) Inform covered employees of their obligation-
    - (i) To disclose and prevent personal conflicts of interest;
    - (ii) Not to use non-public information accessed through performance of a Government contract for personal gain; and
    - (iii) To avoid even the appearance of personal conflicts of interest;
  - (4) Maintain effective oversight to verify compliance with personal conflict-of-interest safeguards;
  - (5) Take appropriate disciplinary action in the case of covered employees who fail to comply with policies established pursuant to this clause; and
  - (6) Report to the Contracting Officer any personal conflict-of-interest violation by a covered employee as soon as it is identified. This report shall include a description of the violation and the proposed actions to be taken by the Contractor in response to the violation. Provide follow-up reports of corrective actions taken, as necessary. Personal conflict-of-interest violations include-
    - (i) Failure by a covered employee to disclose a personal conflict of interest;
    - (ii) Use by a covered employee of non-public information accessed through performance of a Government contract for personal gain; and
    - (iii) Failure of a covered employee to comply with the terms of a non-disclosure agreement.
- (c) Mitigation or waiver.
- (1) In exceptional circumstances, if the Contractor cannot satisfactorily prevent a

personal conflict of interest as required by paragraph (b)(2)(i) of this clause, the Contractor may submit a request through the Contracting Officer to the Head of the Contracting Activity for-

- (i) Agreement to a plan to mitigate the personal conflict of interest; or
  - (ii) A waiver of the requirement.
- (2) The Contractor shall include in the request any proposed mitigation of the personal conflict of interest.
- (3) The Contractor shall-
- (i) Comply, and require compliance by the covered employee, with any conditions imposed by the Government as necessary to mitigate the personal conflict of interest; or
  - (ii) Remove the Contractor employee or subcontractor employee from performance of the contract or terminate the applicable subcontract.
- (d) Subcontract flowdown. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts-
- (1) That exceed \$150,000; and
  - (2) In which subcontractor employees will perform acquisition functions closely associated with inherently governmental functions (i.e., instead of performance only by a self-employed individual).

(End of clause)

**I.3 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 **60** days.

(End of clause)

**I.4 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 **60** 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 **five** (5) years, six (6) months.

(End of clause)

**I.5 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 20142014)**

In compliance with the Service Contract Act of 1965, (SCA) as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees are expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

**NOTE:** This Statement is for Information Only: It is not a Wage Determination.

<u>Employee Class</u>	<u>SCA#</u>	<u>Grade</u>	<u>Monetary Wage – Fringe Benefit</u>
Paralegal / Legal Assistant I	30361	GS 6/7	19.91
Paralegal / Legal Assistant II	30362	GS 8/9	24.36
Paralegal / Legal Assistant III	30363	GS 10/11	29.47
Procurement Clerk I	TBD	GS 2/3	12.80
Procurement Clerk II	TBD	GS 6/7	19.91
Procurement Clerk III	TBD	GS 8/9	24.36

(End of clause)

**I.6 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 NASA FAR Supplement (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.7 1852.215-84 OMBUDSMAN (NOV 2011) ALTERNATE I (JUN 2000)**

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the pre-award and post-award phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman, whose name, address, telephone number, facsimile number, and e-mail address may be found at: [http://prod.nais.nasa.gov/pub/pub\\_library/Omb.html](http://prod.nais.nasa.gov/pub/pub_library/Omb.html). Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the Agency ombudsman identified at the above URL. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

**I.8 1852.216-80 TASK ORDERING PROCEDURE (ALTERNATE I) (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 will 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 **five (5)** business 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 orders, accounting and appropriation data.
- (e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within **three** 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.
- (i) Contractor shall submit monthly task order progress reports. As a minimum, the reports shall contain the following information:
  - (1) Contract number, task order number, and date of the order.
  - (2) Task ceiling price.
  - (3) Cost and hours incurred to date for each issued task.

- (4) Costs and hours estimated to complete each issued task.
- (5) Significant issues/problems associated with a task.
- (6) Cost summary of the status of all tasks issued under the contract.

(End of clause)

**I.9 MSFC 52.252-90 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OFFERORS INCORPORATED BY REFERENCE (FEB 2001)**

The Representations, Certifications, and Other Statements of Offerors (Section K of the solicitation document) as completed by the Contractor are hereby incorporated in their entirety by reference, with the same force and effect as if they were given in full text.

(End of clause)

[END OF SECTION]

**SECTION J**

**LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

- J-1 Performance Work Statement
- J-2 Data Procurement Document
- J-3 Performance Requirements Summary
- J-4 Fully Burden Composite Labor Rates and Contract Burdens
- J-5 Task Order Summary
- J-6 Customer Survey
- J-7 Department of Labor Wage Determinations (Alabama/Tennessee, Louisiana)
- J-8 Installation-Provided Property and Services
- J-9 Associate Contractor Agreements
- J-10 Labor Category Description
- J-11 Personal Identity Verification Procedures
- J-12 Applicable Regulations, Procedures and Documents
- J-13 Organizational Conflicts of Interest (OCI) Plan
- J-14 Acronyms

DRAFT RFP

**ATTACHMENT J-1**  
**PERFORMANCE WORK STATEMENT**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

## **PERFORMANCE WORK STATEMENT**

### **ACQUISITION AND BUSINESS SUPPORT SERVICES (ABSS)**

#### **1.0 INTRODUCTION**

This Performance Work Statement (PWS) broadly defines the requirements for providing a variety of acquisition and business support services to assist the Marshall Space Flight Center (MSFC), the Michoud Assembly Facility (MAF), National Aeronautics and Space Administration (NASA) Enterprise Application Competency Center (NEACC), National Space Science Technology Center (NSSTC) and other locations as approved in writing by the Contracting Officer (CO). These services include a myriad of acquisition and business disciplines in support of the Office of Procurement, the Office of the Chief Financial Officer (OCFO), the Office of the Chief Counsel, and other MSFC offices and directorates, programs and projects. Work under this Indefinite Delivery Indefinite Quantity (IDIQ) contract will be authorized and more specifically defined in individual task orders

The support provided through this contract shall utilize the financial systems provided by the NASA Enterprise Applications Competency Center (NEACC). The NEACC provides SAP/R3 as the backbone with the Contract Management Module (CMM), and incorporates a Business Warehouse (BW) database using SAP BusinessObjects (BOBJ) for Online Analytical Processing (OLAP) for additional reporting capability or any follow-on systems. This controlled access system is the primary tool that will be used by the personnel performing this contract. Additional information about NEACC can be found at:  
<http://www.nasa.gov/offices/ocio/portfolio/business.html#.VIIQNmPZd8E>

#### **2.0 PROGRAM MANAGEMENT**

The Contractor shall provide the necessary management and personnel (not otherwise provided by the Government in Attachment J-8, Installation-Provided Property and Services) required to perform the support services broadly defined in this contract and as more specifically described in the contract task orders.

The Contractor shall report and document this work and fulfill all of the requirements listed in Attachment J-2, Data Procurement Document.

The Contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with section 2.3.3, Data Restriction Marking, of the Data Procurement Document (DPD).

The Contractor shall prepare and submit an on-site employee location listing in accordance with DRD 1536CD-001, On-Site Employee Location Listing.

## 2.1 Contract Management and Control

The Contractor shall provide the planning, coordination, direction, and surveillance of the activities necessary to assure disciplined work performance and timely resource application to accomplish all task orders issued under this contract.

The Contractor shall be responsible for maintaining communication with the CO and Contracting Officer's Representative (COR). The CO and the COR shall be immediately notified of any problems that would prevent timely performance of work under this contract.

The Contractor shall track the number of days required to fill each new position once the Contracting Officer provides written approval in accordance with Attachment J-3, Performance Requirements Summary. Each new position shall be filled within 30 calendar days.

The Contractor shall track the number of days required to fill existing vacancies from when the vacancy becomes effective in accordance with Attachment J-3, Performance Requirements Summary, unless notified in writing by the CO or COR that the position has been put on hold by the Government customer. Each existing vacancy shall be filled within 30 calendar days.

The Contractor shall establish, implement, and maintain management and oversight of all work performed under this contract. The Contractor shall assure the quality and timeliness of all required tasks, daily work assignments and contract deliverables.

The Contractor shall provide a secondary review of all assigned activities such that no inherently governmental functions are performed by the Contractor, and if directed to do so, the Contractor shall immediately notify the CO in accordance with Contract Clause H.9, Responsibilities and Associated Ground Rules.

## 2.2 Plans and Reports

The Contractor shall submit the environmental compliance reports that include the Annual Green Purchasing Report and Waste Reduction Activity Report in accordance with DRD 1536EE-001, Environmental Compliance Report.

The Contractor shall provide the overall management effort required to integrate operational and programmatic functions necessary to perform this contract. The Contractor shall prepare and submit for approval a management plan in accordance with DRD 1536MA-001, Management Plan.

The Contractor shall submit an OCI Plan in accordance with DRD 1536MA-002, Organizational Conflict of Interest (OCI) Plan.

The Contractor shall establish, implement, and maintain management control systems required to plan, organize, direct, and control task order activities. The Contractor's management system shall track the status of all task orders from planning to completion, and record projected and actual resources expended on each task order.

The Contractor shall prepare and submit Monthly Status Reports that status each task order on a monthly basis in accordance with DRD 1536MA-003, Monthly Status Reports.

The Contractor shall establish and implement an industrial safety, occupational health, and environmental program that provides a workplace free from recognized hazardous conditions in accordance with DRD 1536SA-001, On-site Safety, Health, and Environmental (SHE) Plan, .The Contractor shall report mishaps and safety statistics to the MSFC Industrial Safety Branch in accordance with DRD 1536SA-002, On-site Mishap and Safety Statistics Reports. The Contractor shall submit directly into the NASA Mishap Information System (NMIS) or shall use the forms listed in section 15.4 of DRD 1536SA-002 or electronic equivalent to report mishaps and related information required to produce the safety metrics.

The Contractor shall, at the end of each contract period, prepare and submit DRD 1536MA-004, Re-procurement Data Package.

### **3.0 BUSINESS SUPPORT SERVICES**

The Contractor shall provide professional services as needed in support of the Government's business, resources, program control, schedules, and accounting operations. The Contractor shall provide preparation and analysis of budget and financial data, preparation of pertinent briefing materials, analysis and entry of financial data into automated systems, preparation of business resources and financial reports, business and programmatic support to the Government's organizations and teams, and documentation of financial processes and systems. The Contractor shall provide verification and assessment of budget and financial data, evaluation of compliance with applicable policies and procedures, support for independent business and financial analysis and reviews, and operational audit support.

#### **3.1 Accounting and Resource Management Operations**

The Contractor shall provide services in support of the Government's accounting and resource management functions. The Contractor services shall support initiating, tracking and monitoring purchase requests. The Contractor shall also support tracking, verifying, and financial reporting on funds, commitments, obligations, costs and disbursements. The Contractor shall support the recording and maintenance of financial transactions and documents in various financial and document management systems.

The Contractor shall support processing cost transactions into the financial systems and reviewing and analyzing contractor cost reports for reasonableness and

accuracy. The Contractor shall support the monitoring of accounting transactions to reflect the financial impacts. The Contractor shall coordinate policy and process documentation, review and configuration control. The Contractor shall support general ledger management functions associated with journal voucher processing, reconciliations and validations.

The Contractor shall support travel management functions which include travel order preparation, advances, reimbursements, voucher processing, conference administration, and general customer assistance.

### 3.2 Budget Integration and Analysis

The Contractor shall support a wide range of business management functions associated with the formulation and execution of program and institutional budgets for all MSFC projects and/or organizations as required. This support requires the application of sound financial management principles in the areas of financial analysis; performance measurement; cost control; and budget preparation, execution, and monitoring. The Contractor shall support the formulation, presentation, review and justification of program budgets, including the preparation of required budget documents.

The Contractor shall provide accurate and timely financial management information to enable the development and justification of funding requirements. The Contractor shall monitor and track commitments, obligations and costs through the review and analysis of financial management data and the periodic reporting of financial performance. The Contractor shall develop and integrate monthly phasing plans, forecasting the expenditure of funds and utilization of workforce. The Contractor shall provide budget execution performance analysis including, trend analyses of rates of expenditures, comparisons of actual performance to the financial plan, identification of variances and advice and recommendations as requested on budgetary issues and financial management matters.

### 3.3 Business Best Practices

The Contractor shall assist MSFC projects and/or organizations with assessing business practices, processes, and tools used in order to maximize efficiency, streamline business processes, and improve overall business operations. The Contractor shall provide assistance in analyzing organizational effectiveness and efficiency and recommend potential corrective actions. The Contractor shall provide independent status reports and assessments as required, and track and analyze program cost/schedule status to predict program/project financial progress at selected milestones or fiscal year end. The Contractor shall develop business models and plans to assist the Government with strategies for improved resource and facility usage under full cost accounting methodologies.

#### **4.0 MSFC ACQUISITION SUPPORT SERVICES**

The Contractor shall provide professional services as needed in support of the Government's acquisition planning through solicitation, award, performance, final payment, and closeout for the full range of contractual instruments used by the Government, including grants and cooperative agreements. The Contractor shall support the Government in approved source selection activities, including procurement specific administrative and training activities in a manner fully consistent with applicable statutes and regulations as referenced in Attachment J-12, Applicable Regulations, Procedures, and Documents.

##### **4.1 Procurement Administrative Services**

The Contractor shall provide procurement administration support to each procurement office as required. The Contractor shall support contract specialists in a wide range of administrative activities with respect to the preparation of documentation for all types of contractual instruments. This support requires personnel possessing knowledge of Microsoft Office Suite, general office routines, and a basic knowledge of the federal acquisition process, regulations, and procedures.

The Contractor shall provide documentation support using a variety of Windows-based software programs which includes Microsoft Office products. The Contractor shall ensure that personnel are trained and proficient in the Microsoft Office Suite of products available to Government personnel. Typical end products shall include PowerPoint presentations with data trending, spreadsheets, schedules, and Program Evaluation Review Technique (PERT) charts in both hardcopy and electronic formats.

##### **4.2 Acquisition Policy Services**

The Contractor shall support the policy and information management functions for tasks such as, but not limited to, preparing and maintaining policy documentation; interpretation and dissemination of procurement regulations; maintaining training records; and creating, updating and maintaining contract and solicitation templates.

The Contractor shall support the preparation, updating, and maintenance of directives, documents, forms, formats and templates as well as updating and maintaining data on procurement websites and databases that are the responsibility of the Government. The Contractor shall support the Government by attending Document Control Board (DCB) meetings, providing responses/resolutions for action items resulting from DCB meetings, and participating in internal assessments. Note: See Marshall Work Instruction (MWI) 1410.1, Processing Marshall Directives, for additional information regarding DCB activities. The Contractor shall support the MSFC Quality Management System Steering Committee and the MSFC internal audit team and attend meetings and briefings. The Contractor shall generate and issue MSFC award and solicitation numbers and maintain records by government fiscal year. The Contractor shall prepare Government approval/submission responses to actions assigned in the

Center-wide Action item Tracking System and file the responses along with the associated documentation.

The Contractor shall support monitoring changes issued to the Federal Acquisition Regulation (FAR) and NASA FAR Supplement (NFS) (e.g., FACs, PICs, PINs) along with procurement policy decisions made by NASA Headquarters, and shall provide these, along with a description of the impact upon current operations, for dissemination.

The Contractor shall perform data queries, analysis, and reconciliation among the various procurement systems (e.g., SAP, CMM, and Federal Procurement Data System-Next Generation (FPDS-NG)). This reconciliation involves coordination with representatives responsible for data residing in non-procurement systems, such as financial management systems (e.g., SAP/BW database using SAP BOBJ for OLAP or follow-on systems).

The Contractor shall maintain information databases (paper and electronic), recurring and non-recurring procurement reports, and special studies in response to procurement-related inquiries from Center organizations, other NASA Centers, Federal Agencies, oversight organizations, and the general public. The Contractor shall coordinate with appropriate systems programming organizations, procurement representatives, and other entities to compile data in support of these activities. The Contractor shall maintain reports and studies in on-line databases, other electronic media, or paper files as required.

#### 4.3 Procurement Operations Support

The Contractor shall support the Government in preparing and reviewing documentation for awarding and administering solicitations and contractual instruments. The Contractor shall prepare contract file documentation and contractual documents for signature and if necessary, obtain the CO's signature before placing documentation in the official contract file. Contract file documentation shall be done in accordance with the FAR, NFS, Center procurement policies, and CO guidance.

The Contractor shall establish a mechanism for tracking and processing all procurement activities. The Contractor shall prepare routine correspondence or documentation for signature, transmit this information to the appropriate offices for action, track and provide the status on those actions, and file completed actions in the official contract file.

The Contractor shall update and maintain official contract files as necessary, to include the development of file plans for individual contract actions. The Contractor shall provide support that involves multiple tasks associated with the administration of the MSFC purchase card and the Small Business Office programs.

All award documents and modifications shall be reviewed and executed by a CO. The Contractor shall interface with CORs and contractors in order to obtain the data needed to prepare the contractual document.

#### 4.4 Procurement Source Selection Office Support

The Contractor shall provide support to the Government in approved activities associated with performing source selection activities.

The Contractor shall provide support to the Government that includes interaction with Source Evaluation Boards/Committees (SEB/C). The Contractor shall organize, implement and maintain schedules and scheduling systems supporting identified acquisitions. The Contractor shall evaluate SEB/C project schedule progress, performance, and identify developing problem areas. The Contractor shall conduct analysis to determine alternative courses of action and inform management of risks/impacts associated with delay in the schedule.

The Contractor shall provide administrative support to the SEB/C chairperson. The Contractor shall provide a wide range of logistical support and configuration control of SEB/C documentation throughout the complete source selection process. The Contractor shall maintain configuration control of documentation within the data management system and provide status reports for coordination and reporting purposes. The Contractor shall support the Government by developing and maintaining policies, procedures and templates as required

The Contractor shall maintain a lessons learned database and track corrective actions. The Contractor shall maintain configuration control of all SEB guidance, training materials, and templates. The Contractor shall assist the Government in developing and conducting just-in-time training for SEBs/SECs.

The Contractor shall provide pricing and cost analysis services to support negotiations of new awards and modifications to existing contractual instruments. The Contractor shall interface with the Defense Contract Audit Agency (DCAA), the Office of Naval Research, other Government audit agencies, and Center contractors as needed in order to prepare the required pricing or cost analysis reports. The Contractor shall prepare pricing and cost analysis reports in accordance with the FAR, NFS, and DCAA pricing manuals, and procurement policies. The Contractor shall support contract negotiations as necessary by providing expert pricing data.

The Contractor shall not evaluate proposals or perform any inherently governmental functions. The Contractor shall not provide substantive input on matters such as evaluation findings, adjectival ratings, scores, cost adjustments, price risks, or discussion items. The Contractor personnel supporting PSSO shall not perform other work under this contract or discuss any activities of the SEB outside of the SEB area with any unauthorized participants, including Contractor management.

## **5.0 MSFC LEGAL SUPPORT SERVICES**

The Contractor shall provide professional, para-professional, and technical services as needed in support of the provision of legal services to MSFC organizations and the operations of the MSFC Office of the Chief Counsel. The Contractor shall provide paralegal services, litigation support, court reporting service, and support for patent prosecution activities, as needed. The Contractor shall provide this support in a manner fully consistent with applicable statutes and regulations.

### **5.1 Paralegal Support**

The Contractor shall provide paralegal support to the Government in the areas of contracts and agreements, intellectual property law, general law (including standards of conduct), and office administration.

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**ATTACHMENT J-2**  
**DATA PROCUREMENT DOCUMENT**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**NNM16534124R**

CONTRACT/RFP

EXHIBIT NUMBER

**J-2**

ATTACHMENT NUMBER

**Acquisition and Business Support Services (ABSS)**

PROJECT/SYSTEM

***DATA PROCUREMENT DOCUMENT***

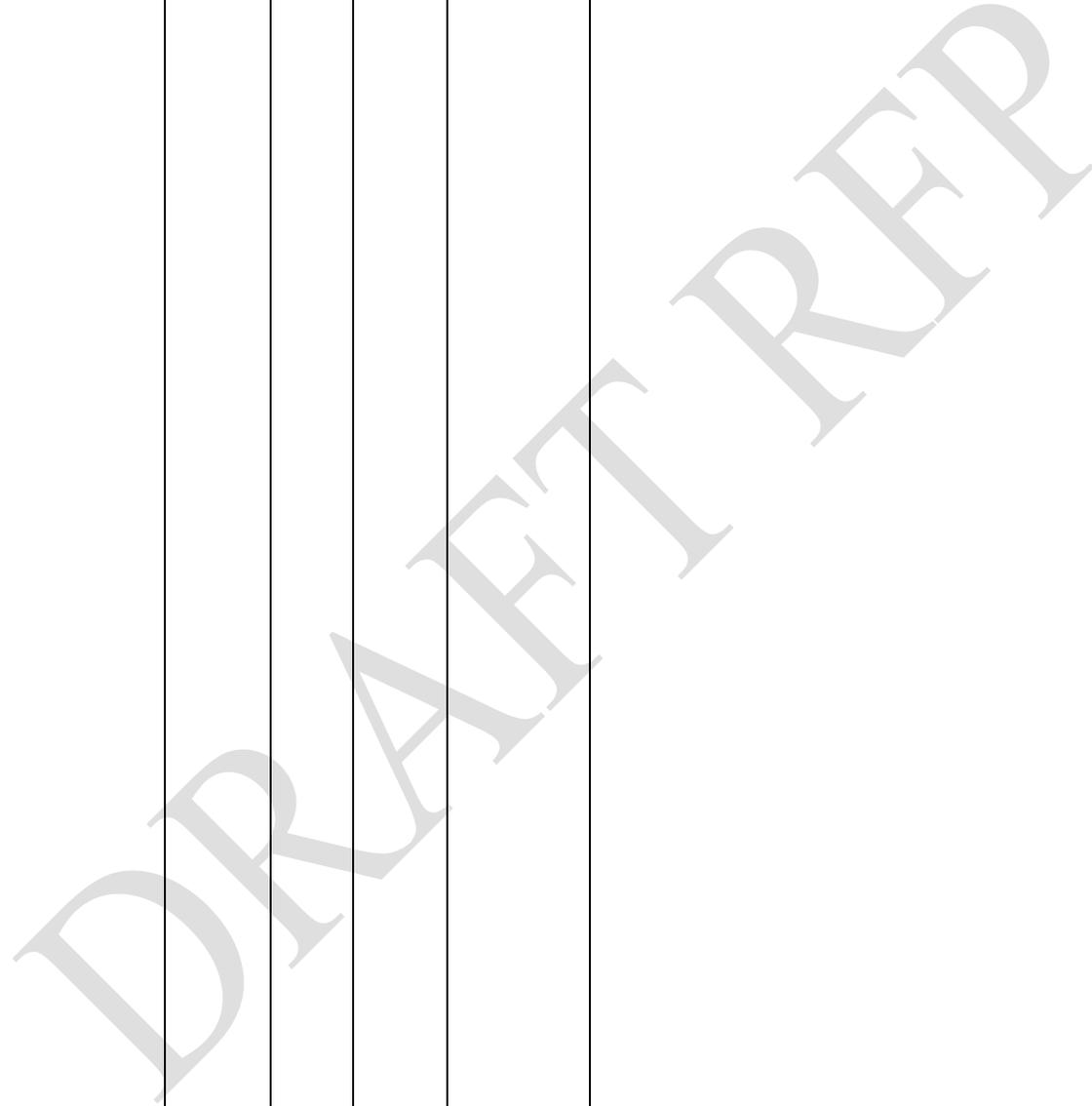
**Contractor**

CONTRACTOR

**October 20, 2015**

DATE

National Aeronautics and  
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT	
<b><i>DOCUMENT CHANGE LOG</i></b>					NO. <b>1536</b>	ISSUE <b>Draft RFP</b>
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 10-20-15	SUPERSEDING:	PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
						

1.0 INTRODUCTION

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

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

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

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

1.2.3 Data Requirements Description (DRD)

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

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

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
MA	Management
SA	Safety

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

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

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

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

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

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

<u>TYPE</u>	<u>DESCRIPTION</u>
-------------	--------------------

1\* All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.

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

### 2.0 STATEMENT OF GENERAL REQUIREMENTS

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

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

### 2.2 Subcontractor Data Requirements

- 2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

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

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

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

### 2.3.2 Format

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

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

### 2.3.3 Data Restriction Marking

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

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

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

#### **International Traffic in Arms Regulations (ITAR) Notice**

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

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

**Export Administration Regulations (EAR) Notice**

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

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

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

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

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

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

#### 2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COR, and Project representatives who are responsible to receive, index, and store the data deliverables.

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

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

a. Transmittal memorandum that specifies the meta-data below for each data transmittal:

1. Contract number.
2. Data Requirements Description (DRD) number.
3. DRD data type (specified in Item 3 on the DRD).
4. Submission date or milestone being satisfied.
5. Document number and revision.
6. Document title.
7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
8. Distribution (as defined by the Contracting Officer’s letter).
9. Requested response date.
10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
11. NASA Records Retention Schedule (NRRS) number, if applicable (See NPR 1441.1, NASA Records Retention Schedules).

b. Printable electronic files or hardcopy data.

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

up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.

- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 document shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.

3.3 DPD Change Procedures

- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.
- 3.3.2 The date of the DPD shall be entered under the “as of” block of the Document Change Log. The date that was in the “as of” block shall be entered in the “Superseding” block.
- 3.3.3 The Document Change Log entitled “Incorporated Revisions” shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the “Remarks” column.

3.4 DPD Reissues

- 3.4.1 When conditions warrant, the DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
- 3.4.2 All revision dates shall remain in the Date Revised block on all DRDs. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

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*Acquisition and Business Support Services*

*Data Requirements List*

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data 1536CD-001	3	On-Site Employee Location Listing	PS12
EE – Environmental 1536EE-001	3	Environmental Compliance Reports	AS10
MA – Management 1536MA-001	1	Management Plan	RS01
1536MA-002	2	Organizational Conflicts of Interest (OCI) Plan	LS01
1536MA-003	3	Monthly Status Reports	RS01
1536MA-004	2	Re-procurement Data Package	PS01
SA – Safety 1536SA-001	2	On-site Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1536SA-002	3	On-site Mishap and Safety Statistics Reports	QD12

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## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536CD-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF) in conducting contractor floor checks.
8. **OPR:** PS12                      9. **DM:** RS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update quarterly. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide MSFC or MAF with a list of all on-site contractor employees working under this contract and their designated locations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The On-Site Employee Location Listing shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536EE-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
  
6. **TITLE:** Environmental Compliance Reports
  
7. **DESCRIPTION/USE:** To provide the Government data related to contractor compliance with green purchasing and waste reduction.
  
8. **OPR:** AS10                      9. **DM:** RS01
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:** Annual Green Purchasing Report - End of contract year. Waste Reduction Activity Report - End of contract year.
  
12. **SUBMISSION FREQUENCY:** Annually, at the end of contract year
  
13. **REMARKS:** For 15.3a, where the Contractor does not purchase any designated product during the contract year or duration of contract, the report shall be a statement to that effect.
  
14. **INTERRELATIONSHIP:** DRD 1536SA-001, *On-site Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.2
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Environmental Compliance Reports will include the contractor compliance data for Annual Green Purchasing Report and Waste Reduction Activity Report.
  
- 15.2 **APPLICABLE DOCUMENTS:**  
40 CFR 82.162                      *Certification by owners of recovery and recycling equipment*  
MWI 8540.2                          *Green Purchasing Program*
  
- 15.3 **CONTENTS:** The Environmental Compliance Reports are as follows:
  - a. Annual Green Purchasing Report:
    1. Track and report purchases of all products on the U. S. Environmental Protection Agency (EPA) Comprehensive Procurement Guideline list and items in the United States Department of Agriculture (USDA) BioPreferred® catalog, utilizing the appropriate MSFC form in Section 15.4.
    2. Reporting of purchases applies to Contractor and all Subcontractors.
    3. Submit report to Environmental Engineering and Occupational Health Office according to Section 6.2 of MWI 8540.2.
  - b. Waste Reduction Activity Report:
    1. Track and report any new process improvements or programs that have contributed to waste reduction during the previous contract year. Waste reduction means preventing or decreasing the amount of waste being generated through recycling\* or waste prevention\*\*. Limit responses to one page or less per item. The response shall include a description of the activity, the materials or wastes reduced, estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.
      - \* Recycling means the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the forms of raw materials in the manufacture of products.
      - \*\* Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce waste or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

## DRD Continuation Sheet

**TITLE:** Environmental Compliance Reports

**DRD NO.:** 1536EE-001

**DATA TYPE:** 3

**PAGE:** 2/2

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

2. Reporting of waste reduction activities applies to Contractor and all Subcontractors. If there was no reduction activity, then a negative response is required.
3. Submit report to Environmental Engineering and Occupational Health Office.

15.4 **FORMAT:** Contractor format is acceptable on all other reports **except** the Green Purchasing Reports shall be submitted on the following MSFC forms located at <https://nef.nasa.gov/search?center=9&center=1>.

- a. MSFC Form 4510, "MSFC Construction Green Purchasing Reporting Form".
- b. MSFC Form 4543, "MSFC General Green Purchasing Reporting Form".
- c. MSFC Form 4544, "MSFC Office Green Purchasing Reporting Form".

15.5 **MAINTENANCE:** None required

DRAFT RFP

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
  
6. **TITLE:** Management Plan
  
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
  
8. **OPR:** RS01                      9. **DM:** RS01
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:** Thirty (30) calendar days after start of Phase-In
  
12. **SUBMISSION FREQUENCY:** Revise as required
  
13. **REMARKS:**
  
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan describes the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:**  
NFS 1852.237-73                      *Release of Sensitive Information*
- 15.3 **CONTENTS:** The Management Plan shall include the following:
  - a. A description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level II Work Breakdown Structure (WBS) task level.
  - b. A description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
  - c. An IT Security section that includes how they will develop, implement, and maintain IT security. This section shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are used under this contract (ref. Clause 1852.237-73 (e), Release of Sensitive Information, Security Requirements for Unclassified Information Technology Resources).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536MA-002**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
  
6. **TITLE:** Organizational Conflicts of Interest (OCI) Plan
7. **DESCRIPTION/USE:** To ensure OCIs are appropriately identified, resolved, and reported.
8. **OPR:** LS01                      9. **DM:** RS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft to be submitted with proposal; Final Plan due thirty (30) calendar days after start of Phase-In
12. **SUBMISSION FREQUENCY:** As needed
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Reference is made to Contract Clause K.12, Organizational Conflict of Interest (OCI). PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
  - 15.1 **SCOPE:** The Organizational Conflict of Interest (OCI) Plan describes the contractor's approach to identifying, resolving, and reporting all OCIs related to the solicitation and/or the contract.
  - 15.2 **APPLICABLE DOCUMENTS:**

FAR 9.5                      *Organizational and Consultant Conflicts of Interest*
  - 15.3 **CONTENTS:** The Organizational Conflict of Interest (OCI) Plan shall meet the requirements of FAR 9.5 and include the following:
    - a. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.
    - b. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
    - c. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
    - d. Explain how subcontractors will identify, resolve, and report OCIs.
    - e. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
    - f. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
    - g. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
    - h. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.
    - i. Identify the strategy (e.g., avoidance, limitation on future contracting, mitigation, etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. Specific resolution strategies shall be appended to the plan.
    - j. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for avoiding, neutralizing, or mitigating the conflict, and (3) the benefits/risks vis-à-vis contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the plan upon approval by the Government.

**DRD Continuation Sheet**

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

**DRD NO.:** 1536MA-002

**DATA TYPE:** 2

**PAGE:** 2/2

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

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

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

DRAFT RFP

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536
2. **DRD NO.:** 1536MA-003
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Monthly Status Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of order progress by Task Order directive. To provide visibility to contractor and MSFC management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** RS01
9. **DM:** RS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) calendar days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly thereafter. The report shall be submitted ten working days following the end of the calendar month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
  - 15.1 **SCOPE:** The Monthly Status Reports provides a comprehensive status on all active Task Orders and includes the necessary information to assess status and identify problems that need resolution for accomplishment of the order tasks.
  - 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.237-72 *Access to Sensitive Information*
  - 15.3 **CONTENTS:** The Monthly Status Reports shall include:
    - a. Review of work accomplished, including quantitative description, during the reporting period.
    - b. Discussion of non-routine tasks planned for the next reporting period.
    - c. Indication of any problems which may impede performance or impact performance, schedule or cost.
    - d. The number of days required to fill each new position beginning date of authorization in writing by the Contracting Officer and back filled positions beginning on the date they become vacant. Positions that are on hold by the Government are excluded from Performance Requirement Deduction until given the authority to proceed.
    - e. Summary report for all unfilled vacancies during the month and cumulative per calendar year that includes the labor category and total amount of deduction as outlined in G.5, Consideration of Payment; Attachment J-1, PWS; and Attachment J-3, Performance Requirements Summary. An unfilled vacancy is any position authorized and required per an approved task order that is vacated and which the contractor is required to fill with a qualified employee.
    - f. A listing of completed required internal training and cross training received for each employee. All training and qualification standards as required in Clause H.12, Documentation of Training and MSFC Onsite Required Training Course, shall be met by all Contractor and subcontractor employees.
    - g. A review of customer and employee meetings and any identified areas of improvement, issues or concerns.
    - h. Any other information that may assist the Government in evaluating the technical and administrative program.
    - i. Performance assessment data as required in Clause B.5, Price Deductions for Failure to Meet Acceptable Performance Levels (APLs).
    - j. The Contractor shall report to the Government the release of unauthorized information as required in NFS 1852.237-72 (c)(7), Access to Sensitive Information.

**DRD Continuation Sheet**

**TITLE:** Monthly Status Reports

**DRD NO.:** 1536MA-003

**DATA TYPE:** 3

**PAGE:** 2/2

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

15.4 **FORMAT:** Contractor format is acceptable. Electronic media is strongly encouraged.

15.5 **MAINTENANCE:** None required

DRAFT RFP



**DRD Continuation Sheet**

TITLE: Re-Procurement Data Package

DRD NO.: **1536MA-004**

DATA TYPE: 2

PAGE: 2/2

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

2. The current average direct labor rate for each direct labor category identified in paragraph a(1). Further, provide both the date when these rates were last adjusted for escalation by contractor labor category, and the rate of escalation applied. Also indicate whether any adjustments are projected to be made prior to contract expiration. If so, provide the anticipated date and rate of escalation, and identify the contractor labor categories expected to be affected. See example provided below in Table 2. The contractor's format is acceptable, but must include the requested content. Ensure that all data clearly maps to Attachment J-10, Labor Category Description.

Table 2: Example of Data Required per Paragraph a(2):

<b>GLabor Category Description</b>	<b>Contractor Labor Category</b>	<b>No. of WYEs</b>	<b>**Direct Labor Rate</b>	<b>Last Escalation Date and Amount</b>	<b>Future Escalation Date and Amount</b>	<b>Exempt or Non-exempt ?</b>
Budget Analyst IV	Financial Analyst	32.0	\$38.09	April 2014 (2.70%)	April 2015 (2.20%)	Exempt
Contracts Administrator III	Contracts Manager	3.0	\$34.83	April 2014 (2.70%)	April 2015 (2.20%)	Exempt

\*\*Current weighted average hourly direct labor rate (unburdened)

- b. Seniority level of all WYEs identified in paragraph a(1) above, for fringe benefit calculation purposes:
    1. Number of WYEs with 0 to 5 years of experience.
    2. Number of WYEs with greater than 5 years and up to 10 years of experience.
    3. Number of WYEs with greater than 10 years and up to 15 years of experience.
    4. Number of WYEs with greater than 15 years of experience.
  - c. Non-Labor Resources:
    1. Provide total non-labor cost incurred for the most recent 12 month period grouped by expense type (examples may include travel and/or training).
- 15.4 **FORMAT**: Contractor's format is acceptable and shall include the requested content.
- 15.5 **MAINTENANCE**: Revisions to this DRD shall be incorporated by complete reissue. Revisions are subject to Contracting Officer approval.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/5
  
6. **TITLE:** On-site Safety, Health, and Environmental (SHE) Plan
  
7. **DESCRIPTION/USE:** A Contractor generated document that describes the Contractor’s specific approaches and methods to establish and maintain an acceptable safety, health and environmental program and ensures the work performed by the contractor at the Center [Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF)] over the duration of this contracted effort is in full compliance with Federal, State, National Aeronautics and Space Administration (NASA), Center specific SHE-related requirements and regulations identified in the Applicable Documents listed in section 15.2, Center SHE Core Program Requirements (CPRs), and the Center Quality Management System accordance with the following: NASA Federal Acquisition Regulation Supplement (NFS) subpart 1823.70, “Safety and Health,” NFS 1823.7001, “NASA Solicitation Provisions and Contract Clauses,” NFS 1852.223-73, “Safety and Health Plan,” and/or Federal Acquisition Regulation (FAR) 36.513, “Accident Prevention,” and FAR 52.236-13, “Accident Prevention.”
  
8. **OPR:** AS10/QD12                      9. **DM:** RS01
  
10. **DISTRIBUTION:** Per Contracting Officer's (CO) letter
  
11. **INITIAL SUBMISSION:** SHE Plan: Submit no later than the completion of Phase-In. Contractor Self-Evaluation: No later than 30 days after the anniversary of the commencement of work.
  
12. **SUBMISSION FREQUENCY:** SHE Plan: After initial submission, when any new/revised proposed or previously approved SHE Plan is requested or required by the CO, Contracting Officer’s Representative (COR), solicitation/award, or is otherwise required. Contractor Self-Evaluation: No later than 30 days after each anniversary date of the Authority to Proceed (ATP).
  
13. **REMARKS:**
  
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; NFS 1852.223-74, *Drug-and Alcohol-free Workforce*; FAR 52.204-4, *Printed or Copied Double-Sided on Recycled Paper*; FAR 52.223-1, *Biobased Product Certification*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-15, *Energy Efficiency in Energy-Consuming Products*; FAR 52.223-16, *IEEE 1680 Standard for Environmental Assessment of Personal Computer Products*; MSFC 52.223-90, *Asbestos Material*; MSFC 52.223-92, *Environmental – General Clause and Contract Clause H.9. DRDs 1536EE-001, Environmental Compliance Reports and 1536SA-002, On-site Mishap and Safety Statistics Report. PWS paragraph 2.2*
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental (SHE) Plan shall describe the specific approaches and methods the Contractor will implement for planning, controlling and enforcing their industrial safety, occupational health, and environmental requirements over the duration of this contracted effort while also ensuring full compliance with Federal, State, NASA, Center specific SHE-related requirements and regulations identified in the Applicable Documents listed in section 15.2, Center SHE CPRs, and the Center Quality Management System.
  
- 15.2 **APPLICABLE DOCUMENTS:**  
29 CFR Part 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*

**DRD Continuation Sheet****TITLE:** On-site Safety, Health, and Environmental (SHE) Plan**DRD NO.:** 1536SA-001**DATA TYPE:** 2**PAGE:** 2/5**15. DATA PREPARATION INFORMATION (CONTINUED):**

29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
CFR Title 40 Parts 1-1068	<i>Protection of Environment</i>
ANSI Standards applicable to the scope of this contract	
NFPA Standards	<i>National Fire Codes</i>
Executive Order 13693	<i>Planning for Federal Sustainability in the Next Decade</i>
NPR 3792.1	<i>Plan for a Drug-Free Workplace</i>
NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
NPD 8700.1	<i>NASA Policy for Safety and Mission Success</i>
NPR 8000.4	<i>Agency Risk Management Procedural Requirements</i>
NPR 8715.1	<i>NASA Occupational Safety and Health Programs</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPD 1280.1	<i>Marshall Quality Management System Policy</i>
MPD 1860.2	<i>Radiation Safety Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 1800.3	<i>MSFC Sanitation Program</i>
MPR 1840.4	<i>MSFC Asbestos Program</i>
MPR 1860.1	<i>MSFC Radiation Safety Procedural Requirements</i>
MPR 1860.2	<i>Nonionizing Radiation Safety</i>
MPR 3410.1	<i>Training</i>
MPR 8500.2	<i>MSFC Environmental Management System (EMS)</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 1800.1	<i>MSFC Occupational Medicine</i>
MWI 1810.1	<i>Automated External Defibrillator (AED) Program</i>
MWI 1840.1	<i>Industrial Hygiene Programs</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MWI 8540.2	<i>Green Purchasing Program</i>
MWI 8621.1	<i>Mishap and Close Call Reporting and Investigation Program</i>
MWI 8715.1	<i>Electrical Safety Program</i>
MWI 8715.2	<i>Control of Hazardous Energy (Lockout/Tagout) Program</i>
MWI 8715.5	<i>Area/Building Manager Program</i>
MWI 8715.10	<i>Explosives, Propellants, &amp; Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental-Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment Program</i>
MWI 8715.17	<i>Hazardous Operations Readiness Review Program</i>

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

- a. The documents listed herein contain Federal, NASA and Center specific requirements to which the Contractor's work must conform. The Contractor shall comply with all Federal, NASA and Center specific requirements identified as applicable to the work being performed by the Contractor and all revisions thereto. Current revisions shall be utilized, unless authorization to use obsolete revisions has been properly documented. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith when performing work onsite at MSFC and MAF.

**DRD Continuation Sheet****TITLE:** On-site Safety, Health, and Environmental (SHE) Plan**DRD NO.:** 1536SA-001**DATA TYPE:** 2**PAGE:** 3/515. **DATA PREPARATION INFORMATION (CONTINUED):**

- b. If work is also expected to be performed at another NASA Center the Contractor shall contact the Center's Safety and Mission Assurance (SMA) Directorate/Office where the work is expected to be performed prior to commencing any work. The Contractor shall become aware of and comply with the Center's specific requirements and processes for the type work being performed.

15.3 **CONTENTS:** The Contractor's Safety, Health, and Environmental (SHE) Plan shall be written specifically for the work to be performed at the Center over the duration of this contracted effort. The plan shall provide a clear and adequate description of the Contractor's approach for ensuring the work performed by the Contractor is in full compliance with Federal, State, NASA, Center specific SHE-related requirements and regulations identified in the Applicable Documents listed in section 15.2, Center SHE CPRs, and the Center Quality Management System while implementing each of the following Center SHE CPRs at their worksite. (**NOTE 1:** A Contractor's corporate SHE plan is not considered as written specifically for the work to be performed under this contracted effort at the Center and will not be considered by the Center as fulfilling this DRD requirement.) (**NOTE 2:** Contractors shall maintain documentation where required for any sub-element of the CPRs and provide to the Government, upon request.) (**NOTE 3:** The Government reserves the right to periodically inspect Contractor worksite with or without prior notice to the Contractor.) (**NOTE 4:** The Government assumes no liability or responsibility for the Contractor's compliance or non-compliance with any Federal, State, NASA or Center specific requirements or regulations.) (**NOTE 5:** Fines and additional costs for violations levied against the Contractor as a result of OSHA findings, and/or installation safety, health or environmental are the sole responsibility of the Contractor and cannot be passed through to the Government.) (**NOTE 6:** The Contractor is responsible for the safety and health of all subcontractor employees directly supporting the Contractor over the duration of this contracted effort.)

## a. CPR 1 - Management Leadership and Employee Involvement:

1. Provide a visible management commitment, policy and culture that value the safety and health of employees.
2. Provide safe and healthful working conditions that are free from recognized hazardous conditions and free from incidents and injuries.
3. Protect Center property and the environment over the duration of this contracted effort.
4. Encourage employees to participate, be involved and engaged in their SHE Program.
5. Hold managers and employees accountable and to understand their roles and responsibilities in their SHE Program.
6. Evaluate the safety performance of subcontractors/teammates prior to their selection, when applicable.
7. Flow down requirements and responsibilities contained in this contract to subcontractors/teammates over the duration of this contracted effort, when applicable.
8. Provide SHE meetings and awareness training to their employees monthly and document. (See MPR 8715.1 for more information.)
9. Perform and document annual self-evaluations of their SHE Program to determine its effectiveness. This includes obtaining feedback from employees for their perspective of the SHE Program.
10. Maintain the SHE plan current with contract, NASA and Center requirements, review and update as necessary.
11. Provide the identification, by title, of the individual assigned by the Contractor to be responsible to implement their SHE program elements at the Center and is designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.

## b. CPR 2 - Worksite Analysis:

1. Perform monthly worksite safety inspections and safety visits, and document these inspections. (See MPR 8715.1 for more information.)
2. Encourage employees to report any conditions that they feel are hazardous or unsafe without the fear of reprisal from management. (See MWI 8715.13 for more information.)

**DRD Continuation Sheet****TITLE:** On-site Safety, Health, and Environmental (SHE) Plan**DRD NO.:** 1536SA-001**DATA TYPE:** 2**PAGE:** 4/5**15. DATA PREPARATION INFORMATION (CONTINUED):**

3. Report all mishaps and close calls that occur in support of this contracted effort and investigate to the extent necessary to determine the proximate or root cause(s), develop and implement corrective actions, and track to closure. (**NOTE:** See DRD 1536SA-002, *On-site Mishap and Safety Statistics Report*, NPR 8621.1 and MWI 8621.1 for more information.)
  4. Perform post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (See NPR 3792.1, NPR 8621.1 and MWI 8621.1 for more information.)
- c. **CPR 3 - Hazard Prevention and Control:**
1. Implement an emergency management program at the worksite for all types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, and natural disasters). (**NOTE:** In the event of an emergency call 911 and inform the operator you are located at the Center and provide a location, such as a building number or street name.)
  2. Provide safety, health, and environmental services at the worksite that are applicable to this contracted effort. (**NOTE:** See MWI 1840.1 and MWI 8550.5 for more information.)
  3. Provide fall protection to employees when they are required to perform work on elevated surfaces with unprotected sides or edges and the potential exists for the employee to fall to the next lower level, when applicable. (See MPR 8715.1 for more information.)
- d. **CPR 4 - Safety, Health and Environmental Training:**
1. Provide training to employees so that they are informed, knowledgeable and are able to identify and recognize hazardous conditions in the workplace and the signs and symptoms of workplace-related illnesses, understand the safe work practices and procedures to be used in the workplace, and are empowered and authorized to "stop or halt" any activity when they have reason to suspect the activity is being performed in an unsafe or unhealthy manner, and document this training was provided.
  2. Communicate to employees the Contractor's disciplinary policy/program, so that each employee fully understands the actions that can be taken when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and how the Contractor's disciplinary policy/program is flowed-down to subcontractors/teammates over the duration of this contracted effort, when applicable, and document this training was provided.
  3. Evaluate operations/jobs to identify the specific training required by OSHA and Center, and provide the specific training to the employees prior to them performing the operation/job, and document this evaluation. (See MPR 8715.1 for more information.)
  4. Provide the Center's "mandatory or required" SHE-related training to each employee and supervisor, as applicable, and document this training was provided. (See MPR 3410.1, MPR 8715.1 for more information and the Office of Human Capital, Training and Incentives web page for a listing of Center "mandatory or required" training.)
- e. **CPR 5 - Environmental Management System:** A description of how the Contractor ensures compliance with environmental laws and regulations CFR Title 40 Parts 1-1068, Alabama Department of Environmental Management (ADEM), Executive Order 13693, MPR 8500.1 and MPR 8500.2 by:
1. Implementing and reporting green procurements in accordance with the requirements of MWI 8540.2.

(**NOTE:** Contractors may also be required to describe these methods in accordance with DRD 1536EE-001, "Environmental Compliance Reports.")

## DRD Continuation Sheet

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

**DRD NO.:** 1536SA-001

**DATA TYPE:** 2

**PAGE:** 5/5

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

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

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

DRAFT RFP

**DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DPD NO.:** 1536                      **ISSUE:** Draft RFP
2. **DRD NO.:** **1536SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** On-site Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide initial and follow-up reporting of mishaps, close calls, serious non-occupational injuries or illnesses, and Contractor monthly safety metrics to the Government for Contractors that are physically located at Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF).
8. **OPR:** QD12                      9. **DM:** RS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
  - a. **Safety Statistics** specific to this contracted effort shall be submitted by the 10<sup>th</sup> day of the month after Authority to Proceed (ATP) or contract award. The safety statistics submitted by the Contractor shall be for the work performed by the Contractor for the previous month. Contractors shall submit the safety statistics to the Center's Safety Office. At MSFC to the MSFC Industrial Safety Branch/QD12. At MAF to the MAF Safety and Mission Assurance (SMA) Manager/QD20, unless directed to send it to the MSFC Industrial Safety Branch/QD12.
    1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system that includes all of the information listed in 11.a.2.
    2. Safety statistics reports shall include: contract number, subcontractors, North American Industry Classification System (NAICS) codes and the following for the reporting period: number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training.
  - b. **Initial reporting of a NASA reportable mishap/close call as defined in NPR 8621.1.**
    1. **Type A, Type B, and High-Visibility Mishaps/Close Call** specific to this contracted effort shall be made as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by one of the following:
      - a. At MSFC, call the MSFC Safety Hotline (256) 544-0046 or 4-HELP (4357) and select "safety." At MAF, call the SMA Manager/QD20 at (504) 257-1340.
      - b. Direct entry into the NASA Mishap Information System (NMIS) by the Contractor's designated NMIS representative at <http://nmis.sma.nasa.gov>. Contact the Center's Safety Office for assistance if needed. (See section 11.h.)
    2. **Type C, Type D, and Low-Visibility Mishaps/Close Calls** specific to this contracted effort shall be reported as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by one of the methods listed in section 11.b.
  - c. **Initial reports for a NASA reportable mishap/Close Call** specific to this contracted effort shall include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number. (See MWI 8621.1 and NPR 8621.1.)
  - d. **Initial reporting of a contractor non-occupational fatality that occurs on-site shall be within 24 hours** of occurrence or awareness and any off-the-job fatality or serious injury by:
    1. Notifying the Contracting Officer. At MSFC notify the Industrial Safety Branch at (256) 544-0046. At MAF notify the MAF SMA Manager/QD20 at (504) 257-1340.
  - e. **Follow-up reporting for a NASA reportable mishap/close call:**
    1. **Type A, Type B, Type C, Type D, and High/Low Visibility Mishaps and Close Calls** shall be entered into NMIS **within 24 hours** after the initial mishap notification or electronic submittal.

**DRD Continuation Sheet**

TITLE: On-site Mishap and Safety Statistics Reports

DRD NO.: **1536SA-002**

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

2. **Type A, Type B, and High-Visibility Mishaps/Close Calls shall:** 1) Be investigated within the timeline specified by the Center's Appointing Official (investigation for these type mishaps/close calls do not to exceed 75 calendar days unless additional time is granted by the Center's Appointing Official); 2) Have a Mishap Investigation Report developed at the completion of the investigation and entered directly into NMIS or submitted to the Center's Safety Office (At MSFC, the Industrial Safety Branch/ QD12 or MAF, the SMA Manager/QD20); 3) Have a Corrective Action Plan (CAP) developed and submitted for concurrence within the timeline specified by the Center's Appointing Official; and 4) Provide CAP status/updates into NMIS or to the Center's Safety Office not to exceed 30 calendar day intervals from the date of concurrence until the CAP is closed.
  3. **Type C, Type D and Low-Visibility Mishaps/Close Calls shall:** 1) Be investigated (investigation for these type mishaps/close calls do not to exceed 30 calendar days unless additional time is granted by the Center's Appointing Official); 2) Have a Mishap Investigation Report developed at the completion of the investigation and entered directly into NMIS or submitted to the Center's Safety Office (At MSFC, the Industrial Safety Branch/QD12 or MAF, the SMA Manager/QD20); 3) Have a CAP developed or included as part of the Mishap Investigation Report and submitted for concurrence to the Center's Safety Office; 4) Provide CAP status/updates directly into NMIS or to the Center's Safety Office not to exceed 30 calendar day intervals from the date of concurrence until the CAP is closed.
  4. **Mishap Investigation Reports and CAP shall,** at a minimum, include the information specified by NPR 8621.1 and MWI 8621.1.
  - f. **Safety Concerns, Hazards, and non-NASA reportable mishaps/close calls** shall be reported at MSFC, to the MSFC Industrial Safety Branch and at MAF, to the MAF SMA Manager/QD20. (See MPR 8715.1 and MWI 8715.13.)
  - g. **Contractor NMIS Representative** shall be identified to enter, track and close Contractor mishaps/close calls entered in NMIS. After contract award the contractors shall contact the Center's NMIS Administrator or the Center's Mishap Investigation Program Manager located in the MSFC Industrial Safety Branch for access to the NMIS database.
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371 or an equivalent electronic submittal) - By the 10<sup>th</sup> of the month after Authority to Proceed (ATP) or contract award and submitted monthly thereafter by the 10<sup>th</sup> day of each month to the MSFC Industrial Safety Branch or for work performed at MAF to the MAF SMA Manager/QD20, unless directed to send it to the MSFC Industrial Safety Branch. Mishaps: As specified in section e of this DRD until the NMIS case is closed.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1536SA-001, *On-site Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** For the Government to be notified by the Contractor of all Contractor mishaps, close calls, and serious non-occupational injuries or illnesses as required in NPR 8621.1 and MWI 8621.1.
- 15.2 **APPLICABLE DOCUMENTS:**
- |             |   |
|-------------|---|
| NPR 8621.1  | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1  | <i>Marshall Safety, Health, and Environmental (SHE) Program</i>   |
| MWI 8621.1  | <i>Mishap and Close Call Reporting and Investigation Program</i>  |
| MWI 8715.13 | <i>Safety Concerns Reporting System (SCRS)</i>  |

## DRD Continuation Sheet

**TITLE:** On-site Mishap and Safety Statistics Reports

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

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

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

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

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:** See NPR 8621.1 for NASA Mishap definitions.

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

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

**ATTACHMENT J-3**  
**PERFORMANCE REQUIREMENTS SUMMARY**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The Performance Elements (PEs) listed in this document summarize specific Acceptable Performance Levels (APL) for the Indefinite Delivery/Indefinite Quantity (IDIQ) task orders that are to be performed under this contract. Column 1 identifies a number for each PE. Column 2 identifies the specific content of each PE. Column 3 identifies the primary method of surveillance used by the Government to assess contractor performance; however, the Government is not limited to the listed methods. Column 4 list the APL associated with each PE. Column 5 defines incidents that lead to price deductions. Refer to Clause B.5, Price Deductions for Failure to Meet Acceptable Performance Levels (APLs).

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PRS	Performance Element	Method of Surveillance	Acceptable Performance Levels (APLs)	Price Deductions for failure to meet APLs
1	Timely staffing of new positions and existing vacancies.	COR will track the number of days taken to bring staff on-board.	<p>New staff positions filled within 30 calendar days after written authority from the CO or COR.</p> <p>Vacancies filled within 30 calendar days from when the vacancy becomes effective, unless notified in writing by the CO or COR that the position has been put on hold by the customer.</p>	<p>\$1,000 for exceeding the initial 30 calendar days and an additional \$250 for every additional 7 calendar days the position or vacancy remains unfilled.</p> <p><u>Incident Deduction Schedule:</u>  0 - 30 days                   \$0  31 - 36 days                   \$1000  Every additional 7 days   \$250</p>
2	Contractor shall maintain an "Excellent" adjectival rating.	The COR will semi-annually distribute Attachment J-6, Customer Survey, to all ABSS contract customers. Inputs will be averaged to determine an overall adjectival rating.	Excellent adjectival rating on customer surveys.	<p><u>Deduction Schedule:</u>  Excellent                   0%  Very Good                TBP %  Good                        TBP %  Satisfactory              TBP %  Poor/Unsatisfactory    TBP %</p>
3	Fulfill the required deliverables as outlined in DPD 1536, Data Procurement Document.	The COR will accept and review the deliverables to ensure adherence to the DPD requirements.	Deliverables are timely and error free.	<p>An incident will be the late submission of, or erroneous data within DPD deliverables.</p> <p><u>Incident Deduction Schedule:</u>  0 - 2                       \$0  3 - 5                       \$1,000  &gt; 5                         \$2,500</p>

<b>PRS</b>	<b>Performance Element</b>	<b>Method of Surveillance</b>	<b>Acceptable Performance Levels (APLs)</b>	<b>Price Deductions for failure to meet APLs</b>
4	Contractor employee training.	DRD 1536MA-003, Monthly Status Reports.	Fulfill all training requirements by deadlines.	<p>Training completed after the required due date will result in an incident.</p> <p>The price deduction is \$1,000 per incident per employee.</p>
5	Contractor shall ensure that sensitive information is controlled and is not released to any unauthorized users.	Contractors are required to self-report any accidental release of sensitive information per NFS 1852.237-72 (c)(7), Access to Sensitive Information. Additionally, IT Security Incident Reports may be used.	No release of sensitive information to any unauthorized sources.	<p>Any release of sensitive information to an unauthorized source will be considered an incident. Incidents will be recorded by release of sensitive information to an unauthorized source on a specific date.</p> <p>The price deduction is \$5,000 per incident.</p>

**ATTACHMENT J-4**

**FULLY BURDENED COMPOSITE LABOR RATES  
AND CONTRACT BURDENS**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**FULLY BURDENED COMPOSITE LABOR RATES AND CONTRACT BURDENS**

The pricing schedule attached herein in Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens, shall be used to price all Indefinite-Delivery Indefinite-Quantity (IDIQ) Task Orders in support of this Contract. The Contractor shall not exceed the fully burdened direct composite labor rates specified in this attachment for pricing all task orders contemplated or issued in accordance with Clause I.9, Task Ordering Procedure.

The fully burdened direct composite labor rates contained herein shall be inclusive of all indirect burdens and profit including any profit applied to subcontractor rates by the Contractor.

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Note: To be proposed by Offeror.

CONTRACTOR COMPOSITE IDIQ RATE STRUCTURE							
Offeror's Labor Category	Labor Category Description	CONTRACT YEAR					
		CY1	CY2	CY3	CY4	CY5	CY6*
	Program Manager						
	Budget Analyst I						
	Budget Analyst II						
	Budget Analyst III						
	Budget Analyst III						
	Budget Analyst IV						
	Budget Analyst IV (MAF)						
	Program Analyst I						
	Program Analyst III						
	Program Analyst III						
	Program Analyst IV						
	Resource Analyst I						
	Resource Analyst II						
	Resource Analyst III						
	Resource Analyst IV						
	Contract Administrator I						
	Contract Administrator II						
	Contract Administrator III						
	Cost/Price Analyst IV						
	Procurement Analyst I						
	Procurement Analyst II						
	Procurement Analyst III						
	Procurement Analyst IV						
	Procurement Clerk I						
	Procurement Clerk II						
	Procurement Clerk III						
	Purchasing Agent I						
	Purchasing Agent II						
	Paralegal I						
	Paralegal II						
	Paralegal III						

TRAVEL AND TRAINING BURDENS							
		CY1	CY2	CY3	CY4	CY5	CY6 *
	Travel**						
	Training**						

Note: \* Rates for CY6 (Option to Extend Services) shall equal rates for CY5.

\*\* Travel and Training is inclusive of burdens but no profit shall be added.

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**ATTACHMENT J-5**  
**TASK ORDER SUMMARY**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

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**ATTACHMENT J-6**  
**CUSTOMER SURVEY**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services (ABSS)

**ATTACHMENT J-7**

**CUSTOMER SURVEY  
ACQUISITION AND BUSINESS SUPPORT SERVICES (ABSS)**

Org Code:	Name:	Date:	Due Date:
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It is the Contractor’s goal to provide service excellence in accomplishing their mission on the Acquisition and Business Support Contract (ABSS). As such, we have developed this survey/evaluation to serve two primary purposes. First, it will serve as a working tool to provide valuable feedback to the Contractor’s program management on their performance, and second, to serve as a means for the NASA Contacting Officer’s Representative (COR) and the Contracting Officer (CO) to evaluate their performance.

In completing this survey it is important to understand that the ABSS Contract is a service contract and is not an individual personal service contract. Therefore, your evaluation must be based on the Contractor’s service as a whole and not representative of the Contractor’s individual employee performance. However, should you have an individual you would like to recognize or areas of development which would further facilitate the accomplishment of your mission, please add these points in the comment section of this survey.

This survey will be used to help assess the prime contractor performance, however, if a subcontractor/teammates actions have influenced the prime contractors’ performance in a positive or negative light, please record the information in the comments area. When performance has changed from one period to another, the change needs to be addressed in the comments area.

Please e-mail your completed survey, including comments, on or before the due date set forth above to the Contracting Officer Representative (COR).

NON-RESPONSE: Should you fail to respond or choose not to respond by the “Response Due By” above, a score for the support provided to your organization will not be included in the overall calculation.

NOTE: You are encouraged to provide comments in the section provided below. Comments are necessary to provide the COR/CO meaningful information for use in assessing the survey results, and in discussions with the Contractor. These comments will be used to enhance the level of service and make any necessary adjustments.

The following table provides definitions and ranges of performance to be used in your ratings. The COR and CO will use the same adjectival ratings and ranges of performance in determining the final overall rating.

Adjectival Rating	Range of Performance	Narrative Description of Performance
Excellent	4.00 – 5.00	Exceptional performance; fully responsive to requirements, timely and effective; any deficiencies had no adverse effect on overall performance.
Very Good	3.00 – 3.99	Very effective performance; fully responsive to requirements; timely and effective; only minor deficiencies with little adverse effect on overall performance.
Satisfactory	2.00 – 2.99	Effective performance; fully responsive to requirements; reportable deficiencies, but with minimal identifiable effect on overall performance.
Marginal	1.00 – 1.99	Met or slightly exceeded minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effect on overall performance.
Poor/Unsatisfactory	0.00 - 0.99	Did not meet minimum acceptable requirements; inadequate results; reportable deficiencies with substantial effect on overall performance.

To complete the survey, first select an adjectival rating from the pull down menu beside the Evaluation Criteria/Area of Emphasis column. Next, in the right-most column of the form, input a number that is between the lower and upper limits for the adjectival range.

<u>Evaluation Criteria /Areas of Emphasis</u>	<u>Rating</u>	<u>Score</u>
<b>Program Management</b>		
The Contractor’s Program Management and Working Level Management are readily accessible, responsive with a reasonable period of time and are receptive to my needs.		
The Contractor’s management demonstrates the ability to develop and implement management functions to ensure all contracted activities were accomplished in accordance with contract terms and conditions.		
The Contractor’s management demonstrates the ability to recruit and retain highly skilled personnel, including cross-training and ability to fill vacancies and new positions within 30 calendar days from the date of authorization.		
Overall, the Contractor provides employees who are properly trained, certified and qualified to perform the tasks in the PWS.		
The Contractor’s management demonstrates a consistent commitment to customer satisfaction, responsiveness and continuous improvement		
The Contractor is flexible and helpful when responding to changes i.e. changes in organization, reassignments		
The Contractor keeps me informed as to problems and concerns effecting the organization or service provided		
Overall, the Contractor provides qualified employees knowledgeable in the task performed considering the grade level of employees.		

<u>Evaluation Criteria /Areas of Emphasis</u>	<u>Rating</u>	<u>Score</u>
<b>Employee Services</b>		
The Contractor and its employees contribute to the overall accomplishment of the department mission.		
The Contractor’s employees exhibit professionalism, courtesy, concern, ethics and integrity.		
The Contractor’s employees demonstrate a consistent commitment to customer satisfaction, responsiveness and continuous improvement.		
Overall, the Contractor is meeting our most critical needs.		
The Contractor’s personnel demonstrate a commitment and understanding of MSFC Safety Policies.		
The Contractor personnel provides accurate content, quality, and timeliness of technical, management, and financial reports and deliverables.		
The Contractor personnel has the ability to identify and correct performance deficiencies in a timely manner.		
The Contractor personnel has the ability to effectively plan efforts, provide realistic cost and schedule estimates, etc.		

**Employee Services  
Average**

**Overall Adjectival Rating**

**Overall Average**

COMMENTS OR SUGGESTIONS:

**ATTACHMENT J-7**

**DEPARTMENT OF LABOR WAGE  
DETERMINATIONS**

Alabama/Tennessee  
Louisiana

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

RFP NNM16534124R

WD 05-2007 (Rev.-20) was first posted on www.wdol.gov on 07/14/2015

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
 | WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2007  
 Daniel W. Simms | Division of | Revision No.: 20  
 Director | Wage Determinations | Date Of Revision: 07/08/2015

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Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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States: Alabama, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Winston  
 Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.47
01012 - Accounting Clerk II		14.65
01013 - Accounting Clerk III		16.77
01020 - Administrative Assistant		21.27
01040 - Court Reporter		17.16
01051 - Data Entry Operator I		11.95
01052 - Data Entry Operator II		13.89
01060 - Dispatcher, Motor Vehicle		16.31
01070 - Document Preparation Clerk		12.47
01090 - Duplicating Machine Operator		12.47
01111 - General Clerk I		10.88
01112 - General Clerk II		11.87
01113 - General Clerk III		13.86
01120 - Housing Referral Assistant		19.14
01141 - Messenger Courier		10.07
01191 - Order Clerk I		12.66
01192 - Order Clerk II		15.27
01261 - Personnel Assistant (Employment) I		14.18
01262 - Personnel Assistant (Employment) II		15.86
01263 - Personnel Assistant (Employment) III		17.70
01270 - Production Control Clerk		19.18
01280 - Receptionist		11.86
01290 - Rental Clerk		12.97
01300 - Scheduler, Maintenance		15.32
01311 - Secretary I		15.32
01312 - Secretary II		17.16
01313 - Secretary III		19.14
01320 - Service Order Dispatcher		13.83
01410 - Supply Technician		21.27
01420 - Survey Worker		16.81
01531 - Travel Clerk I		11.08

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01532 - Travel Clerk II	11.72
01533 - Travel Clerk III	12.50
01611 - Word Processor I	13.12
01612 - Word Processor II	14.73
01613 - Word Processor III	16.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.25
05010 - Automotive Electrician	18.61
05040 - Automotive Glass Installer	17.74
05070 - Automotive Worker	17.74
05110 - Mobile Equipment Servicer	16.08
05130 - Motor Equipment Metal Mechanic	19.47
05160 - Motor Equipment Metal Worker	17.74
05190 - Motor Vehicle Mechanic	17.78
05220 - Motor Vehicle Mechanic Helper	13.93
05250 - Motor Vehicle Upholstery Worker	16.93
05280 - Motor Vehicle Wrecker	17.74
05310 - Painter, Automotive	17.00
05340 - Radiator Repair Specialist	17.74
05370 - Tire Repairer	12.75
05400 - Transmission Repair Specialist	19.47
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.24
07041 - Cook I	9.14
07042 - Cook II	10.27
07070 - Dishwasher	7.82
07130 - Food Service Worker	8.09
07210 - Meat Cutter	14.21
07260 - Waiter/Waitress	7.90
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.56
09040 - Furniture Handler	13.94
09080 - Furniture Refinisher	17.56
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.98
09130 - Upholsterer	17.56
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.28
11060 - Elevator Operator	10.02
11090 - Gardener	12.11
11122 - Housekeeping Aide	10.02
11150 - Janitor	10.02
11210 - Laborer, Grounds Maintenance	10.00
11240 - Maid or Houseman	8.67
11260 - Pruner	9.28
11270 - Tractor Operator	12.08
11330 - Trail Maintenance Worker	10.00
11360 - Window Cleaner	10.97
12000 - Health Occupations	
12010 - Ambulance Driver	15.85
12011 - Breath Alcohol Technician	16.00
12012 - Certified Occupational Therapist Assistant	21.95
12015 - Certified Physical Therapist Assistant	21.95
12020 - Dental Assistant	16.00
12025 - Dental Hygienist	22.48
12030 - EKG Technician	23.45
12035 - Electroneurodiagnostic Technologist	23.45
12040 - Emergency Medical Technician	15.85
12071 - Licensed Practical Nurse I	14.30
12072 - Licensed Practical Nurse II	16.00
12073 - Licensed Practical Nurse III	17.84
12100 - Medical Assistant	11.87
12130 - Medical Laboratory Technician	14.07

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12160 - Medical Record Clerk	12.41
12190 - Medical Record Technician	14.96
12195 - Medical Transcriptionist	13.59
12210 - Nuclear Medicine Technologist	30.65
12221 - Nursing Assistant I	9.43
12222 - Nursing Assistant II	10.61
12223 - Nursing Assistant III	11.57
12224 - Nursing Assistant IV	12.99
12235 - Optical Dispenser	15.05
12236 - Optical Technician	12.56
12250 - Pharmacy Technician	13.36
12280 - Phlebotomist	12.99
12305 - Radiologic Technologist	23.95
12311 - Registered Nurse I	22.94
12312 - Registered Nurse II	28.08
12313 - Registered Nurse II, Specialist	28.08
12314 - Registered Nurse III	33.97
12315 - Registered Nurse III, Anesthetist	33.97
12316 - Registered Nurse IV	40.70
12317 - Scheduler (Drug and Alcohol Testing)	19.83
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.09
13012 - Exhibits Specialist II	24.89
13013 - Exhibits Specialist III	30.45
13041 - Illustrator I	20.09
13042 - Illustrator II	24.89
13043 - Illustrator III	30.45
13047 - Librarian	27.56
13050 - Library Aide/Clerk	15.94
13054 - Library Information Technology Systems Administrator	24.89
13058 - Library Technician	16.14
13061 - Media Specialist I	17.96
13062 - Media Specialist II	20.09
13063 - Media Specialist III	22.40
13071 - Photographer I	16.19
13072 - Photographer II	18.70
13073 - Photographer III	22.40
13074 - Photographer IV	27.38
13075 - Photographer V	33.23
13110 - Video Teleconference Technician	17.96
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.55
14042 - Computer Operator II	19.13
14043 - Computer Operator III	20.49
14044 - Computer Operator IV	26.16
14045 - Computer Operator V	27.62
14071 - Computer Programmer I	25.00
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.55
14160 - Personal Computer Support Technician	26.16
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.35
15020 - Aircrew Training Devices Instructor (Rated)	35.52
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	30.52
15070 - Flight Instructor (Pilot)	36.76

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15080 - Graphic Artist	22.01
15090 - Technical Instructor	18.91
15095 - Technical Instructor/Course Developer	23.11
15110 - Test Proctor	17.16
15120 - Tutor	17.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.30
16030 - Counter Attendant	8.30
16040 - Dry Cleaner	10.44
16070 - Finisher, Flatwork, Machine	8.30
16090 - Presser, Hand	8.30
16110 - Presser, Machine, Drycleaning	8.30
16130 - Presser, Machine, Shirts	8.30
16160 - Presser, Machine, Wearing Apparel, Laundry	8.30
16190 - Sewing Machine Operator	11.03
16220 - Tailor	11.64
16250 - Washer, Machine	9.00
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.44
19040 - Tool And Die Maker	29.82
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.82
21030 - Material Coordinator	19.18
21040 - Material Expediter	19.18
21050 - Material Handling Laborer	10.48
21071 - Order Filler	10.87
21080 - Production Line Worker (Food Processing)	14.82
21110 - Shipping Packer	12.98
21130 - Shipping/Receiving Clerk	12.98
21140 - Store Worker I	12.06
21150 - Stock Clerk	16.35
21210 - Tools And Parts Attendant	14.82
21410 - Warehouse Specialist	14.82
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.61
23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	23.35
23023 - Aircraft Mechanic III	24.52
23040 - Aircraft Mechanic Helper	17.44
23050 - Aircraft, Painter	19.32
23060 - Aircraft Servicer	19.34
23080 - Aircraft Worker	20.27
23110 - Appliance Mechanic	18.04
23120 - Bicycle Repairer	14.66
23125 - Cable Splicer	19.76
23130 - Carpenter, Maintenance	17.56
23140 - Carpet Layer	17.29
23160 - Electrician, Maintenance	23.21
23181 - Electronics Technician Maintenance I	19.44
23182 - Electronics Technician Maintenance II	25.55
23183 - Electronics Technician Maintenance III	26.62
23260 - Fabric Worker	16.54
23290 - Fire Alarm System Mechanic	18.79
23310 - Fire Extinguisher Repairer	15.72
23311 - Fuel Distribution System Mechanic	18.79
23312 - Fuel Distribution System Operator	16.80
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	19.34
23382 - Ground Support Equipment Worker	20.27
23391 - Gunsmith I	15.48
23392 - Gunsmith II	17.06
23393 - Gunsmith III	18.83

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23410 - Heating, Ventilation And Air-Conditioning	18.38
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.30
23430 - Heavy Equipment Mechanic	20.43
23440 - Heavy Equipment Operator	17.87
23460 - Instrument Mechanic	22.82
23465 - Laboratory/Shelter Mechanic	17.99
23470 - Laborer	11.36
23510 - Locksmith	18.04
23530 - Machinery Maintenance Mechanic	23.32
23550 - Machinist, Maintenance	18.59
23580 - Maintenance Trades Helper	14.41
23591 - Metrology Technician I	22.82
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.74
23640 - Millwright	20.67
23710 - Office Appliance Repairer	22.90
23760 - Painter, Maintenance	17.56
23790 - Pipefitter, Maintenance	19.29
23810 - Plumber, Maintenance	18.43
23820 - Pneudraulic Systems Mechanic	18.83
23850 - Rigger	18.83
23870 - Scale Mechanic	17.29
23890 - Sheet-Metal Worker, Maintenance	18.81
23910 - Small Engine Mechanic	17.06
23931 - Telecommunications Mechanic I	18.89
23932 - Telecommunications Mechanic II	20.87
23950 - Telephone Lineman	19.60
23960 - Welder, Combination, Maintenance	18.38
23965 - Well Driller	18.83
23970 - Woodcraft Worker	18.83
23980 - Woodworker	16.43
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.56
24580 - Child Care Center Clerk	10.68
24610 - Chore Aide	10.19
24620 - Family Readiness And Support Services	12.61
24630 - Homemaker	13.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.75
25040 - Sewage Plant Operator	19.88
25070 - Stationary Engineer	20.75
25190 - Ventilation Equipment Tender	14.85
25210 - Water Treatment Plant Operator	19.88
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.83
27007 - Baggage Inspector	10.85
27008 - Corrections Officer	15.28
27010 - Court Security Officer	16.82
27030 - Detection Dog Handler	13.55
27040 - Detention Officer	15.28
27070 - Firefighter	16.82
27101 - Guard I	10.85
27102 - Guard II	13.55
27131 - Police Officer I	18.64
27132 - Police Officer II	20.71
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.11
28042 - Carnival Equipment Repairer	10.62
28043 - Carnival Equipment Worker	8.38
28210 - Gate Attendant/Gate Tender	14.06



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99050 - Desk Clerk	8.43
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	8.61
99252 - Laboratory Animal Caretaker II	13.46
99310 - Mortician	22.65
99410 - Pest Controller	12.76
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.15
99711 - Recycling Specialist	16.30
99730 - Refuse Collector	12.79
99810 - Sales Clerk	11.63
99820 - School Crossing Guard	12.71
99830 - Survey Party Chief	17.75
99831 - Surveying Aide	10.94
99832 - Surveying Technician	14.97
99840 - Vending Machine Attendant	13.90
99841 - Vending Machine Repairer	15.93
99842 - Vending Machine Repairer Helper	13.90

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer

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industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made

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the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

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- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

DRAFT RFP

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WD 05-2233 (Rev.-19) was first posted on www.wdol.gov on 07/14/2015

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
 | WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2233  
 Daniel W. Simms | Division of | Revision No.: 19  
 Director | Wage Determinations | Date Of Revision: 07/08/2015

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Louisiana

Area: Louisiana Parishes of Jefferson, Lafourche, Orleans, Plaquemines, Saint John The Baptist, St Bernard, St Charles, St Tammany, Terrebonne, Washington

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.15
01012 - Accounting Clerk II		15.88
01013 - Accounting Clerk III		17.77
01020 - Administrative Assistant		23.95
01040 - Court Reporter		19.08
01051 - Data Entry Operator I		11.04
01052 - Data Entry Operator II		12.64
01060 - Dispatcher, Motor Vehicle		18.12
01070 - Document Preparation Clerk		13.09
01090 - Duplicating Machine Operator		13.09
01111 - General Clerk I		11.35
01112 - General Clerk II		12.39
01113 - General Clerk III		14.07
01120 - Housing Referral Assistant		21.88
01141 - Messenger Courier		12.11
01191 - Order Clerk I		11.04
01192 - Order Clerk II		12.99
01261 - Personnel Assistant (Employment) I		14.11
01262 - Personnel Assistant (Employment) II		18.12
01263 - Personnel Assistant (Employment) III		19.97
01270 - Production Control Clerk		20.40
01280 - Receptionist		10.88
01290 - Rental Clerk		14.11
01300 - Scheduler, Maintenance		17.56
01311 - Secretary I		17.56
01312 - Secretary II		19.49
01313 - Secretary III		21.88
01320 - Service Order Dispatcher		16.02
01410 - Supply Technician		23.95
01420 - Survey Worker		15.82
01531 - Travel Clerk I		12.61
01532 - Travel Clerk II		13.44

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01533 - Travel Clerk III	14.18
01611 - Word Processor I	13.92
01612 - Word Processor II	15.62
01613 - Word Processor III	17.47
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.97
05010 - Automotive Electrician	18.40
05040 - Automotive Glass Installer	17.20
05070 - Automotive Worker	17.20
05110 - Mobile Equipment Servicer	14.80
05130 - Motor Equipment Metal Mechanic	19.45
05160 - Motor Equipment Metal Worker	17.20
05190 - Motor Vehicle Mechanic	19.45
05220 - Motor Vehicle Mechanic Helper	13.61
05250 - Motor Vehicle Upholstery Worker	16.02
05280 - Motor Vehicle Wrecker	17.20
05310 - Painter, Automotive	18.40
05340 - Radiator Repair Specialist	17.20
05370 - Tire Repairer	11.51
05400 - Transmission Repair Specialist	19.45
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.75
07041 - Cook I	9.98
07042 - Cook II	11.75
07070 - Dishwasher	7.60
07130 - Food Service Worker	7.99
07210 - Meat Cutter	11.54
07260 - Waiter/Waitress	8.36
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.29
09040 - Furniture Handler	11.88
09080 - Furniture Refinisher	16.29
09090 - Furniture Refinisher Helper	12.05
09110 - Furniture Repairer, Minor	14.18
09130 - Upholsterer	16.29
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.05
11060 - Elevator Operator	9.53
11090 - Gardener	12.27
11122 - Housekeeping Aide	9.63
11150 - Janitor	9.53
11210 - Laborer, Grounds Maintenance	10.59
11240 - Maid or Houseman	9.14
11260 - Pruner	9.35
11270 - Tractor Operator	11.81
11330 - Trail Maintenance Worker	10.59
11360 - Window Cleaner	10.85
12000 - Health Occupations	
12010 - Ambulance Driver	15.93
12011 - Breath Alcohol Technician	17.74
12012 - Certified Occupational Therapist Assistant	22.37
12015 - Certified Physical Therapist Assistant	22.37
12020 - Dental Assistant	13.94
12025 - Dental Hygienist	29.85
12030 - EKG Technician	22.64
12035 - Electroneurodiagnostic Technologist	22.64
12040 - Emergency Medical Technician	15.38
12071 - Licensed Practical Nurse I	15.86
12072 - Licensed Practical Nurse II	17.74
12073 - Licensed Practical Nurse III	19.79
12100 - Medical Assistant	12.13
12130 - Medical Laboratory Technician	17.46
12160 - Medical Record Clerk	14.61

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12190 - Medical Record Technician	17.74
12195 - Medical Transcriptionist	14.62
12210 - Nuclear Medicine Technologist	31.65
12221 - Nursing Assistant I	10.67
12222 - Nursing Assistant II	12.00
12223 - Nursing Assistant III	13.09
12224 - Nursing Assistant IV	14.69
12235 - Optical Dispenser	15.67
12236 - Optical Technician	12.46
12250 - Pharmacy Technician	15.02
12280 - Phlebotomist	14.69
12305 - Radiologic Technologist	23.50
12311 - Registered Nurse I	26.17
12312 - Registered Nurse II	33.59
12313 - Registered Nurse II, Specialist	33.59
12314 - Registered Nurse III	40.65
12315 - Registered Nurse III, Anesthetist	40.65
12316 - Registered Nurse IV	48.72
12317 - Scheduler (Drug and Alcohol Testing)	19.86
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.40
13012 - Exhibits Specialist II	22.61
13013 - Exhibits Specialist III	27.58
13041 - Illustrator I	18.40
13042 - Illustrator II	22.61
13043 - Illustrator III	27.58
13047 - Librarian	24.17
13050 - Library Aide/Clerk	13.00
13054 - Library Information Technology Systems Administrator	21.83
13058 - Library Technician	14.21
13061 - Media Specialist I	15.75
13062 - Media Specialist II	17.62
13063 - Media Specialist III	19.65
13071 - Photographer I	14.95
13072 - Photographer II	17.10
13073 - Photographer III	21.18
13074 - Photographer IV	25.92
13075 - Photographer V	31.36
13110 - Video Teleconference Technician	19.17
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.55
14042 - Computer Operator II	17.39
14043 - Computer Operator III	19.40
14044 - Computer Operator IV	21.56
14045 - Computer Operator V	23.86
14071 - Computer Programmer I	(see 1) 21.79
14072 - Computer Programmer II	(see 1) 25.53
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.55
14160 - Personal Computer Support Technician	21.56
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.11
15020 - Aircrew Training Devices Instructor (Rated)	35.65
15030 - Air Crew Training Devices Instructor (Pilot)	40.77
15050 - Computer Based Training Specialist / Instructor	28.12
15060 - Educational Technologist	23.29
15070 - Flight Instructor (Pilot)	40.77
15080 - Graphic Artist	21.54

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15090 - Technical Instructor	19.91
15095 - Technical Instructor/Course Developer	24.35
15110 - Test Proctor	16.06
15120 - Tutor	16.06
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.44
16030 - Counter Attendant	9.44
16040 - Dry Cleaner	11.80
16070 - Finisher, Flatwork, Machine	9.44
16090 - Presser, Hand	9.44
16110 - Presser, Machine, Drycleaning	9.44
16130 - Presser, Machine, Shirts	9.44
16160 - Presser, Machine, Wearing Apparel, Laundry	9.44
16190 - Sewing Machine Operator	12.59
16220 - Tailor	13.38
16250 - Washer, Machine	10.22
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.00
19040 - Tool And Die Maker	24.08
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.43
21030 - Material Coordinator	20.91
21040 - Material Expediter	20.91
21050 - Material Handling Laborer	14.29
21071 - Order Filler	10.73
21080 - Production Line Worker (Food Processing)	14.43
21110 - Shipping Packer	13.65
21130 - Shipping/Receiving Clerk	13.65
21140 - Store Worker I	8.95
21150 - Stock Clerk	13.25
21210 - Tools And Parts Attendant	14.43
21410 - Warehouse Specialist	14.43
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.24
23021 - Aircraft Mechanic I	22.76
23022 - Aircraft Mechanic II	24.24
23023 - Aircraft Mechanic III	25.73
23040 - Aircraft Mechanic Helper	15.92
23050 - Aircraft, Painter	17.67
23060 - Aircraft Servicer	18.73
23080 - Aircraft Worker	20.14
23110 - Appliance Mechanic	18.79
23120 - Bicycle Repairer	11.51
23125 - Cable Splicer	23.23
23130 - Carpenter, Maintenance	18.92
23140 - Carpet Layer	16.47
23160 - Electrician, Maintenance	21.71
23181 - Electronics Technician Maintenance I	23.31
23182 - Electronics Technician Maintenance II	25.07
23183 - Electronics Technician Maintenance III	26.85
23260 - Fabric Worker	15.22
23290 - Fire Alarm System Mechanic	18.17
23310 - Fire Extinguisher Repairer	14.85
23311 - Fuel Distribution System Mechanic	21.87
23312 - Fuel Distribution System Operator	16.13
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	22.76
23381 - Ground Support Equipment Servicer	18.73
23382 - Ground Support Equipment Worker	20.14
23391 - Gunsmith I	14.85
23392 - Gunsmith II	17.48
23393 - Gunsmith III	20.14
23410 - Heating, Ventilation And Air-Conditioning	20.14





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99095 - Embalmer	19.51
99251 - Laboratory Animal Caretaker I	10.19
99252 - Laboratory Animal Caretaker II	11.20
99310 - Mortician	27.18
99410 - Pest Controller	14.18
99510 - Photofinishing Worker	12.47
99710 - Recycling Laborer	13.96
99711 - Recycling Specialist	17.79
99730 - Refuse Collector	12.61
99810 - Sales Clerk	11.60
99820 - School Crossing Guard	9.76
99830 - Survey Party Chief	22.37
99831 - Surveying Aide	16.53
99832 - Surveying Technician	20.33
99840 - Vending Machine Attendant	12.18
99841 - Vending Machine Repairer	16.52
99842 - Vending Machine Repairer Helper	12.18

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### ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

### THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations

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on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/whd/govcontracts/sca.htm> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)}

## RFP NNM16534124R

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**ATTACHMENT J-8**

**INSTALLATION-PROVIDED PROPERTY AND  
SERVICES**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**ATTACHMENT J-8****INSTALLATION-PROVIDED PROPERTY AND SERVICES**

In addition to the items specified in Clause G.3, *Installation-Accountable Government Property*, the Government will provide facilities, property, equipment, and services as available and necessary for performance pursuant to the contract Sections. The following facilities, property, equipment, and services will be available for onsite effort on a no charge for use basis. This list may or may not be applicable for use in support of this contract. Additionally, this list may not be all inclusive and may change depending on the Government's assessment of need.

## (a) Services:

1. Reproduction - Printing  
Reproduction services for black and white large engineering prints. Quick copying machines will also be provided.
2. Security  
Base security services.
3. Medical
  - a) Ambulance service.
  - b) Physical examinations for certifications as required by NASA/MSFC regulations.
  - c) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
4. Refuse Collection  
Refuse collection.
5. Food Service  
Cafeteria privileges for Contractor employees during normal operating hours. In addition to normal-hour cafeteria privileges on the MSFC campus, vending machines are available.
6. Mail Service  
On-post mail service will be limited to a single onsite location.
7. Janitorial Services  
Janitorial services and supplies for the Government-provided facilities.
8. Desktop Services and Mobile Devices  
Workstations (desktops/laptops), networks, servers, and supporting infrastructure are provided for onsite personnel. The Government does not have a requirement to provide any mobile devices, however, if required and paid for by the Government customer and with the approval of the Contracting Officer (CO) and Contracting Officer's Representative (COR), they may be obtained.

9. Safety and fire protection for Contractor personnel and facilities.
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.
12. Non-mandatory training courses are open to the Contractor on a limited space available basis. MSFC makes no obligation to provide this training to Contractor personnel.

(b) Property:

1. Safety Equipment  
Special safety equipment will be provided; however, personal safety items, i.e., gloves, goggles, hats, coveralls, shoes, etc., will not be Government-furnished.
2. Office space, supplies, work area space, office furniture, and utilities. Government telephones are available for official purposes only.

(c) Facilities:

1. Facilities  
MSFC facilities provided (either wholly or partially) to the Contractor for use on this contract.
2. MSFC Facility Buildings:  
Building 4631 (Mail Room and Shipping and Receiving)  
Wellness Center Gymnasium and Clubs upon payment of applicable fees

**ATTACHMENT J-9**  
**ASSOCIATE CONTRACTOR AGREEMENTS**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

Associate Contractor Agreements shall be provided by the successful Offeror to the Contracting Officer within one hundred-eighty (180) days of contract award and shall be incorporated into this Attachment J-9, Associate Contractor Agreements, \ pursuant to Clause H.13, Associate Contractor Agreements.

**ATTACHMENT J-10**

**LABOR CATEGORY DESCRIPTION**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

## ATTACHMENT J-10

## LABOR CATEGORY DESCRIPTION

Position	Description	Qualification/Education
<b>Program Manager</b>	Provide program leadership, direction, and management support. Responsible for planning, supervision, and execution of all aspects of contract performance, executive level direction, scheduling, and technical performance. Approves contractual changes, coordinates proposals. Insures that all contract deliverables are on time. Manage and control effort and interfaces with the Contracting Office (CO), Contracting Officer's Representative (COR), and technical monitors to insure excellent performance. Interacts with contractor personnel to provide guidance, leadership and direction. Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions. Supervisor to program staff regarding operations. Implements and provides guidance related to processes, policies, and oversees the work. Acts as the principal representative to the CO, COR, and Government management and customers.	Ten (10) or more years of program management experience in acquisition management, business management, or closely related field is required. And B.A. or B.S. degree in business management or closely related field of study is required.  Graduate studies in a closely related field is highly preferred.  Five (5) or more years of experience managing a workforce size comparable to, or larger than, the proposed ABSS contract is required.  Excellent interpersonal and communication skills, advanced problem solving skills, and strategic thinking and planning abilities.  Experience in use of Microsoft Office Suite of products is required.
<b>Budget Analyst I</b>	Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Responsible for reviewing operating budgets periodically	One (1) to three (3) years of experience in business administration or closely related field is required. And

Position	Description	Qualification/Education
	<p>in order to analyze trends affecting budget needs. Relies on instructions and pre-established guidelines to perform the functions of the job. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate direction.</p>	<p>B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>
<p><b>Budget Analyst II</b></p>	<p>Prepares budget estimates based upon requirements for assigned program, project(s) or functions. Utilizes a variety of historical data and comparison to current spending information and trends to develop a consolidated estimate for the diverse programs administered at MSFC. Provides analysis and evaluates the effects of program plans and budget issues. Consolidates data for viable overview of the financial status of programs. Projects costs, analyzes workloads and trends for possible adjustments in plan. Projects and analyzes the potential impacts of budgetary actions on program viability and attainment of program objectives. Takes action to ensure adequate funds for program coverage.</p> <p>Prepares analyses for managers, submits annual obligations, spend plans, analyzes, and tracks expenditures against operating plans. Reports back to managers any problem areas, trends, and variances. Participates in setting objectives with senior managers to meet short and long term budget needs of the organization's programs. Prepares a monthly status of funds for submission to senior management.</p> <p>Provides resource expertise for committing, obligating, costing, and reconciliation of annual funding for MSFC Programs/Projects.</p> <p>The employee keeps the supervisor informed of budget and program actions in assigned area of responsibility which have substantial impact upon other work areas and segments of the</p>	<p>Four (4) to six (6) years of experience in business administration or closely related field is required.</p> <p>And</p> <p>B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>

Position	Description	Qualification/Education
	agency's operating budget. Completed work is reviewed for effectiveness in meeting budgetary goals and objectives and adequacy of recommendations made to management. Relies on experience to plan and accomplish goals. Works under general direction.	
<b>Budget Analyst III</b>	<p>Formulates a consolidated budget for assigned project activity on both long- and short-term basis (i.e., 3 to 5 years or longer). Incorporates necessary adjustments to budgets based upon higher level decisions concerning funding.</p> <p>Develops and manages detailed cost analysis models used by managers needed to make sound investment decisions and reports problem areas, trends and variances that may affect these decisions.</p> <p>Establishes goals and plans for timely expenditure of funds for personnel, travel, and other direct cost and tracks relative expenditures and benefits of program achievements against these goals and plans. Responds quickly to ad hoc requests for status, analyses, or impact based upon program or budgetary guidance changes. Prepares/edits justification for funding needs. Consolidates data for viable overview of the financial status of operations. Ensures that management is notified of potential over- or under- obligation of funds. Analyzes, evaluates, recommends, and revises annual supplemental requests for all fund accounts. Prepares analyses for managers, submits annual obligations, spend plans, analyzes, and tracks expenditures against plans. Report back to manager's problem areas, trends, and variances.</p> <p>Participates in setting objectives with senior managers to meet short and long term budget needs of the organization's programs and assists in establishment of activity schedules to meet planned objectives. Prepares monthly, quarterly and annual</p>	<p>Seven (7) to nine (9) years of experience in business administration or closely related field is required.</p> <p>And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>

Position	Description	Qualification/Education
	<p>status of funds for submission to senior management. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. Employee must be able to work independently and present data to all levels of Center Management.</p>	
<p><b>Budget Analyst IV</b></p>	<p>Directs the execution of the operating budget, including the establishment of necessary controls, and approves, from a budgetary standpoint, expenditures for all elements of cost (Labor, travel and procurement). Oversees status of funds review to prevent Anti-Deficiency Act violations and provides management information for decision-making. Reviews the operating policies and procedures for selected areas of expense to ensure that sound business decisions support MSFC's spending. Creates and analyzes reports on commitments, obligations, cost and workforce in relation to approved work programs and available funds, directs the formulation of plans and supervises the execution of the budget. Directs annual in-depth reviews of each fund to ensure expenditures are consistent with the budget, program, and planning processes. Adjusts long-range budget plans and provides administrative and policy direction in the formulation and justification of budgets for the Center. Prepares narrative and statistical evidence and justification in support of budget requests. Provides direct authoritative assistance to senior staff during the various stages of the Programming, Planning, Budgeting and Execution Process (PPBE). Provides expert advice in the development of solutions to especially complex and difficult problems. Applies a broad range of financial analytical techniques and statistical analysis in the conduct of scheduled review activities. In addition to scheduled reviews provides on an ad hoc basis in-depth business</p>	<p>More than ten (10) years of experience in business administration or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.</p>

Position	Description	Qualification/Education
	<p>management evaluations, independent performance assessments and special studies as required.</p> <p>Relies on expertise and judgment to plan and accomplish goals. May perform a variety of complex tasks. May lead and direct the effort of contractor personnel. Must be able to work independently and present data to all levels of Center Management. A wide degree of creativity and latitude is expected.</p> <p>Note: In addition to the above responsibilities, the BA IV labor category will also be utilized, on a limited basis, to select individuals with the demonstrated ability to perform the following tasks, including, but not limited to: Coordination and integration of program/project tasks as well as retaining overall responsibility for performance including cost, schedule, deliverables and contractual compliance; Serving as the interface to the customer as well as other program/project leaders; Ensuring quality and productivity standards are maintained while meeting program/project/client deadlines and budget constraints; Serving as the client liaison on all program/project matters; Performing a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures.</p>	
<p><b>Program Analyst I</b></p>	<p>Interprets and applies pertinent regulations and style manuals governing written communications in order to prepare written materials which communicate the intended information. Researches and analyzes data, issues, and information that support project recommendations or the work assignments of higher-grade specialists. Prepares well-researched and logically organized presentations related to work assignments. Presents</p>	<p>One (1) to three (3) years of experience in business administration or a closely related field is required.</p> <p>And                      B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p>

Position	Description	Qualification/Education
	facts, issues, and positions that convey the intended information with the appropriate diplomacy and emphasis. Has knowledge of commonly used concepts, practices, and procedures. Relies on instruction and pre-established guidelines to perform the functions of the job. Works under immediate direction.	Experience in use of Microsoft Office Suite of products is required.
<b>Program Analyst II</b>	Assists and participates in developing the annual budget formulation and execution process. Assists senior program analyst in analyzing proposed requirements to assure compatibility, resources balances and proper time phasing. Assists senior program analyst in identifying actual and/or potential problem areas, trends, significant accomplishments, areas of imbalances, and recommending changes in objectives, operations, and emphasis and adjustments in resources utilization, as applicable. Assists senior program analyst in the preparation of budgeting instructions on details applicable to specific projects. Periodically updates budget plans, in accordance with guidance and direction of a senior program analyst. Maintains basic charts and statistical reports designed by others which are part of a management reporting system that reflect history, current status, and future plans. Prepares special reports for use in reviews and presentations to MSFC Management. Assists and participates in analyzing program/department performance data to identify trends. Has knowledge of commonly used concepts, practices, and procedures. Relies on experience to plan and accomplish goals. Works under general direction. Primary job functions do not typically require exercising independent judgment.	Four (4) to six (6) years of experience in business administration or a closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.

Position	Description	Qualification/Education
<b>Program Analyst III</b>	Plans, develops, and conducts internal review studies of related functions or programs with technically complex characteristics. The studies are used to assess program compliance with Agency goals and to provide recommendations for improvements in work practices and procedures. Collects and analyzes data, derives conclusions, and makes recommendations based on those conclusions; prepares reports, graphs, and charts, and provides status updates while identifying areas requiring further analysis. Performs evaluation assignments of projects and studies that require analysis of interrelated issues, such as effectiveness, efficiency, and productivity, of substantive, mission-oriented programs. Evaluates analytical results and keeps the organization informed of progress and unusual issues. Performs cost/schedule analyses and provides recommendations to managers. Analyzes new or proposed legislation to determine impact on program. Tracks and analyzes program cost/schedule status and predicts anticipated progress at selected points in time, such as at fiscal year-end and at major milestones. Has knowledge of commonly used concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. Must be able to work independently and present data.	Seven (7) to nine (9) years of experience in business administration or a closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Program Analyst IV</b>	Serves as an organizational financial expert on budgeting and financial management issues and activities, including program performance. Functions in a key program analyst role and interfaces independently with the program personnel, senior program management officials, key personnel in other MSFC organizations, other NASA Centers, NASA Headquarters (HQ), contractors, and other government agencies. Evaluates program initiatives, obligations and cost performance to determine performance against objectives, and recommends action for correction of deficiencies. Consolidates performance and	More than ten (10) years of experience in business administration or a closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.

Position	Description	Qualification/Education
	<p>execution data for viable overview of the financial status of operations. Presents results of analyses and justifications to senior program and Agency level officials using standard formats and/or creative approaches for communicating results. Supports the development of other products used to communicate the programs purpose, status and plans.. Analyzes new or proposed legislation to determine impact on program. Expert with a variety of the field's concepts, practices, and procedures. Researches and investigates new or improved business and management practices for application to agency programs. Relies on expertise and judgment to plan and accomplish goals. May performs a variety of complex tasks. May leads and direct the work of others. Must be able to work independently and present data. May lead and direct the effort of contractor personnel. A wide degree of creativity and latitude is expected.</p>	
<b>Resource Analyst I</b>	<p>Enters data from a variety of sources into systems, forms, reports, and schedules for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Familiar with standard concepts, practices, and procedures. Relies on instruction and pre-established guidelines to perform the functions of the job. Works under immediate direction. May report to an executive or manager.</p>	<p>One (1) to three (3) years of experience in business administration or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.</p>
<b>Resource Analyst II</b>	<p>Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures</p>	<p>Four (4) to six (6) years of experience in business administration or closely related field is required. And B.A. or B.S. degree in Business</p>

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Position	Description	Qualification/Education
	<p>versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Familiar with standard concepts, practices, and procedures. Relies on experience to plan and accomplish goals. Works under general direction.</p>	<p>Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>
<p><b>Resource Analyst III</b></p>	<p>Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. Must be able to work independently and present data.</p>	<p>Seven (7) to nine (9) years of experience in business administration or closely related field is required.</p> <p>And</p> <p>B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>
<p><b>Resource Analyst IV</b></p>	<p>Enters data from a variety of sources into systems, forms, reports, and scheduled for designated projects and/or organizations. Makes adjustments to ensure accurate portrayal of funds' status. Consolidates data for viable overview of financial status of projects/organizations. Analyzes expenditures versus commitments to identify/resolve problems inherent in the management of resources for the programs/organizations supported. Familiar with standard concepts, practices, and procedures. Relies on expertise and judgment to plan and accomplish goals. Performs a variety of complex tasks. Must be able to work independently and present data. May lead and direct the effort of contractor personnel. A wide degree of creativity and latitude is expected.</p>	<p>More than ten (10) years' experience in business administration or closely a related field is required.</p> <p>And</p> <p>B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>

Position	Description	Qualification/Education
<b>Contracts Administrator I</b>	Assists in the preparation and verification of contracts and associated paperwork to prepare a complete contract package, maintains and retrieves contract documents as needed, checks submitted documents for completeness and compliance with federal or state regulations and Government policy, and the administration of contract proposals. Assists in the gathering of specifications and contractual provisions, and ensures that the Contractor complies with the defined Statement of Work or specifications included in the contract. Assists the Contractor and the Contracting Officer in interpreting technical requirements of the contract scope of work or specifications. Monitors contract performance to ensure progress and completion of contract activities and provides assistants on complex contracts. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate direction.	One (1) to four (4) years of experience in acquisition or a closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Contracts Administrator II</b>	Assists in supporting acquisition planning and contracts management by providing mid-level expertise in the development of contract requirements packages. Assists the government in developing contracts solutions relating to complex contracts and technical performance demands, to include identifying cost relationships between those demands and the development of independent government cost estimates for use during contract negotiations. Provide support for daily contract management/administration to include assisting with deliverables tracking, change proposals, modifications, and close outs. Works closely with Contracting Officers and evaluators to identify and establish pre-negotiation objectives, and document the results of negotiations. Prepare contract award documents for Contracting Officer's execution. Prepare requests for Policy and Legal reviews. Update databases as	Five (5) to eight (8) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.  Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.  Experience in use of Microsoft Office Suite of products is required.

Position	Description	Qualification/Education
	<p>necessary. Prepare documentation of contract modifications, including the exercise of options for Contracting Officer's execution. Assist in monitoring contractor compliance in accordance with the terms and conditions of the contract and bring observed contractor performance problems to the attention of the Contracting Officer. Review contractor invoices for accuracy. Demonstrate skill and ability to analyze and develop innovative solutions to complex problems. Ability to communicate effectively at all levels and apply sound judgment to problem solving. Relies on experience to plan and accomplish goals. May perform a variety of complex tasks. Works under general direction. May be able to work independently.</p>	
<p><b>Contracts Administrator III</b></p>	<p>Assists in supporting contracts management and administration functions in the Office of Procurement, through acquisition planning and contracts management by providing senior-level expertise in the development of contract requirements packages. Assists the Contracting Officer in developing contracts solutions relating to complex contracts. Apply in-depth knowledge of Government requirements to offer valuable insight into continuous process improvement for contracts requirements. Provide higher level acquisition technical advice and management advisory services to Contracting Officer and customers. Have considerable latitude and draw on their knowledge and expertise of contracting, requirements analysis, cost, and schedule to develop courses of action in activities including, but not limited to, the detailed preparation of contracts, development of contractual Performance Work Statements (PWS) with concurrent Data Procurement Document (DPDs) deliverable requirements. Provide support for daily contract management/administration to include assisting with</p>	<p>More than nine (9) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.</p> <p>Experience in use of Microsoft Office Suite of products is required</p>

Position	Description	Qualification/Education
	<p>deliverables tracking, change proposals, modifications, and close outs. Provide support and assistance to Contracting Officers in developing acquisition plans, including analyses of approaches, options, strategies, risks, contracting methods, competition, sources, cost, and milestone schedules. Work closely with Contracting Officers and evaluators to identify and establish pre-negotiation objectives, and document the results of negotiations. Prepare contract award documents for Contracting Officer's execution. Update electronic databases as necessary. Prepare documentation of contract modifications, including the exercise of options for Contracting Officer's execution. Assist in monitoring contractor compliance in accordance with the terms and conditions of the contract and bring observed contractor performance problems to the attention of the Contracting Officer. Review contractor invoices for accuracy. Participate in meetings, keeping minutes and maintaining action items as directed. Demonstrated skill and ability to analyze and develop innovative solutions to complex problems. Ability to communicate effectively at all levels and apply sound judgment to problem solving. Relies on expertise and judgment to plan and accomplish goals. Must be able to work independently. May lead and direct the effort of contractor personnel. A wide degree of creativity and latitude is expected.</p>	

Position	Description	Qualification/Education
<b>Cost Price Analyst IV</b>	Provides expert analysis and assistance in areas such as: cost monitoring, cost report analysis, requirements analysis, and cost estimates. Analyzes and evaluates cost and pricing data information contained in proposals to determine reasonableness of all elements of cost. Assignments may involve analysis of a variety of proposals including those that have little pricing precedent. Assists the Contracting Officer in areas involving routine and non-routine cost and accounting issues. Analyzes and ascertains reasonableness of proposed indirect rates and factors (e.g., G&A rates, fringe rates, overhead rates) and direct rates and factors (e.g., labor and labor rate escalation factors), based on audit reports or other available sources (e.g., Dept. of Labor, labor union agreements, payroll records, salary or wage tables). Has the ability to independently develop recommendations on proposed rates and factors. Relies on expertise and judgment to plan and accomplish goals. May perform a variety of complex tasks. Must be able to work independently and present data. May lead and direct the effort of contractor personnel. A wide degree of creativity and latitude is expected.	<p>Nine (9) or more years of experience in accounting or closely related field is required. And B.A. or B.S. degree in Financial Management or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p> <p>CPA is highly preferred.</p>
<b>Procurement Analyst I</b>	Performs a variety of tasks concerning issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes, regulations, and local policy and in furtherance of national policies as they relate to acquisition. Duties may include scheduling support to Source Evaluation Boards, Recorder support to Source Evaluation Boards and responsible for configuration management of Board documentation. Assists senior level procurement personnel with Source Evaluation Board documentation and related tasks. May work under general supervision; typically reports to a manager.	<p>One (1) to three (3) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.</p>

Position	Description	Qualification/Education
	<p>Lessons Learned and Configuration Management Support shall include the maintenance of a lessons learned database and track corrective actions. In addition, the Contractor shall maintain configuration control of all SEB guidance, training materials, and templates.</p>	<p>Experience with Microsoft Office Suite of products and specifically Microsoft Project and SharePoint required.</p>
<p><b>Procurement Analyst II</b></p>	<p>Performs a variety of tasks concerning issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes, regulations, and local policy and in furtherance of national policies as they relate to acquisition. Duties may include scheduling support to Source Evaluation Boards, Recorder support to Source Evaluation Boards and responsible for configuration management of Board documentation. Assists senior level procurement personnel with Source Evaluation Board documentation and related tasks. May work under general supervision; typically reports to a manager.</p> <p>Lessons Learned and Configuration Management Support shall include the maintenance of a lessons learned database and track corrective actions. In addition, the Contractor shall maintain configuration control of all SEB guidance, training materials, and templates.</p>	<p>Four (4) to six (6) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.</p> <p>Experience with Microsoft Office Suite of products and specifically Microsoft Project and SharePoint required</p>
<p><b>Procurement Analyst III</b></p>	<p>Performs a variety of tasks concerning issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes, regulations, and local policy and in furtherance of national policies as they relate to acquisition. Duties may include scheduling support to Source Evaluation Boards, Recorder support to Source Evaluation Boards and responsible for configuration management of Board documentation. Assists senior level procurement personnel with Board documentation and related tasks. Serves as a mentor other contractor Procurement Analysts</p>	<p>Seven (7) to nine (9) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.</p>

Position	Description	Qualification/Education
	<p>and may provide training in all work areas. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks and work under general supervision. Typically reports to a manager.</p> <p>Lessons Learned and Configuration Management Support shall include the maintenance of a lessons learned database and track corrective actions. In addition, the Contractor shall maintain configuration control of all SEB guidance, training materials, and templates. Furthermore, the Contractor shall assist the Source Selection Office in developing and conducting just-in-time training for SEBs.</p>	<p>Experience with Microsoft Office Suite of products and specifically Microsoft Project and SharePoint required.</p>
<p><b>Procurement Analyst IV</b></p>	<p>Performs a variety of tasks concerning issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes, regulations, and local policy and in furtherance of national policies as they relate to acquisition. Duties may include scheduling support to Source Evaluation Boards, Recorder support to Source Evaluation Boards and responsible for configuration management of Board documentation. Assists senior level procurement personnel with Board documentation and related tasks. Serves as a lead to other contractor Procurement Analysts and provides training in all work areas. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. May work under general supervision. Typically reports to a manager.</p> <p>Lessons Learned and Configuration Management Support shall include the maintenance of a lessons learned database and track corrective actions. In addition, the Contractor shall maintain configuration control of all SEB guidance, training materials, and templates. Furthermore, the Contractor shall assist the</p>	<p>More than Ten (10) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Knowledge of Federal Acquisition Regulation (FAR) and NASA FAR Supplement is required.</p> <p>Experience with Microsoft Office Suite of products and specifically Microsoft Project and SharePoint required.</p>

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Position	Description	Qualification/Education
	Source Selection Office in developing and conducting just-in-time training for SEBs.	
<b>Procurement Clerk I</b>	Assists in a variety of administrative matters; assembling, reviewing, and maintaining procurement files; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Relies on instruction and pre-established guidelines to perform functions of the job. Works under immediate supervision.	One (1) to three (3) years of experience in acquisition or a closely related field is required. And Associates degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Procurement Clerk II</b>	Assists in variety of administrative matters; assembling, reviewing, and maintaining procurement files; screening procurement documents for missing or incompatible information; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Uses automated systems to access, retrieve, and generate various procurement data and reports. Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. Works under general direction.	Four (4) to six (6) years of experience in acquisition or a closely related field is required. And Associates degree in Business Administration or closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Procurement Clerk III</b>	Applies knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; assembling and reviewing various kinds of procurement packages checking for	More than seven (7) years of experience in acquisition or a closely related field is required. And Associates degree in Business Administration or related field of study is highly preferred.

Position	Description	Qualification/Education
	<p>completeness; coordinating with various personnel to complete packages; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May lead and direct the effort of contractor personnel. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Relies on expertise and judgment to plan and accomplish goals. May perform a variety of complex tasks. A wide degree of creativity and latitude is expected.</p>	<p>Experience in use of Microsoft Office Suite of products is required.</p>
<b>Purchasing Agent I</b>	<p>Processes orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item. Relies on instructions and pre-established guidelines to perform the functions of the job. May perform a variety of complex tasks. May be able to work independently.</p>	<p>One (1) to three (3) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is required.</p>
<b>Purchasing Agent II</b>	<p>Processes orders that involve making judgments such as choosing which specific product or material from the establishment's product lines that will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. Relies on experience to plan and accomplish goals. Works under general direction.</p>	<p>Four (4) to six (6) years of experience in acquisition or closely related field is required. And B.A. or B.S. degree in Business Administration or closely related field of study is highly preferred.</p> <p>Experience in use of Microsoft Office Suite of products is highly preferred.</p>

Position	Description	Qualification/Education
<b>Paralegal I</b>	Provides support to attorneys. Applies a general knowledge of major statutory provisions pertaining to the work of the organization, and the principal agency implementing regulations, policies, and practices. Knowledge of standard legal reporting services and citation systems sufficient to perform assignments and to assist attorneys by gathering and summarizing information on specific issues. Skill in the use of fact-finding techniques and in the analysis and presentation of the information obtained. Receives instructions from attorneys regarding the steps involved in the assignment, the general legal concepts involved, general direction on the goal to be obtained, and possible resources. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate direction.	One (1) to two (2) years of experience in paralegal or a closely related field is required. And Associates degree in Paralegal Studies or a closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Paralegal II</b>	Provides support to attorneys. Reviews case material to become familiar with questions under consideration. Prepares digest of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Prepares summaries of testimony and depositions if needed. Verifies citations and legal references on prepared legal documents. Researches and evaluates historical documents. Prepares responses to requests for information (e.g., FOIA requests). Relies on experience and judgment to plan and accomplish goals. May perform a variety of complex tasks. Must be able to work independently.	Three (3) to four (4) years of experience in paralegal or a closely related field is required. And Associates degree in Paralegal Studies or a closely related field of study is highly preferred.  Experience in use of Microsoft Office Suite of products is required.
<b>Paralegal III</b>	Provides support to attorneys. Demonstrates broad and substantive understanding of litigation processes. Demonstrates solid technical skills in a variety of support functions, including managing case-related documents and evidence using a variety of hardware and software tools. Performs automated and manual factual and industry research including use of various online and database facilities. Communicates effectively, both orally and in	More than Five (5) years of experience in paralegal or a closely related field is required. And Associates degree in Paralegal Studies or closely related field of study is highly preferred.

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Position	Description	Qualification/Education
	<p>writing, organizing and conveying facts and ideas clearly, concisely, and objectively. Examines and evaluates information in case files, with reference to agency standards for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses and plans an approach to obtain this information. Prepares responses to requests for information (e.g., FOIA requests). Drafts briefs, motions, pleadings, affidavits, correspondence, and other written materials associated with case development, legal analysis, discovery, and settlements. Relies on expertise and judgment to plan and accomplish goals. May perform a variety of complex tasks. Must be able to work independently. May lead and direct the effort of contractor personnel. A wide degree of creativity and latitude is expected.</p>	<p>Experience in use of Microsoft Office Suite of products is required.</p>

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**ATTACHMENT J-11**

**PERSONAL IDENTITY VERIFICATION  
PROCEDURES**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

## PERSONAL IDENTITY VERIFICATION PROCEDURES

**PIV Card Issuance Procedures** (in accordance with FAR 52.204-9, *Personal Identity Verification of Contractor Personnel*):

Federal Information Processing Standards (FIPS) 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

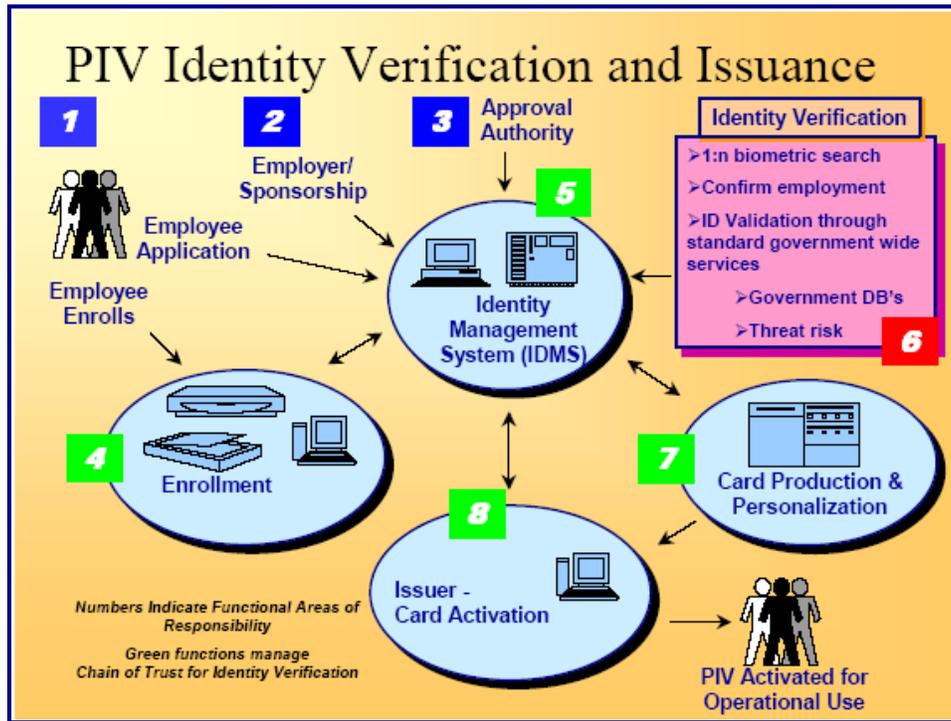


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

### **Step 1:**

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Representative (COR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle, and last), social security number (SSN) or NFMMS Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate

the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.4, §4.5 is germane). Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the Office of Personnel Management (OPM) databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access.

**Step 2:**

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal<sup>1</sup> or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

**Step 3:**

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

**Step 4:**

Prior to authorizing physical access of a Contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of

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<sup>1</sup> A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COR/host of the determination regarding access made by the CCS.

**Step 5:**

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COR will advise the Contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

**Step 6:**

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and initiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

**Step 7:**

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY (EOD)**

The above steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of Form I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NASA Procedural Requirements (NPR) 1600.4 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six (6) months. If at the end of the six (6) month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

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**ATTACHMENT J-12**

**APPLICABLE REGULATIONS, PROCEDURES,  
AND DOCUMENTS**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

## APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS

The documents listed herein contain specifications to which the contractor's work must conform. The contractor shall comply with all the requirements of these documents and all revisions thereto. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith when performing work on-site at MSFC.

For the Contractor's information, NASA recognizes a department hierarchy. NASA Policy Directives (NPDs) and NASA Procedural Requirements (NPRs) are Headquarters' (HQ) level documents and take precedence over center level documents. The Center equivalent to these documents is Marshall Policy Directive (MPD) and Marshall Procedural Requirements (MPR) that are written to support the HQ documents at the local level. The hierarchical order for these documents is NPD and NPR at the HQ level and MPD and MPR at the Center level. Beyond the documents, the Center also has Marshall Work Instructions (MWI) that typically support implementation of one of the higher level documents and Organizational Instructions (OI's) that provide work direction for activities that do not affect the entire Center.

Notwithstanding the hierarchy of NASA's documentation system, in terms of understanding the requirements for performing this contract, the Contractor's attention is invited to the documents specifically referenced in Attachment J-1, Performance Work Statement and documents referenced in the data requirements.

As a Services Contract provider, the Contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as OIs.

NASA Directives can be found at the following URL: <http://nodis3.gsfc.nasa.gov/>  
MSFC Directives can be found at the following URL: <https://dml.msfc.nasa.gov/directives>  
NASA and MSFC Standards can be found at the following URL: <http://standards.nasa.gov>

The following documents are applicable as stated in the PWS and Data Procurement Document (DPD) 1536.

29 CFR Part 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry
29 CFR Part 1926	Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry
40 CFR Parts 1-1068	Protection of Environment
42 USC 2451	The National Aeronautics and Space Act of 1958, as amended
Executive Order 13423	Strengthening Federal Environmental, Energy, and Transportation Management
Executive Order 13514	Federal Leadership in Environmental, Energy, and Economic Performance

NFPA Standards

National Fire Codes

OMB Circulars

OMB Circular A-130

Management of Federal Information Resources

NASA Documentation

NASA-STD-8719.11A

Safety Standard for Fire Protection

NPD 1000.0

NASA Governance and Strategic Management Handbook

NPD 8700.1

NASA Policy for Safety and Mission Success

NPR 1441.1

NASA Records Retention Schedules

NPR 1600.1

NASA Security Program Procedural Requirements

NPR 1600.4

Identity and Credential Management

NPR 2810.1

Security of Information Technology

NPR 3792.1

NASA's Plan for a Drug-Free Workplace

NPR 4100.1

Supply Support and Material Management Manual

NPR 4200.1

NASA Equipment Management Procedural Requirements

NPR 4300.1

NASA Personal Property Disposal Procedural Requirements

NPR 8000.4

Agency Risk Management Procedural Requirements

NPR 8621.1

NASA Procedural Requirements for Mishap and  
Close Call Reporting, Investigating, and Recordkeeping

NPR 8715.1

NASA Occupational Safety and Health Programs

NPR 8715.3

NASA General Safety Program Requirements

NPR 9420.1

Budget Formulation

NPR 9470.1

Budget Execution

MSFC Documentation

MCP 1040.2

MSFC Emergency Plan

MCP 1040.4

MAF Emergency Plan

MPD 1280.1

Marshall Quality Management System Policy

MPD 1860.2

Radiation Safety Program

MPD 8500.1

MSFC Environment Management Policy

MPR 1380.2

Center Public Exhibits and Requirement Process

MPR 1440.2

MSFC Records Management Program

MPR 1800.3

MSFC Sanitation Program

MPR 1810.2

Automated External Defibrillator (AED) Program

MPR 1840.4

MSFC Asbestos Program

MPR 1860.1

MSFC Radiation Safety Procedural Requirements

MPR 1860.2

Nonionizing Radiation Safety

MPR 3410.1

Training

MPR 8500.1

MSFC Environmental Engineering and Occupational Health  
Program

MPR 8500.2

MSFC Environment Management System (EMS) Manual

MPR 8715.1

Marshall Safety, Health, and Environmental (SHE)  
Program

MWI 1800.1

MSFC Occupational Medicine

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MWI 1810.1	Automated External Defibrillator (AED) Program
MWI 1840.1	Industrial Hygiene Programs
MWI 3410.1	Personnel Certification Program
MWI 8540.2	Green Purchasing Program
MWI 8550.1	Waste Management
MWI 8550.2	Storm Water & Wastewater Management
MWI 8550.4	Air Emissions Compliance
MWI 8550.5	Hazardous Material Management
MWI 8621.1	Mishap & Close Call Reporting and Investigation Program
MWI 8715.1	Electrical Safety Program
MWI 8715.2	Control of Hazardous Energy (Lockout/Tagout) Program
MWI 8715.5	Area/Building Manager Program
MWI 8715.10	Explosives, Propellants, & Pyrotechnics Program
MWI 8715.12	Safety, Health, and Environmental-Finding Tracking System (SHEtrak)
MWI 8715.13	Safety Concerns Reporting System (SCRS)
MWI 8715.15	Ground Operations Safety Assessment Program

In addition to the regulations and procedures identified elsewhere in this contract, the Contractor shall comply with, or remain cognizant of the following directives and procedures. This listing is not intended to relieve the Contractor of its responsibility for applicable regulations, directives, and procedures when performing work on-site at MSFC.

MPD 2800.1	Management of Information Technology and Services at MSFC
MPR 1100.1	Marshall Space Flight Center Organization
MPR 1280.4	MSFC Corrective Action System
MPR 1280.6	Management Systems Internal Audits
MPR 1410.1	Organizational Issuances
MPR 1410.2	Marshall Directives System
MPR 1600.1	MSFC Physical Security
MPR 1600.2	Prevention of and Response to Threatening or Violent Behavior in the Workplace
MPR 2190.1	MSFC Export Control Program
MPR 2800.2	MSFC Information Technology Services
MPR 4000.2	Property Management
MPR 5000.1	Purchasing
MPR 8812.1	Requests for Facility Services at MSFC
MWI 1280.2	MSFC Customer Feedback (CF) Processing Through the Corrective Action System (CAS)
MWI 1280.4	MSFC Quality System Deficiency Notice System
MWI 1410.1	Processing Marshall Directives
MWI 1500.1	Special Events Coordination
MWI 3410.1	Personnel Certification Program
MWI 5000.1	Processing NASA Research Announcement (NRA's) and Cooperative Agreement Notices (CAN's)
MWI 5100.1	Initiating Procurement Requisitions

MWI 5115.2  
MWI 8715.11  
MWI 8715.17

Source Evaluation Board/Committee (SEB/C) Process  
Fire Safety Program  
Hazardous Operations Readiness Review Program

Organizational Issuances: Due to the nature of this effort and the various organizations that are supported, OI's specific to organizational process and procedures must be adhered to by all Contractor personnel.

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## **ATTACHMENT J-13**

# **ORGANIZATIONAL CONFLICTS OF INTEREST PLAN**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

Organizational Conflicts of Interest (OCI) plan shall be provided by the successful Offeror. A draft OCI plan is to be submitted with proposal. A final plan is due thirty (30) calendar days after start of Phase-In.

## **ATTACHMENT J-14**

### **ACRONYMS**

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

## RFP NNM16534124R

ABSS	Acquisition & Business Support Services
ACH	Automated Clearing House
ACA	Associate Contractor Agreement
ACORN	Association of Community Organizations for Reform Now
ADA	Americans with Disabilities Act
ADD	Accidental Death and Dismemberment
ADEM	Alabama Department of Environmental Management
AED	Automated External Defibrillator
ANSI	American National Standards Institute
APL	Acceptable Performance Level
ATP	Authority to Proceed
BICE	Bureau of Immigration & Customs Enforcement
BLS	Bureau of Labor Statistics
BOBJ	BusinessObjects
BOE	Basis of Estimate
BW	Business Warehouse
CAD	Computer Aided Design
CAGE	Commercial and Government Entity
CAN	Cooperative Agreement Notice
CAOT	Cognizant Audit Office Template
CAP	Corrective Action Plan
CAS	Corrective Action System
CBA	Collective Bargaining Agreement
CCR	Central Contractor Registration
CCS	Center Chief of Security
CD	Contractual Data
CD	Compact Disc
CD-ROM	Compact Disc Read Only Memory
CEU	Continuing Education Unit
CF	Customer Feedback
CFO	Chief Financial Officer
C.F.R.	Code of Federal Regulations
CIO	Chief Information Officer
CLE	Continuing Learning Education
CLIN	Contract Line Item Number
CM	Configuration Management
CMDM	Configuration Management Data Management
CMM	Contract Management Module
CO	Contracting Officer
COR	Contracting Officer's Representative
COTS	Commercial-Off-The-Shelf
CPR	Core Program Requirement
CSO	Corporate Security Officer
CT	Central Time
CY	Contract Year

DCAA	Defense Contract Audit Agency
DCB	Directive Control Board
DCII	Defense Central Index of Investigations
DCL	Document Change Log
DCMA	Defense Contract Management Agency
DHS	Department of Homeland Security
DL	Direct Labor
DoD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation
DPD	Data Procurement Document
DRD	Data Requirements Description
DRFP	Draft Request for Proposal
DRL	Data Requirements List
DUNS	Data Universal Numbering System
DVD	Digital Versatile Disc
e-QIP	Electronic Questionnaire for Investigations Processing
EAR	Export Administration Regulations
ECP	Engineering Change Proposal
EDMS	Electronic Document Management System
EDWOSB	Economically Disadvantaged Woman Owned Small Business
EMS	Environmental Management System
EO	Executive Order
EOD	Entrance on Duty
EPA	Environmental Protection Agency
EPM	Excel Pricing Model
FAC	Federal Acquisition Circular
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FB	Fringe Benefits
FBR	Fully Burdened Rate
FFP	Firm-Fixed-Price
FGE	Federal Grade Equivalency
FICA	Federal Insurance Contribution Act
FIPS PUB	Federal Information Processing Standards Publication
FPDS-NG	Federal Procurement Data System-Next Generation
FPR	Final Proposal Revisions
FPRA	Forward Pricing Rate Agreement
FPRP	Forward Pricing Rate Proposals
FRFP	Final Request for Proposal
FSO	Facility Security Office
FTE	Full Time Equivalent
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Act
G&A	General and Administrative

GAO	General Accounting Office
H&W	Health and Welfare
HQ	Headquarters
HPGL	Hewlett-Packard Graphic Language
HSPD	Homeland Security Presidential Directive
HTML	Hyper Text Markup Language
IAGP	Installation-Accountable Government Property
ICAM	Identity, Credential, and Access management
IDIQ	Indefinite Delivery/Indefinite Quantity
IDMS	Identity Management System or Information and Data Management System
IEMP	Integrated Enterprise Management Program
III	Interstate Identification Index
IT	Information Technology
ITAR	International Traffic in Arms Regulations
JD/Q	Job Description/Qualification
LCD	Labor Category Description
LTC	Lost Time Case
MA	Management
MAF	Michoud Assembly Facility
MCP	Marshall Center Plan
MIDL	Marshall Integrated Document Library
MPD	Marshall Policy Directive
MPR	Marshall Procedural Requirements
MSFC	Marshall Space Flight Center
MTA	Management and Technical Approach
MWI	Marshall Work Instructions
NAC	National Agency Check
NACI	National Agency Check with Inquiries
NAICS	North American Industry Classification System
NASA	National Aeronautics & Space Administration
NASIRC	NASA Incident Response Center
NCIC	National Crime Information Center
NEACC	NASA Enterprise Application Competency Center
NFNMS	NASA Foreign National Management System
NFPA	National Fire Prevention Association
NFS	NASA FAR Supplement
NISM	NASA Integrated Service Management
NIST	National Institute of Standards and Technology
NLRB	National Labor Relations Board
NMIS	NASA Mishap Information System
NPD	NASA Policy Directives
NPR	NASA Procedural Requirements
NRA	NASA Research Announcement
NRRS	NASA Records Retention Schedule

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NSRS	NASA Safety Reporting System
NSSTC	National Space Science Technology Center
NSSC	NASA Shared Services Center
NTE	Not-to-Exceed
OCFO	Office of the Chief Financial Officer
OCI	Organizational Conflicts of Interest
ODC	Other Direct Costs
OI	Organizational Instructions
OLAP	Online Analytical Processing
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OPM	Offeror Pricing Model
ORCA	Online Representations and Certifications Application
OSHA	Occupational Safety and Health Administration
OTR	One Time Requirement
PACS	Physical Access Control System
PCI	NASA Personal Identity Verification Card Issuance
PDF	Portable Document Format
PERT	Program Evaluation Review Technique
PIC	Procurement Information Circular
PIN	Personal Identification Number
PIN	Procurement Information Notice
PIV	Personal Identity Verification
PM	Program Manager
PMO	Program Management Office
PO	Purchase Order
POC	Point of Contact
PPBE	Planning, Programming, Budgeting, and Execution
PPIRS	Past Performance Information Retrieval System
PRS	Performance Requirements Summary
PSA	Property Support Assistant
PSSO	Procurement Source Selection Office
PTS	Points
PWS	Performance Work Statement
RFI	Request For Information
RFP	Request for Proposal
SMA	Safety & Mission Assurance Office
S&MS	Science and Mission Systems
SA	Staffing Approach
SAM	System for Award Management
SAP	Systems, Applications, and Products in Data Processing
SAT	Simplified Acquisition Threshold
SATERN	System for Administration, Training, Educational Resources for NASA
SBA	Small Business Administration
SBIR	Small Business Innovative Research

SBU	Sensitive But Unclassified
SCA	Service Contract Act
SCRS	Safety Concerns Reporting System
SEB/C	Source Evaluation Board/Committee
SF	Standard Form
SFBR	Subcontractor Fully Burdened Rates
SEMO	Supply and Equipment Management Officer
SET	Source Evaluation Team
SHE	Safety, Health and Environmental
SHEtrak	Safety, Health and Environmental Tracking System
SIC	Standard Industrial Classification
SLC	Standard Labor Category
SP	Special Publication
SSA	Source Selection Authority
SSN	Social Security Number
SSWP	Supervisors Safety Web Page
SUTA	State Unemployment Tax Act
STD	Standard
TBD	To Be Determined
TBP	To Be Proposed
TO	Task Order
TSRC	Technical Specification for Repair and Construction
URL	Uniform Resource Locator
USC	United States Code
USDA	United States Department of Agriculture
USML	U.S. Munitions List
WBS	Work Breakdown Structure
WD	Wage Determination
WDOL	Wage Determinations On-Line
WHD	Wage and Hour Division
WOSB	Woman Owned Small Business
WRPPC	Website for Reporting Program and Project Concerns
WYE	Work Year Equivalent
ZIP	Compressed File

**SECTION K**

**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFERORS OR RESPONDENTS**

- K.1 Listing of Provisions Incorporated by Reference
- K.2 52.204-8 Annual Representations and Certifications
- K.3 52.209-7 Information Regarding Responsibility Matters
- K.4 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters
- K.5 52.219-1 Small Business Program Representation
- K.6 52.222-22 Previous Contracts and Compliance Report
- K.7 52.222-25 Affirmative Action Compliance
- K.8 1852.209-74 Certification by Offerors Regarding Federal Income Tax Filing and Federal Income Tax Violations
- K.9 1852.209-75 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law
- K.10 1852.209-76 Representation by Entities on Restrictions of Whistleblowing
- K.11 1852.225-72 Restrictions on Funding Activity with China – Representation
- K.12 Organizational Conflicts of Interest Disclosure Certification

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS  
OF QUOTER OR RESPONDENTS**

**K.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	SEP 2007

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
None Included by Reference		

(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 **541219**.
- (2) The small business size standard is **\$20.5 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 clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications 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 clause 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 Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act—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 \$77,494, the provision with its Alternate II applies.

(d) If the acquisition value is \$77,494 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 Certifications. 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:

*[Contracting Officer check as appropriate.]*

\_\_\_(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 website 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 52.209-7 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 proceedings 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 Central

Contractor Registration database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

**K.4 52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013)**

The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.

(a) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments-

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by-

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIS is automatically transferred after a waiting period of 14 calendar days, except for-

(i) Past performance reviews required by subpart 42.15;

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(b) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(c) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of provision)

**K.5 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 2014)  
ALTERNATE I (SEP 2015)**

(a) Definitions. As used in this provision-

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

“Service-disabled veteran-owned small business concern”-

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) “Service-disabled veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government

contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (b) of this provision.

“Small disadvantaged business concern,” consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that-

- (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by-
  - (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and
  - (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Veteran-owned small business concern” means a small business concern-

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned small business concern” means a small business concern-

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

- (b) (1) The North American Industry Classification System (NAICS) code for this acquisition is- **541219**.

- (2) The small business size standard is **\$20.5 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.

(c) Representations.

(1) The offeror represents as part of its offer that it  is,  is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents that it  is,  is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it  is,  is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. *[Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(3) of this provision.]* The offeror represents as part of its offer that-

(i) It  is,  is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. *[The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.]* Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. *[Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (c)(4) of this provision.]* The offeror represents as part of its offer that-

(i) It  is,  is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change

in circumstances or adverse decisions have been issued that affects its eligibility;  
and

(ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. *[The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.]* Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it  is,  is not a veteran-owned small business concern.

(7) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(6) of this provision.]* The offeror represents as part of its offer that it  is,  is not a service-disabled veteran-owned small business concern.

(8) *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, as part of its offer, that-

(i) It  is,  is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It  is,  is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(8)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. *[The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.]* Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(9) *[Complete if offeror represented itself as disadvantaged in paragraph (c)(2) of this provision.]* The offeror shall check the category in which its ownership falls:

\_\_\_\_\_ Black American.

\_\_\_\_\_ Hispanic American.

\_\_\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

\_\_\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia,

Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

\_\_\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

\_\_\_\_\_ Individual/concern, other than one of the preceding.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall-

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

**K.6 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)**

The offeror represents that-

It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

It  has,  has not filed all required compliance reports; and

Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

**K.7 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The offeror represents that-

(a) It o has developed and has on file, o has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or

(b) It o has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

**K.8 1852.209-74 CERTIFICATION BY OFFERORS REGARDING FEDERAL INCOME TAX FILING AND FEDERAL INCOME TAX VIOLATIONS (DEVIATION APR 2015)**

(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.9 1852.209-75 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION APR 2015)**

(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.10 1852.209-76 REPRESENTATION BY ENTITIES ON RESTRICTIONS OF WHISTLEBLOWING (DEVIATION APR 2015)**

(a) In accordance with sections 743 of the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235, none of the funds appropriated or otherwise made

available by this Act or any other Act may be available for obligation on a contract with an entity that —

(1) Requires employees or contractors of such entity seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(2) The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing nondisclosure of classified information.

(b) The offeror represents that —

It does [ ] does not [ ] require its contractors or its employees to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

**K.11 1852.225-72 RESTRICTION OF 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)

**K.12 ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE CERTIFICATION**

By submission of its proposal, the Offeror warrants that to the best of its knowledge and belief,

there are no relevant facts or circumstances which could give rise to an actual or potential Organizational Conflicts of Interest (OCI), as described in the Federal Acquisition Regulation (FAR) Subparts 2.101 and 9.5, or that the Contractor has disclosed all such relevant information in writing to the Contracting Officer.

(End of provision)

[END OF SECTION]

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**SECTION L**

**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

- L.1 52.252-1 Solicitation Provisions Incorporated by Reference
- L.2 52.215-20 Requirements for Certified Cost or Pricing Data and Data Other than Cost or Pricing Data (Alternate IV)
- L.3 52.216-1 Type of Contract
- L.4 52.233-2 Service of Protest
- L.5 52.252-5 Authorized Deviations in Provisions
- L.6 1852.215-81 Proposal Page Limitations
- L.7 1852.245-81 List of Available Government Property
- L.8 MSFC 52.215-90 Summary of Deviations/Exceptions
- L.9 MSFC 52.253-90 Required Forms
- L.10 Communications Regarding this Solicitation
- L.11 Applicability of The Service Contract Act
- L.12 Industry Briefing
- L.13 Contract Phase-In
- L.14 Availability of Documents Incorporated by Reference
- L.15 Proposal Marking and Delivery
- L.16 Due Date For Receipt of Proposals
- L.17 General Proposal Instructions
- L.18 Solicitation Specific Instructions for Offerors
- L.19 Volume I – Mission Suitability Proposal Instructions
- L.20 Volume II – Price Proposal Instructions
- L.21 Volume III – Past Performance Proposal Instructions
- L.22 Volume IV – Standard Form 33 and Submittal of Proposal Instructions (Model Contract Volume)
- L.23 Organizational Conflicts of Interest
- L.24 List of Attachments to Section L

**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 quotation or offer. Also, the full text of solicitation provisions may be accessed electronically at the following addresses:

Federal Acquisition Regulation (FAR):  
<http://www.acquisition.gov/far/index.html>

NASA FAR Supplement (NSF):  
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

## (a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.204-7	System for Award Management	JUL 2013
	Alternate I	JUL 2013
52.204-16	Commercial and Government Entity Code Reporting	JUL 2015
52.214-34	Submission of Offers in the English Language	APR 1991
52.214-35	Submission of Offers in U.S. Currency	APR 1991
52.215-1	Instructions to Offerors - Competitive Acquisition	JAN 2004
52.222-24	Preaward On-Site Equal Opportunity Compliance	FEB 1999
	Evaluation	
52.222-46	Evaluation of Compensation For Professional	FEB 1993
	Employees	
52.237-1	Site Visit	APR 1984
52.237-10	Identification of Uncompensated Overtime	MAR 2015

## (b) NASA FAR Supplement (48 CFR Chapter 18) Provisions

<u>Clauses Number</u>	<u>Title</u>	<u>Date</u>
1852.233-70	Protests to NASA	JUL 2015
1852.245-81	List of Available Government Property	JAN 2011

(End of provision)

**L.2 52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN COST OR PRICING DATA (OCT 2010) (ALTERNATE IV) (OCT 2010)**

- (a) Submission of certified cost or pricing data is not required.
- (b) Provide information described below in the Price Volume Instructions per Provision L.20, Volume II – Price Proposal Instructions.

(End of provision)

**L.3 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of an Indefinite-Delivery Indefinite-Quantity (IDIQ) with Firm-Fixed Price task orders resulting from this solicitation.

(End of provision)

**L.4 52.233-2 SERVICE OF PROTEST (SEP 2006)**

- (a) Protests, as defined in section 33.101 of the FAR, 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 the Office of Procurement, Marshall Space Flight Center (MSFC).

Name: Rita R. James/PS33  
Phone: 256-961-2136 (collect calls not accepted)  
E-mail: [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov)  
Address: PS33/Rita R. James, NASA Marshall Space Flight Center  
Building 4203, Room B106, MSFC, AL 35812

- (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.5 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)**

- (a) The use in this solicitation of any FAR (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.
- (b) The use in this solicitation of any NFS (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of provision)

**L.6 1852.215-81 PROPOSAL PAGE LIMITATIONS (APR 2015)**

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

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**Table L.6-1, Proposal Page Limitations**

<b>Volume</b>	<b>Volume Proposal Page Limit</b>	<b>Page Limitation Guidelines (NOTE (b)(2) below)</b>	<b>Number of Hard Copies</b>	<b>Number of Electronic Copies</b>
Volume I- Mission Suitability	Total Not-to-Exceed 60 pages	1. Phase-In Plan (See Provision L.13, Contract Phase-In and MA-1, Phase-In Plan) for contract transition, total should not exceed 6 pages. 2. Job Description/ Qualification Form (JD/Q) (See Attachment L-5, Form SB and SA-2, Recruitment and Retention), total should not exceed 16 pages.	1	2
Volume II – Price	Unlimited		1	2
Volume III - Past Performance	Total Not-to-Exceed 12 pages*		1	2
Volume IV – Completed Model Contract, to include all fill-ins, Signed SF33's, Section J (all attachments) and Section K, Representations and Certifications	Unlimited  All pages shall be single sided in Volume IV.		Original plus one (1) copy (both with an original hand-signed SF33)	2

\* The Offeror shall provide Attachment L-5, Form SC - Past Performance Interview/Questionnaire Form, in accordance with Provision L.21, Volume III Past Performance Proposal Instructions. The completed Past Performance Interview/Questionnaire Forms shall be submitted directly to the Government Contracting Officer by the Offeror's references. These forms, submitted directly by the Offeror's references, are not part of Volume III and are therefore excluded from the page limits for Volume III – Past Performance.

(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. Other limitations/instructions identified as follows:

(1) Proposals shall be submitted in four volumes with the required quantities as depicted in Table L.6-1, Proposal Page Limitations. The hard copy proposal submission shall be in a three-ring binder with each section appropriately identified and organized into one volume per binder. Each volume shall stand alone, provide complete coverage of the topic, and include responses to each item described in the proposal instructions. Each volume shall also include a table of contents applicable to the volume for ready reference to sections, figures, and illustrations.

(2) The page guidelines in Table L.6-1, Proposal Page Limitations, are provided for guidance only. Offerors are permitted to exceed these page guidelines but each volume shall not exceed the total page limits defined in Table L.6-1 (where applicable). Offerors are reminded the RFP includes additional deliverables that do not have page guidelines listed. It is the Offeror's responsibility to ensure their proposals contain all the required documents as defined throughout the RFP.

(3) Volume II, Price Volume, is not page limited. However, this volume is to be strictly limited to price information. Information that can be construed as belonging in one of the other volumes of the proposal will be so construed and counted against that volume's page limitation (i.e., Mission Suitability or Past Performance) at the end of the pages in the applicable page limited volume.

(4) No exclusions are provided from page limitations for Volumes I and III, except for the proposal cover letter attached to Volume I. Therefore, all supplemental content, including but not limited to, title pages, tables of contents, sectional divider pages (pages for division of proposal parts with no narrative text), acronym lists, and blank pages (see paragraph below for foldout instructions) are included in the page limitation. Any materials contained in the front or back binder inside pockets will not be evaluated. Each side of a sheet, tab, or divider, regardless of whether it contains proposal material or left blank will be counted as a page.

(i) No material outside of the proposal volumes may be incorporated by reference.

(ii) To minimize redundancy in the proposal, the Offeror may reference another section within a given volume rather than duplicate the information in more than one location. The Offeror shall maintain the logical flow of the subject matter when utilizing references.

(iii) Each volume shall contain a page numbering convention. Each volume page shall be numbered and identified with the Offeror's name, RFP number, and date. For the proposal volumes subject to the page limitations, all pages shall be

consecutively numbered, starting with number one (1). Include in the numbering all items delineated in (4) above.

(iv) Pages in Price Volume II-Part 2: Excel Pricing Model shall be numbered per price model formatting. Narrative pages in Volume II shall be numbered separately and consecutively, per Part and Section numbering found in Volume II, Table L.20-1, Price Volume Table of Contents.

(5) The proposal text shall be printed in English on non-glossy, white paper.

(i) All standard text must use normal kerning (spacing between individual characters). Line spacing will be no less than single space with double line spacing between paragraphs.

(ii) No less than twelve (12)-point Times New Roman font shall be utilized for all text, graphics, tables, charts, diagrams, figures, forms, etc. in proposal Volumes I, III, and IV. No less than ten (10)-point Times New Roman font shall be utilized in Volume II, Price. Offerors are cautioned that all proposal information, including but not limited to, text, pictures, graphics, tables, diagrams, charts, figures, and forms that is submitted in less than 12-point Times New Roman font in Volumes I, III, and IV will not be evaluated by the Government, and shall be returned to the Offeror.

(6) The text shall be printed on both sides of the sheet for Volumes I, II, and III. The text shall be printed on one side only for Volume IV. Every sheet (including dividers without text) will count as two pages.

(7) Printed pages and illustrations shall be legible and no larger than 11"x17" foldouts as appropriate for the subject matter. Foldouts are considered part of the page limitations. The front of the foldout shall have two (2) page numbers and the backs shall be blank and not be numbered. Each foldout shall be printed on one side only with no less than twelve (12)-point Times New Roman font, shall fold entirely within the volume, and will be counted as two pages.

(8) Final revisions, if requested, shall be similarly identified and shall show revision number, change bars, and date.

(9) The Offeror shall submit electronic copies of each volume per the instructions below:

(i) File submissions shall be on error free, virus-free USB flash drive or CD-ROM (CD-R only) or DVD media with all sessions and disk closed. The CD/DVD media shall be readable in any common, CD/DVD computer drive. All electronic media shall be labeled with the name of the Offeror or subcontractor, numbered sequentially, the RFP number, and the list of files contained on the electronic media. All electronic media shall be write-protected and submitted with

write protection properly enabled. Data must be readable by the computer systems described in paragraph (v) below and compatible with the noted software packages.

(ii) Offerors shall submit proposals in Microsoft Word 2010 or later format as well as any other format specified in the Provision L.20, Volume II- Price Proposal Instructions. Microsoft Word files shall be exact duplicates of the paper copy. The Government will use the electronic files in the evaluation process and may compare the electronic and paper copy. If a variation in content between the paper copy and the electronic one is noted, the paper copy shall be considered the submitted proposal. Page count is determined by the paper copy. For the Price Volume (Volume II), electronic copies shall be submitted in native Microsoft Office 2013 or later formats (i.e., Microsoft Word for narrative and Excel for pricing worksheets). Embedded structures like bitmaps, graphics or proprietary fonts shall be reserved only for illustrations and equations which cannot be rendered in the above formats.

(iii) Electronic Font and Page Setup: Text font and layout shall be as stated for the paper copy. Hypertext links shall be the same minimum font size. The Offeror shall indicate hyperlinks by a distinct font color or with a visible rectangle. The Offeror shall not embed sound or video files into the proposal files.

(iv) Proposal Format and Structure: Each volume of the electronic proposal shall be in a separate sub-directory on the electronic media. A hard copy list of the electronic media contents showing the directory, document title, and file name shall accompany the electronic submittal.

(v) Viewing Environment: The Government anticipates viewing the electronic submittals with the following computer software and hardware: (1) IBM-compatible systems, (2) Windows 7 operating system, (3) Adobe Acrobat Reader 11.0, and (4) Microsoft Office 2013.

(c) Identify any exclusions to the page limits that are excluded from the page counts specified in paragraph (a) of this provision (e.g. title pages, table of contents) as follows: the completed Past Performance Interview/Questionnaire Forms which is submitted directly to the Government Contracting Officer by the Offeror's references and proposal cover letter attached to Volume I. In addition, the Price Volume of your proposal is not page limited. However, this section is to be strictly limited to 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.7 1852.245-81 LIST OF AVAILABLE GOVERNMENT PROPERTY (JAN 2011)**

(a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR Clause 52.245-1, Government Property. The Offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property. See Attachment J-8, Installation-Provided Property and Services.

(b) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation per Attachment J-8, Installation-Provided Property and Services, on a no-charge-for-use basis in accordance with FAR 52.245-2, Government Property Installation Operation Services. The Offeror shall notify the Government of its intention to use or not use the property.

(End of provision)

**L.8 MSFC 52.215-90 SUMMARY OF DEVIATIONS/EXCEPTIONS (APR 1987)**

The Offeror shall explain any exceptions (including deviations and conditional assumptions) taken with respect to this RFP. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable. Highlight exceptions in the text of the proposal where they appear.

(End of provision)

NOTE: The Offeror's description of any proposed deviations and/or exceptions to the terms and conditions of this solicitation shall be provided in M.6 Volume I – Mission Suitability, Subfactor 1, Management Approach, MA-2, Management Approach and will be evaluated there.

**L.9 MSFC 52.253-90 REQUIRED FORMS (FEB 2014)**

(a) The form checked below is attached to the end of this solicitation and shall be submitted prior to award of any contract resulting from this solicitation, upon request from the responsible contracting office.

FAR 15.406-2 - Certificate of Current Cost or Pricing Data

(b) The forms checked below are required to be submitted in the performance of any contract awarded as a result of this solicitation. Forms are available in Part 53 of the FAR or NASA FAR Supplement. An information copy of a form may be obtained from the responsible contracting office. See FAR 52.253-1 and 53.105(b) for information on the use of computer generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

- SF 272 - Federal Cash Transactions Report
- SF 294 - Subcontracting Report for Individual Contracts
- SF 295 - Summary Subcontract Report
- SF 298 - Report Documentation Page
- SF 1034A - Public Voucher for Purchases and Services Other Than Personal
- SF 1413 - Statement and Acknowledgment
- SF 1414 - Consent of Surety
- SF 3881 - Payment Information Form ACH Vendor Payment System
- NASA Form 533M - Monthly Contractor Financial Management Report
- NASA Form 533Q - Quarterly Contractor Financial Management Report
- NASA Form 778 - Contractor's Release
- NASA Form 780 - Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts
- NASA Form 1018 - NASA Property in the Custody of Contractors
- DD Form 250 - Material Inspection and Receiving Report
- DD Form 1419 - DOD Industrial Plant Equipment Requisition, if applicable.

(End of provision)

#### **L.10 COMMUNICATIONS REGARDING THIS SOLICITATION**

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following representative:

Name: Rita R. James/PS33  
Phone: 256-961-2136 (collect calls not accepted)  
E-mail: [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov)  
Address: PS33/Rita R. James, NASA Marshall Space Flight Center  
Building 4203, Room B106, MSFC, AL 35812

In order to expedite the acquisition process, questions and comments regarding this draft solicitation shall be received by the Government no later than 12:00 p.m. Central Time (CT) on December 4<sup>th</sup>, 2015. The Government is not obligated to answer questions relating to the DRFP.

However, all questions and comments will be considered in formulation of the RFP. All questions and comments must be submitted in writing; oral questions will not be accepted. Facsimile questions are not authorized. Only questions submitted via e-mail or through the U.S. Postal Service will be accepted.

(End of provision)

#### **L.11 APPLICABILITY OF THE SERVICE CONTRACT LABOR STANDARDS**

NOTICE - This solicitation and resulting contract are subject to the statutory provisions of the Service Contract Labor Standards, as amended, (contract clause 52.222-41), and the implementing regulations of the Act outlined in Title 29 Code of Federal Regulations, Part 4. Prospective Offerors are liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that Offeror take appropriate action when preparing proposals to assure compliance and ensure that the Offeror's corporate policies are congruous with the spirit and intent of the law. Furthermore, Offeror's shall demonstrate a clear understanding of the minimum mandatory Service Contract Act requirements.

(End of provision)

#### **L.12 INDUSTRY BRIEFING**

(a) A MSFC Industry Briefing for this procurement will be held on:

Date: December 1<sup>st</sup>, 2015  
Time: 9:00am – 11:00am (Central Time)  
Location: Auditorium, Huntsville Chamber of Commerce, 225 Church Street, Huntsville, AL 35801

(b) This briefing is for informational purposes only. Attendance is neither required nor a prerequisite for proposal submission.

(c) Potential Offeror delegations are limited to a total of four (4) representatives per proposal team, one of which should be a knowledgeable price representative. No escorts will be provided.

(d) No questions will be answered during the industry briefing. Questions, together with the Government's response, will be transmitted to all solicitation recipients via the government-wide point of entry (GPE), <https://prod.nais.nasa.gov/cgibin/eps/bizops.cgi?gr=D&pin=62>. In addition, materials presented at the industry briefing will be made available to all potential Offerors via the MSFC Acquisition Planning Tool site ([http://ec.msfc.nasa.gov/doing\\_business/index.php?apt&rid=218](http://ec.msfc.nasa.gov/doing_business/index.php?apt&rid=218)).

(End of provision)

**L.13 CONTRACT PHASE-IN**

(a) Successful Offeror Phase-In:

(1) The services provided by this contract are vital to the Government's overall performance. Therefore, continuity of these services must be maintained at a consistently high level without disruption. To this end, the successful Offeror shall conduct an orderly Phase-In of contract activities prior to assumption of responsibility for the effort described in the PWS. Phase-In will not exceed 30 calendar days beginning with the Phase-In Purchase Order's effective date. These Phase-In activities are to be performed under a separate Purchase Order (Not-to-Exceed \$150K) and all costs associated with Phase-In are unallowable to this contract. Each Offerors proposed phase-in price will be reported to the SSA. Offerors are required to provide Phase-In price as part of Volume II, Attachment L-1, Tab PF, Phase-In Form (PIF).

(b) During Phase-In the Contractor shall:

(1) Participate in meetings with the predecessor Contractor to identify and discuss problems or areas requiring attention during the Phase-In period.

(2) Perform all activities described in the Contractor's Phase-In plan submitted with its proposal, and all activities necessary to ensure effective transfer of all effort from the predecessor Contractor and readiness to assume full contract performance. The following plans and activities are to be finalized during Phase-In period:

- (i) Management Plan (DRD 1536MA-001)
- (ii) Organizational Conflicts of Interest (OCI) Plan (DRD 1536MA-002)
- (iii) On-site Safety, Health, and Environmental (SHE) Plan (DRD 1536SA-001)
- (iv) Process staff in accordance with Attachment J-11, Personal Identity Verification (PIV) Procedures.

(c) Invoicing for Phase-In activities shall occur only at the completion of the period of performance of the Phase-In Purchase Order. The Government's obligations under this contract will not commence until after the successful completion of the separate Phase-In Purchase Order.

(End of provision)

**NOTE:** The Phase-In Plan shall be included in Volume I – Mission Suitability, Subfactor 1, Management Approach, MA-1, Phase-In Plan, and will be evaluated there. The requirements and stipulations contained within this provision will be incorporated as part of the Phase-In Purchase Order awarded to the successful Offeror.

#### L.14 AVAILABILITY OF DOCUMENTS INCORPORATED BY REFERENCE

The documents that have been incorporated by reference in this solicitation may be obtained as indicated below:

See Section J, Attachment J-12, Applicable Regulations, Procedures, and Documents.

(End of provision)

#### L.15 PROPOSAL MARKING AND DELIVERY

(a) Offerors must either deliver the proposal, modifications, or withdrawals by U.S. Postal Service mail (delivery consideration shall be in accordance with FAR 52.215-1, Instructions to Offerors – Competitive Acquisitions) or hand deliver to the location delineated below by the time specified in the provision titled L.16, Due Date for Receipt of Proposals. Hand delivery includes the use of a commercial delivery service. Proposals that are sent by commercial carrier and are received late at the place designated in this solicitation will only be considered if it is shown that the sole or paramount cause for the late receipt was due to Government mishandling. Non-U.S. citizens that do not have a residency *green card* will not be given access to Redstone Arsenal for the purpose of proposal delivery. Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

(b) The designated receiving office and external marking for proposals is:

NASA, George C. Marshall Space Flight Center  
Building 4203, Basement Lobby/SEB  
Attn: Rita R. James/PS33  
Telephone: (256) 961-2136 (collect calls not accepted)  
RFP NNM16534124R Proposal- Deliver unopened

(c) Hand delivery of proposals on the due date will only be accepted **between 9:00 a.m. and 12:00 p.m. Central Time (CT)**. A telephone is available in the basement lobby. Upon arrival, Offerors shall contact the person listed in (b) above (dial 5-2136 from the telephone in the basement lobby).

(d) Offerors shall notify the individual listed in (b) of this provision to coordinate the delivery of any proposal that will be hand carried to MSFC prior to the due date. Offerors that require access to MSFC for unbadged delivery personnel to hand deliver proposals shall notify [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov) via e-mail and provide the following data for entry into the Visitor's Management System (VMS) no later than two (2) business days prior to required access:

- (1) Full Name
- (2) Driver's License Number and State of Issuance
- (3) Citizenship – Primary and/or Dual
- (4) Company Name (Is company foreign-owned? – yes/no)

(e) Unbadged delivery personnel should allow ample time (at least 2 hours) for processing through the gate at Redstone Arsenal. Offerors are informed that badging services are only available at the Redstone Arsenal Visitor's Centers located at Gate 1, Martin Road and Gate 9, Rideout Road. In addition to the information submitted in (d) of this provision, Visitor Center personnel will require unbadged delivery personnel to present a valid driver's license, vehicle registration, and proof of vehicle insurance or lease agreement to obtain vehicle passes and badges. No escorts will be provided.

(End of provision)

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**L.16 DUE DATE FOR RECEIPT OF PROPOSALS**

The due date and time for receipt of proposals is as follows:

**Table L.16-1. Proposal Due Dates**

<b>Volume</b>	<b>Title</b>	<b>Due Date</b>	<b>Local Time</b>
I	Mission Suitability Volume	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time
II	Price Volume	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time
II	- Attachment L-2, Form B1, Cognizant Audit Office Template (CAOT)* - Attachment L-3, Form SF1408, Preaward Survey of Prospective Contractor Accounting System* - Attachment L-4, Form D1, Preaward Survey of Prospective Contractor Accounting System Checklist*	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time
III	Past Performance Volume*	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time
III	Attachment L-5 Form SC, Past Performance Interview/Questionnaire Forms*	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time
IV	Completed Model Contract, Signed SF33's, Section J (all attachments) and Section K Certifications	January 25 <sup>th</sup> , 2016	12:00 p.m. Central Time

\* Requested 2 weeks prior to required due date for proposals; however, delivery is not required until the proposal due date.

(End of provision)

## L.17 GENERAL PROPOSAL INSTRUCTIONS

(a) The following instructions set forth the Government's expectations for the Offeror's proposal. The Offeror shall demonstrate, through the proposal, a full understanding of, and competence to, successfully satisfy the requirements specified in this RFP. The Offeror shall:

- (1) Demonstrate understanding of the general and specific requirements of the RFP,
- (2) Convey the Offeror's capabilities for transforming understanding into accomplishment,
- (3) Present in detail, the plans and methods required in this RFP, and
- (4) Present the price associated with the proposal.

(b) A transmittal letter, attached to Volume I, shall be prepared on the responding company's letterhead. It shall be brief, be signed by an official authorized to commit the company to the extent proposed, and identify all enclosures being transmitted. The Offeror shall include a listing (by name and address) of all proposed subcontractors, associate contractor agreements, and joint venture partners (if applicable) that have been identified by name throughout the Offeror's proposal, the contract value associated with each entity, the percentage of total work assigned to each entity, and the CAGE Codes and DUNS numbers of each. This transmittal letter is not included in the page count.

(c) The Offeror shall comply with FAR 52.215-1, Instructions to Offerors – Competitive Acquisition, paragraph (c)(2), on the first page of Volume I, Mission Suitability Volume, by including:

- (1) The solicitation number;
- (2) The name, address, and telephone and facsimile numbers of the Offeror (and the electronic address if available);
- (3) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price established for each item;
- (4) Names, titles, and telephone and facsimile numbers (and the electronic address if available) of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation; and
- (5) Name(s), title(s), and signature of person(s) authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless evidence has been previously furnished to the issuing office.
- (6) Proposal Validity Period: It is requested that Offerors indicate, in Block 12 of the

SF 33, a proposal validity period of not less than 365 days. However, in accordance with FAR 52.215-1, Instructions to Offerors--Competitive Acquisitions, a different (longer) validity period may be proposed.

(7) Instructions on restriction of disclosure and use of data.

(d) All applicable certifications contained in Section K must be completed and returned with Volume IV, Model Contract.

(e) An ostensible contractor is a subcontractor that performs primary and vital requirements of a contract or a subcontractor upon which the contractor is unusually reliant. To ensure compliance with the Small Business Administration's (SBA) Ostensible Subcontractor Rule (reference 13 CFR 121.103), all aspects of the relationship between the Offeror and any proposed subcontractor should be considered, including, but not limited to the following:

- (1) Who will manage the contract?
- (2) Which party possesses background and expertise necessary for contract performance?
- (3) Which party pursued the contract?
- (4) The degree of collaboration in preparation and submission of this Proposal.
- (5) Whether there are discrete tasks to be performed by each proposed subcontractor, or whether there is instead a co-mingling of personnel and resources.
- (6) Which party will perform the more complex and costly contract functions?
- (7) The relative amount of proposed work (annual dollar value) to be performed by each proposed subcontractor.
- (8) The business size (number of employees and annual revenue) of each proposed subcontractor.
- (9) Is a proposed subcontractor the incumbent and ineligible to submit a proposal because it does not meet all the solicitation requirements (i.e. size standard, set aside, etc.).
- (10) Did the contractor include subcontractor personnel in the proposed organizational structure, and did the contractor propose the managerial staff of the incumbent in their proposal (all or some)?

The above is provided for information only. Since only the SBA has the authority to make a final decision on compliance with the Ostensible Subcontractor Rule, compliance with the rule will not be evaluated by the Government.

(End of provision)

## **L.18 SOLICITATION SPECIFIC INSTRUCTIONS TO OFFERORS**

### **(a) Introduction**

(1) This RFP is issued to obtain proposals for Acquisition and Business Support Services to support the Marshall Space Flight Center (MSFC), Michoud Assembly Facility (MAF), NASA Enterprise Application Competency Center (NEACC), and National Space Science Technology Center (NSSTC) in accordance with Attachment J-1, Performance Work Statement set forth herein.

(2) The Government intends to make only one award to a Woman-Owned Small Business (WOSB) as a result of this solicitation. The successful Offeror shall be expected to perform all work requirements within the PWS of the resultant contract for the proposed rates negotiated for the base effort and all option periods.

(3) The contents of this solicitation should be carefully reviewed to assure that all requirements for proposal data, detail and supporting rationale are fully met.

### **(b) General**

(1) The Offeror shall be responsible for successful execution of the contract awarded hereunder. In the event subcontractor arrangements are proposed, their relationship during the effort shall be indicated, and their proposed contributions to the work and to the Offeror's proposal shall be identified and integrated into each part of the proposal as applicable.

(End of provision)

## **L.19 VOLUME I - MISSION SUITABILITY PROPOSAL INSTRUCTIONS**

The Mission Suitability Volume affords Offerors the opportunity to describe the proposed approach to effectively and efficiently accomplish the services specified in Attachment J-1, Performance Work Statement and thereby demonstrate their understanding of the requirements of the PWS. Offerors shall ensure consistency between Volumes I, II, III, and IV.

The volume should be specific, detailed, and complete so as to clearly and fully demonstrate an understanding of the requirements. Stating that the Offeror understands and shall comply with the requirements, or paraphrasing the requirements is not adequate, as are phrases such as; "Standard procedures will be employed", "Well-known techniques will be used", or "Industry best practices will be applied." The volume must comprehensively explain how the Offeror proposes to comply with the applicable requirements, including a full explanation of the techniques and procedures the Offeror proposes to follow. Any pertinent information previously submitted, such as that provided in the RFI submittal, must be resubmitted and will not be incorporated by reference. All information submitted shall be current, specific, complete, and

meet the requirements of the solicitation.

Offerors should also include in their proposals any further discussion they believe to be necessary or useful in demonstrating their ability to perform the work. The proposal shall specify the PWS section that is being addressed.

A description of all LCDs, indicating compliance with or exemption from, the Service Contract Act (SCA), utilizing a completed Job Description/ Qualification Form (JD/Q) (Attachment L-5, Form SB – Job Description/Qualification) shall be submitted. Separate JD/Qs are required for each LCD proposed by the Offeror and all proposed subcontractors. However, if a single labor category is proposed by more than one proposed subcontractor, the JD/Q shall be clearly labeled as to which proposed subcontractor the labor category applies. Health and welfare rates applicable to each proposed subcontractor shall also be included on the JD/Q form.

The outline below is provided for use in organizing the proposal only and should not be construed as an indication of the order of importance or relative weighting within the individual Mission Suitability subfactors as there are no discrete point values attached to any of the sub-sections. The Offeror is encouraged to respond to the evaluation criteria in the order in which it is presented. The Mission Suitability Volume shall address the following subfactors:

Subfactor 1- Management Approach (MA)

- MA-1 Phase-In Plan
- MA-2 Management Approach
- MA-3 Local Autonomy and Authority
- MA-4 Proposed Subcontractors

Subfactor 2 - Staffing Approach (SA)

- SA-1 Key Person
- SA-2 Recruitment and Retention

**Subfactor 1: Management Approach (MA)**

This subfactor shall include the Offeror's approach, including all proposed subcontractors, to accomplishing the management requirements specified in the PWS. This subfactor shall include the following:

MA-1: Phase-In Plan

The Offeror shall fully describe their Phase-In Plan in accordance with L.13, Contract Phase-In. The proposal shall include:

- (a) The approach for the assumption of on-going work under the new contract ensuring completeness and continuity of operations with minimal impact and disruption.

(b) The Phase-In time required (not-to-exceed 30 calendar days), the method by which on-going work will be transitioned to the new contract with minimal impact, the approach to processing new employees such that they will have been cleared by NASA security for full access to NASA resources (see Clause G.5, MSFC 52.204-90, Contractor Employee Badging and Employment Termination Clearance) and any other issues deemed critical to a successful transition from the current contract to this follow-on effort.

(c) The approach for interactions with the incumbent Contractor as well as the extent of involvement of Government personnel required during this period.

(d) The approach for Phase-In meetings, methodology for identifying and resolving issues, risk, schedule, and key milestones.

MA-2: Management Approach

The Offeror shall fully describe their overall Management Approach for performance of the management function. The proposal shall include:

(a) The approach for the overall management, organizational, and supervisory structure including connections or associations with corporations, division organizations, proposed interfaces, and organizational elements with the Government that will be employed to manage the ABSS contract requirements. This shall include the management approach for the PMO.

(b) The approach for the managerial procedures and authority, reporting structure, chain of command, and access to corporate resources, including rationale.

(c) The approach for maintaining schedules, providing early notification of potential problems, identification and mitigation of potential risks, utilizing management metrics to track progress and trends, providing deliverables on time, and maintaining ongoing operations in an effective manner. This shall include the rationale for deduction percentages for failure to meet APLs as described in attachment J-3, Performance Requirements Summary.

(d) The approach of the methods or techniques used in planning, scheduling, integrating, processing, and controlling with respect to completing the PWS tasks.

MA-3: Local Autonomy and Authority

The Offeror shall fully describe the proposed approach for Local Autonomy and Authority for performance of the contract. The proposal shall include:

(a) The degree of local autonomy granted to the ABSS Program Manager.

(b) The relationships between the ABSS services organization and the parent company.

(c) The types of decisions that will be made internal and external to the local organization.

(d) The identification of organizational and geographical placement of authority to perform the following:

- (1) Assume existing work effort
- (2) Respond to IDIQ task order requests and accept task orders
- (3) Release completed work and invoices to the Government
- (4) Reassign work in response to varying workloads
- (5) Negotiate and sign contract modifications
- (6) Select, administer, and terminate subcontracts
- (7) Acquire personnel (by direct hire or subcontractor) with required experience in a manner consistent with task skills and schedule requirements
- (8) Promote, demote, discipline, or dismiss personnel
- (9) Approve travel/training

MA-4: Proposed Subcontractors

The Offeror shall fully describe the proposed approach to proposed subcontractors. The proposal shall include:

- (a) The approach for any subcontracting arrangements to include rationale for each of the arrangements, assignment of work by PWS element, lines of authority, potential risks, and identification of points-of-contact.
- (b) The approach with respect to the accessibility and flow of relevant support from internal and external sources.
- (c) The approach for the integration of proposed subcontractors into the management and supervisory hierarchy.
- (d) The approach to ensure that at least 50% of the labor price of the contract be performed by the Offeror, in accordance with FAR 52.219-14, Limitations on Subcontracting.

**Subfactor 2: Staffing Approach (SA)**

This subfactor shall include the Offeror's approach, including all proposed subcontractors, for staffing, recruiting, and retaining employees in the performance of the PWS. This subfactor shall include the following:

SA-1: Key Person

The Offeror shall fully describe the one (1) required Key Person, the Program Manager. The

proposal shall include:

- (a) Complete and detailed information on the background, education, training, extent and applicability of relevant experience, special or unique qualifications, and demonstrated performance references on the key person. Key Person work history shall be provided for at least the 3 most recent positions held within the past 10 years. Information regarding employment history more than 10 years old will not be evaluated, except for relevant project management experience, which may be submitted for the past 15 years. Offerors shall provide objective (i.e., independent of the Offeror or proposed subcontractors) past performance references (employer or customer) and current phone numbers of all references (a current email address for each reference is requested, but not required). This information shall be provided in L.24, Attachment L-5, Form SA, Key Person Position Description and Resume.
- (b) The approach for ensuring commitment, the extent of their availability, and company commitment (e.g., percentage of time, duration of time on the contract) for the key person. It shall be stated whether this same individual is being included in any concurrent proposals. In addition, the Offeror shall provide personal commitment letters (form not provided), signed by the individual, for the designated key person.
- (c) The approach for providing a backup for the key person as well as techniques and approaches to be used for replacement of key person in the event of absence or vacancy, to include a strategy for limiting the impact and risk to the Government.

SA-2: Recruitment and Retention

The Offeror shall fully describe the proposed recruiting and retention approach of employees, including proposed subcontractors, for performance of this contract. The proposal shall include:

- (a) The approach for recruiting, retaining, and managing attrition so as to provide qualified workforce for the contract. The Offeror's staffing plan shall include its approach for retaining current personnel, including target capture rate. The Offeror shall provide a table delineating sources of staffing including all proposed subcontractors.
- (b) The approach to provide the workforce flexibility necessary to accommodate short-term and long-term increases and decreases in the level of support such that there is no impact to the Government. This shall include the approach to accommodating workload adjustments and cross-training.
- (c) The Offeror's completed Attachment L-5, Form SB, Job Description/Qualification (JD/Q) Form for each proposed job LCD to be used in the performance of the contract.
- (d) The Offeror shall describe the compensation plan, to include that of all proposed subcontractors, to be used for obtaining and retaining a quality workforce. Data shall be provided in accordance with FAR 52.222-46, "EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES". (NOTE: Supporting data that sets forth the proposed salaries and fringe benefits for all proposed professional employees shall be submitted in Volume II).

(End of provision)

## **L.20 VOLUME II - PRICE PROPOSAL INSTRUCTIONS**

Labor rates are important in determining the Offeror's understanding of the PWS requirements and the required resources. Labor rates will be considered in evaluating Attachment L-5, Form SB, Job Descriptions/Qualifications (JDQs) in accordance with the requirements of the RFP and applicable FAR, NFS, and governing statutory requirements.

Each Offeror shall provide a hardcopy and electronic copies in accordance with L.20, Volume II, Price Proposal Instructions, (b)(6)(ii). The hardcopy data will be considered the official documentation in the event of any inconsistency between the electronic copies and the hardcopy.

It is important that the Offeror include all requested price information. Failure to include all information could indicate a lack of understanding of the PWS requirements for contract performance.

### **(a) General Instructions**

(1) This information must be a separate proposal volume. The full contents of this volume shall follow the organization of the sections as outlined in Table L.20-1, Price Volume Table of Contents. The Offeror's proposal shall include fully burdened labor rates for the contract period of performance, including all options. The Option to Extend Services (six month option) will use the same rates as Option 4. The phase-in price (\$150k maximum) is to be priced separately and performed under a separate purchase order.

(2) The Offeror shall ensure that its proposal includes complete and factual rate information. Each Offeror is cautioned to submit its most competitive rates. Submission of certified cost or pricing data is not required; however, information other than cost or pricing data is required to determine price reasonableness, and/or price risk. At the discretion of the Contracting Officer, the SEB may evaluate the realism of the Offeror's IDIQ price to determine whether the pricing reflects a lack of understanding of the requirements or represents unnecessary performance risks in its approach to fulfilling the requirements of the contract. Offeror's are cautioned not to include Mission Suitability-related data in the Price Volume, except for narrative data needed to complete the Fringe Policy Questionnaire (Tab PE), located in Attachment L-1, ABSS Price Related Worksheets. Any additional narrative data concerning an Offeror's compensation plan placed in an Offeror's Price Volume will be considered Mission Suitability Volume information. If such data exceeds the page limitations set forth in Provision L.6, Table L.6-1, Proposal Page Limitations, it will not be evaluated and will be returned to the Offeror.

(3) The Price Volume shall encompass all prices associated with the requirements of the proposed contract and shall comply with the applicable FAR and NFS Regulations

and Governing Statutory Requirements. These instructions, including the requirements for detailed price and substantiation data, are applicable to proposed subcontractors under the circumstances set forth in FAR 15.404-3.

(4) The Price Volume preparation instructions set forth herein are applicable to Offerors and all proposed subcontractors.

(5) The Offeror is responsible for submitting a comprehensive proposal including all required subcontractor proposals. The prospective proposed subcontractors have the option of submitting proprietary price data in a sealed envelope through the Offeror or in the form of a complete price volume, directly to the Government, no later than the date and time specified in this RFP.

(6) The Offeror shall submit all price data electronically in Windows Microsoft Excel 2010 or later. Specific instructions for submitting computerized data are contained in L.20, Volume II – Price Proposal Instructions, (b) Price Volume Contents – Instructions by Section, (6) Section 6 - Excel Pricing Model (EPM) Price Forms Instructions (Part 2), paragraph (ii) below. All electronic files associated with the Excel Pricing Model (EPM) and the Basis of Estimate (BOE) shall not contain hidden formulas, tables, and shall not be locked or protected. The Offeror shall not alter Price Volume electronic spreadsheet file formats except for lengthening forms as appropriate or adjusting column widths or correcting obvious errors that would preclude the submission of an accurate proposal.

(7) An important prerequisite for the award of the contract is the Offeror's accounting system being capable of identifying and segregating costs. While these proposals are not required to be cost certified, they are to be in sufficient detail to allow direct and indirect rate verification and audit of selected costs by the cognizant Defense Contract Audit Agency (DCAA) office. In accordance with FAR 16.301-3, Cost Reimbursement Limitations, a firm's accounting system shall be determined adequate prior to award of a contract with cost reimbursable elements (training/travel line items). The Price Volume shall be prepared in a manner consistent with the Offeror's current approved accounting system. Offeror's shall provide the DCAA audit report number and date for the DCAA approved accounting system in Attachment L-2, Form B1, Cognizant Audit Office Form in order to capture the cognizant DCAA field office and DCMA contact information. If the accounting system has not been approved by DCAA, state "currently no DCAA approved accounting system" in Form B1, Disclosures section and prepare and submit a completed Attachment L-3, SF1408, Preaward Survey of Prospective Contractor Accounting System (complete Section II only) and Attachment L-4, Form D1, Preaward Survey of Prospective Contractor Accounting System Checklist as part of Volume II, Price Volume.

(b) Price Volume Contents - Instruction by Section

**Table L.20-1, Price Volume Table of Contents**

<b>Price Volume II – Part 1: General Price Information</b>
Section 1 – Cover Page and Table of Contents
Section 2 – Pricing Information
Section 3 – Basis of Estimate Summary
Section 4 – Copies of all Proposed Subcontractor Analysis
Section 5 – Financial Capability
<b>Price Volume II – Part 2: Excel Pricing Model (EPM)</b>
Section 6 – Excel Workbook Templates

(1) Section 1 - Cover Page and Table of Contents (Part 1) – Offerors and all proposed subcontractors shall provide the following information on the cover page of the Price Volume:

- (i) Solicitation number
- (ii) Name, address, and telephone number of Offeror
- (iii) Name, title, telephone number, and fax number of Offeror’s point of contact
- (iv) Type of contract, place(s) and period(s) of performance
- (v) Name, address, telephone, and fax number of the Government cognizant contract audit office
- (vi) Name, address, telephone, and fax number of the Government cognizant contract administration office
- (vii) Name and title of authorized representative of the company, and date of submission

(2) Section 2 – Pricing Information (Part 1)

- (i) The Offeror shall clearly explain in detail all pricing or estimating techniques (including but not limited to projections, rates, ratios, percentages) and shall support the proposed rates in such a manner that audit, computation, and verification can be easily accomplished.
- (ii) The Offeror’s Price Volume shall include all Government-provided pricing templates which are hereby defined as the Excel Pricing Model (EPM), consisting of Workbooks and Templates which are found in Attachment L-1, ABSS Price Related Worksheets. The EPM will be utilized as a Government evaluation tool.
- (iii) LCDs applicable to this contract are provided in Attachment J-10, Labor

Category Description. LCDs address the applicable qualifications and experience levels of LCDs that are to be used for proposal purposes. LCDs shall be used by the Offeror for proposal development. The Offeror shall develop their pricing estimates using their customary estimating system. The Offeror shall map their internal labor categories to the LCDs provided in this RFP and provide a discussion of the rationale used in the mapping process.

(iv) In accordance with sound business practices and applicable labor laws, the Offeror and its proposed subcontractors shall propose reasonable labor rate increases and shall utilize the following not-to-exceed escalation rates for Calendar Years 2016 through 2021 as shown below in Table L.20-2, Escalation Rates.

**Table L.20-2, Escalation Rates**

<b>Wage Escalation by Calendar Year</b>					
2016	2017	2018	2019	2020	2021
2.9%	3.2%	3.0%	2.9%	2.9%	2.9%

Note: Some labor to be utilized in performance of this contract may be covered by the SCA. The Offeror shall not escalate the applicable SCA labor rates (Reference FAR Clause 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts)). Should an Offeror determine the need for a different annual escalation rate, a written explanation and justification shall be included in the supporting information of Volume II – Price . This explanation shall include the rationale and methodology used for the annual escalation rate development, including escalation assumptions, sources of projections, and a clear description of the projected rate.

(v) The Offerors, including all proposed subcontractors, shall provide a narrative rationale explaining all proposed indirect rates, any assumptions, and basis of applications, as part of this section. Additionally, the Offerors, including all proposed subcontractors shall complete and submit the worksheets in Attachment L-1, ABSS Price Related Worksheets, Tab PC, Schedule of Overhead, G&A and Other Indirect Rates and Tab PD, Fringe Benefits/Payroll Additives Rate Development for all elements of price for proposed fringe benefits.

(vi) Any business relationships between the Offeror and its proposed subcontractors beyond the apparent Offeror/subcontractor relationship shall be disclosed and fully recognized. Any discounts and/or favored treatment because of a business relationship, by virtue of an agreement or otherwise, shall be disclosed and explained.

(vii) The Offeror shall provide their proposed profit rate, which shall also be provided in the Attachment L-1, ABSS Price Related Worksheets, Tab PA, Summary of IDIQ Fully Burdened Rates (including Profit).

(viii) Phase-In prices shall be identified and proposed separately. Clause F.4, Phase-In and Phase-Out, requires that Phase-In price be priced separately to facilitate a separate Phase-In purchase order, which utilizes Simplified Acquisition Threshold (SAT) procedures and will provide for up to thirty (30) calendar days of start-up and Phase-In effort.

(ix) The Offeror shall provide an estimated percentage of any entity's participation for any labor category that will be provided by both the Offeror and all proposed subcontractors (reference Attachment L-1, ABSS Price Related Worksheets, Tab PH, Composite IDIQ Rate Development).

(x) If a Forward Pricing Rate Agreement (FPRA) is issued, all rates contained therein and agreed to shall be used in the development of the proposed prices. For all FPRA and Forward Pricing Rate Proposals (FPRPs) utilized in an Offeror's price proposal, the Offeror shall provide a statement identifying the agreement by report number, date issued, and the issuing agency's office and phone number. A signed copy of the FPRA and/or FPRP shall be included. The financial impact on indirect rates imposed by the award of the ABSS contract may require an Offeror to deviate from their FPRA. Should an Offeror deviate from the published FPRA agreement, a written explanation and justification shall be included in the supporting information, along with the rationale and methodology used for the varying rate development and a clear description of the projected rate.

(3) Section 3 – Basis of Estimate Summary (Part 1)

The Offeror and all proposed subcontractors shall provide a pricing narrative BOE for all price elements as specified by the breakouts in Attachment L-1, ABSS Price Related Worksheets, which explains in detail all pricing and estimating techniques, discloses the basis of all projections including a detailed explanation of all judgmental elements of price projections (Note – This shall include no technical information).

(4) Section 4 – Copies of all Proposed Subcontractor Analysis (Part 1)

The Offeror and all proposed subcontractors shall perform and submit a copy of a price analysis of their lower tier subcontractors as required by FAR 15.404-3(b), Subcontracting Pricing Considerations. The Offeror's pricing shall provide details and a discussion of all adjustments made to proposed subcontractors price proposal, including any adjustments based on technical findings or other adjustments. The proposal shall provide a discussion on the use, or non-use, of any adjustments based on the Offeror's history with the proposed subcontractors.

(5) Section 5 – Financial Capability (Part 1)

Financial capability is an important element of success for the Offeror. Therefore, the Offeror is required to submit one copy of the audited financial statements and accompanying notes for the last two (2) most recently completed fiscal years. In addition, the Offeror shall provide data which shows the amount of established

and/or available credit, the financial institution extending the line and the dollar amount (if any) presently in use. If a line of credit is available, provide a copy of the letter with the name of the institution and the amount of credit extended to Offeror's company for this proposed effort. If the Offeror is, or will be, a newly formed business entity, a financial statement relating thereto should accompany the offer showing the contribution that each participant is required to make with regard to the entity's capital and equity, amount pledged or paid in to date by each of the principals, and the working capital availability. In addition, discuss the funding requirements, and limitation of liabilities, if any, of all participants. Provide a summary of financial ratios including quick ratio, current ratio, summary of working capital and debt to equity ratio.

(6) Section 6 - Excel Pricing Model (EPM) Price Forms Instructions (Part 2)

(i) The goal of the EPM is to construct a comprehensive working model of the proposed pricing volume in an automated format. The EPM should be designed to facilitate changes to source data.

(ii) The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the Price proposal. In addition to the hardcopy requirements, the Offeror and each proposed subcontractor is required to submit the EPM and any other electronic price data, including formulas, on electronic media. The submission of pricing data on electronic media is required to be compliant with the RFP. Two (2) electronic copies of the pricing data shall be submitted with your proposal. Each electronic media provided is to have an external label affixed indicating:

- (a) The name of the Offeror;
- (b) The RFP number; and
- (c) The files/workbooks or range of files/workbooks.

(iii) The electronic workbook names included with the proposal shall begin with the first four letters of the Offeror's company name, hyphen, followed by the workbook acronym "IDIQ." For example, if the company name is ACME Corp., and have completed the IDIQ workbook; the file name would be "ACME-IDIQ.xls." Additionally, the Offeror shall use the Tab Identification, shown in-Table L.20-3, Price Workbook Tab Identifier, when naming individual tabs within the Excel file.

All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks is necessary, use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks shall not contain any macros, hidden cells, nor be locked/protected or secured by passwords.

**TABLE L.20-3, Price Workbook Tab Identifier**

<b>WORKBOOK</b>	<b>TAB IDENTIFICATION</b>	<b>TAB NAME</b>
L-1	PA	Summary of IDIQ Fully Burdened Rates (including Profit)
L-1	PB	Productive Factor
L-1	PC	Schedule of Overhead, G&A and Other Indirect Rates
L-1	PD	Fringe Benefits/Payroll Additives Rate Development
L-1	PE	Fringe Policy Questionnaire
L-1	PF	Phase-In Form (PIF)
L-1	PG	Development of Adjusted Proposed Subcontractor Fully Burdened Rates (SFBR) with Offeror's Burdens
L-1	PH	Composite IDIQ Rate Development
L-1	PI	Summary of Proposed IDIQ Composite Rates by Contract Year

(v) The Offeror and all proposed subcontractors shall include all price worksheets provided in Attachment L-1, ABSS Price Related Worksheets, in their proposal submission. In completing the worksheets, the Offeror and all proposed subcontractors shall propose price in a manner that is consistent with their disclosed and/or approved estimating and accounting practices. Proposed subcontractors must provide the required excel files to the Offeror or directly to the Government. For those proposed subcontractors providing the excel files directly to the Government, they should also submit their fully burdened rates with profit to the Offeror.

(7) Tab PA – Summary of IDIQ Fully Burdened Rates (including Profit)  
 Tab PA maps the LCD to the Offeror's labor categories. In addition, the Offeror must provide the detail used to calculate their individually proposed fully burdened labor rates for each of the labor categories (excluding travel and training) specified. This tab includes typical indirect cost categories (e.g., fringe, overhead, G&A and profit) and escalation rates for each year in accordance with the RFP. It should be modified to align with the terms of your customary accounting practices. However, insight into fringe benefits is critical to the Government's evaluation. The Offeror may add rows and columns to facilitate this; however, do not remove any LCDs from the submitted worksheets. All proposed subcontractors shall complete this tab for labor categories where they perform work to provide visibility into the Offeror's IDIQ rate calculations. WYE's related to any proposed direct charged PMO staff, in addition to the PM, shall be included in this worksheet.

Tab PA is required to be filled for each 12-month period of the contract (scroll down to find option years and burdens for travel/training).

Additionally, this worksheet is designed to capture all applicable burdens proposed on contract Other Direct Cost (ODCs). All travel and training will be reimbursed on the basis of allowable items of cost plus burdens, exclusive of profit. ODC estimates for travel and training are provided by the Government below, and shall be utilized as “plug numbers” for proposal purposes:

Travel/Training (inclusive of burdens) \$150,000 per year

The Offeror’s proposed burden rates on travel and training ODC for contract years one through five will be utilized should other ODCs be required in the future for successful contract performance.

(8) Tab PB – Productive Factor

Tab PB discloses the Offeror’s and all proposed subcontractors productive labor hours by contract period. This estimate should be provided based on the typical productive and nonproductive hours per work year based on the Offeror’s personnel and accounting policies and practices. Nonproductive time is all paid absences, (e.g., vacations, holidays, sick leave and other authorized paid absences). The Offeror shall indicate the productive hours for all proposed subcontractors included in this proposal. Table L.20-4, Hours Available per Contract Period, contains the total number of hours available per contract period.

**TABLE L.20-4, Hours Available per Contract Period**

Contract Period		Hours
Base Period	5/1/2016 – 4/30/2017	2,080
Option 1	5/1/2017 – 4/30/2018	2,088
Option 2	5/1/2018 – 4/30/2019	2,088
Option 3	5/1/2019 – 4/30/2020	2,096
Option 4	5/1/2020 – 4/30/2021	2,088
Option to Extend Services	4/30/2021 – 10/31/2021	1,044

(9) Tab PC – Schedule of Overhead, G&A and Other Indirect Rates

Tab PC is designed to present a summary level computation for overhead, G&A and other indirect rates (material handling, and/or subcontract handling) proposed by the Offeror in accordance with their disclosed accounting practices. The basis for projections of indirect rates shall also be provided with an explanation that demonstrates the impact that the award of this procurement will have on the pool and allocation base. The template also provides a formula to convert the Offeror’s accounting fiscal year to Government contract year.

(10) Tab PD – Fringe Benefits/Payroll Additives Rate Development

Tab PD is designed to detail the fringe benefit cost (Group Health, Dental, Retirement, Sick Leave, etc.), and the payroll additives that are required by law. Part B of this worksheet sums payroll additives by individual rate additive such as FICA calculations,

workman's compensation application, unemployment tax, and any other additive the contractor considers applicable by location. Part A combines the payroll additive rate developed in Part B with the individual elements of fringe to obtain a fringe rate by year for each location. The Offeror shall demonstrate that the estimates for fringe benefits shown in this form are incorporated into their proposed contract cost in accordance with their normal accounting and estimating practices for each contract year.

(11) Tab PE – Fringe Policy Questionnaire

Tab PE is used to provide detail of the fringe benefit package offered by the Offeror and all proposed subcontractor. This is used to verify that the fringe rate proposed and the productive hours used is sufficient to cover the benefits offered.

(12) Tab PF – Phase-In Form (PIF)

Tab PF provides a complete price estimate of all phase-in costs, by element of price specified on the PIF and in accordance with the Offeror's normal estimating procedures. Proposed phase-in will be for a period not to exceed thirty (30) calendar days which shall be prior to the contract period of performance effective date of May 1, 2016. Provide additional detail supporting the development of the proposed phase-in cost as deemed necessary.

**NOTE:** The Phase-in purchase order is limited to \$150k.

(13) Tab PG – Development of Adjusted Proposed Subcontractor Fully Burdened Rates (SFBR) with Offeror's Burdens is provided as a means to adjust proposed subcontractor's FBR/IDIQ rates by adding any additional Offeror burdens to calculate a proposed subcontractor fully burdened rate (SFBR). **This tab is to be completed by the Offeror only.**

(14) Tab PH – Composite IDIQ Rate Development

Tab PH is utilized to develop composite rates if the Offeror's proposed subcontractor arrangement consists of multiple companies (e.g. Offeror and proposed subcontractor labor) to perform the duties of a labor category. A composite labor rate is defined as a blended rate among the Offeror and proposed subcontractors for a specific labor category. For example, if the Offeror performs 80% of the labor category and a proposed subcontractor performs 20% of the same labor category, the composite rate would equal the sum of  $0.80 \times$  Offeror's rate plus  $0.20 \times$  proposed subcontractor's rate. Indicate the percentage of participation proposed for each labor rate. If the Offeror proposes to have one company work 100% for a particular labor category then indicate 100% in the tab. The Offeror should fill out this tab using fully burdened IDIQ rates from each company (Tab PA). The formulas in colored cells will automatically calculate the composite rate. **This tab is to be completed by the Offeror only.**

(15) Tab PI – Summary of Proposed IDIQ Composite Rates by Contract Year

Tab PI inputs the IDIQ composite rates into a table that can be used to complete Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens, of the model contract. **This tab is to be completed by the Offeror only.**

(End of provision)

## **L.21 VOLUME III – PAST PERFORMANCE PROPOSAL INSTRUCTIONS**

This information shall be submitted in a separate volume. An Offeror's corporate past performance record indicates the relevant quantitative and qualitative aspects of performing services or delivering products similar to the requirements of this acquisition. The information requested below is anticipated to be sufficient for purposes of the evaluation of past performance. (Refer to FAR 15.305(a)(2), Proposal Evaluation and NFS 1815.304-70, NASA Evaluation Factors).

The full contents of this volume shall follow the organization of the sections as described below and the content shall be described in those sections.

(a) The Offeror shall provide, at a minimum, the following descriptions and information as part of its Past Performance Volume to facilitate the evaluation of company and past performance as a whole based on experience in meeting the requirements of Attachment J-1, Performance Work Statement. The combined total of the Offeror's and proposed major subcontractors' past performance experience shall be limited to no more than four reference contracts or subcontracts (of which at least two shall be for the Offeror) for which performance occurred within the last five (5) years. Any contract performance more than five (5) years old will not be considered.

If the Offeror is an existing Joint Venture, then the Offeror shall provide at least two of the four reference contracts required above for the Joint Venture. If the Joint Venture is newly established for this effort and therefore cannot provide past performance contracts in the name of Joint Venture, then past performance from members of the Joint Venture will be considered. The Joint Venture managing partner shall provide at least two relevant past performance reference contracts. The Offeror may also provide other past performance reference contracts considered to be relevant within the four reference contract limit occurring within the last five (5) years. Any contract performance more than five (5) years old will not be considered.

The Offeror shall consider the following similarities to the Acquisition and Business Support Services effort in making the assessment of relevance:

- (1) Size (e.g., dollar value per year, total dollar value and number of WYEs)
- (2) Content (of particular relevance are efforts relating to acquisition and/or business support. Paralegal support will receive much less emphasis than program management, acquisition, and/or business support.)
- (3) Complexity of the contract; and
- (4) To a lesser extent Contract type (e.g., CPAF, CPIF, FFP)

The Offeror shall furnish the following information for all past performance references:

- (1) General contract information:
    - (i) Customer's name, address, email, and telephone number of both the lead contractual and technical personnel. Ensure that all information provided is current and correct.
    - (ii) Contract number, type, and total original and present or final contract value.
    - (iii) Date of contract, place(s) of performance, and delivery dates or period of performance.
    - (iv) Method of acquisition: Competitive or Noncompetitive.
    - (v) Nature of award: Initial or Follow-on.
    - (vi) Performance as prime contractor or subcontractor.
    - (vii) Percentage of labor provided.
  - (2) Description of contract work and comparability to the proposed effort. It is not sufficient to state that it is comparable in size, content, complexity, and type. Rationale shall be provided to demonstrate that the work is comparable with this procurement. In addition to this information, the Offeror shall register this past performance in the matrix provided in Table L.21-1, Sample PWS Past Performance Matrix, in accordance with the instructions provided below.
  - (3) Description of any major problems and how they were overcome.
  - (4) Description of risk factors and methods used to mitigate risks.
  - (5) Identification of contractual performance incentives and performance relative to the incentives.
  - (6) Per year voluntary turnover history for exempt and non-exempt employees (or other major categorization used by the Offeror).
  - (7) Description of management attention and commitment to safety and health, any safety related issues, and associated corrective actions.
  - (8) Description of any awards or recognition provided by the customer for performance of the effort.
- (b) In order to match past performance information with the relevant sections of the PWS,

the Offeror shall provide a summary of applicable past performance information in matrix form as described by the Table L.21-1, Sample PWS Past Performance Matrix, below. In the first column of this matrix, insert the Contract Identifier – either a contract number, customer name, or other unique identifier that clearly identifies the contract and matches it with the past performance information submitted pursuant to the above instructions. In the other columns of the matrix, indicate the relationship between this PWS and the referenced contract by indicating (1) the capacity in which the referenced contract was performed (i.e., “P” if performed as a prime contractor, “S<sub>1</sub>” if performed as a major subcontractor, “S<sub>2</sub>” if performed as a minor subcontractor) and (2) the approximate percentage of the referenced contract value associated with the ABSS PWS. Note: The sum of the percentages across each row must be less than or equal to 100%.

**Table L.21-1, Sample PWS Past Performance Matrix**

Contract Identifier	ABSS Performance Work Statement (%)										
	PWS Sec. 2.1	PWS Sec. 2.2	PWS Sec. 3.1	PWS Sec. 3.2	PWS Sec. 3.3	PWS Sec. 3.4	PWS Sec. 4.1	PWS Sec. 4.2	PWS Sec. 4.3	PWS Sec. 4.4	PWS Sec. 5.1
USAF/F41608-98-D-0012	S <sub>1</sub> (20)			P (50)				S <sub>1</sub> (20)			S <sub>2</sub> (10)
NASA/NA S5-00325		P (60)		S <sub>2</sub> (5)	S <sub>2</sub> (5)					S <sub>1</sub> (25)	
EPA/S-08536		S <sub>1</sub> (22)	S <sub>1</sub> (30)	S <sub>1</sub> (40)							
DOJ/M-12345	S <sub>2</sub> (5)		S <sub>2</sub> (7)		S <sub>2</sub> (6)				S <sub>2</sub> (10)		

Note: The following definitions apply: a prime contractor is defined as having performed 50% or more of the annual contract labor; a major subcontractor (S<sub>1</sub>) is defined as having performed 20% or more but less than 50% of the annual contract labor; a minor subcontractor (S<sub>2</sub>) is defined as having performed less than 20% of the annual contract labor.

- (c) For the Offeror and all proposed subcontractors, provide for the past five (5) years;
- (1) A listing of all contracts terminated for default, and
  - (2) A listing of all contracts whose scope was reduced because of performance or cost problems. Include the contract number and the name, address, and telephone number of the terminating or contracting officer.
- (d) For the Offeror and all proposed subcontractors, the Offeror shall identify any company that it or its proposed subcontractors have acquired, have been acquired by, or otherwise have merged with within the past 5 years. In addition, the Offeror shall identify any proposed mergers and acquisitions related to its company or Joint Venture.

(e) Past Performance References: A Past Performance Questionnaire is provided as Attachment L-5, Form SC, Past Performance Interview/Questionnaire to this solicitation. The Offeror (including proposed major subcontractors when applicable) shall complete the Offeror fill-in sections of the questionnaire and forward this questionnaire to their contracting and technical representatives for final completion. The Offeror shall include a summary of all representative customers to whom it has provided Past Performance Interview/Questionnaire Forms and advise those customers of the past performance questionnaire due date and delivery location. This summary shall match the responses (limited to no more than four identified in (a) of this provision).

(f) The Offeror shall request the customer references to fully complete the questionnaire and return it to the point of contact referenced in the provision entitled L.10, Communications Regarding This Solicitation, by the time Volume III submittals are due. Ensuring that questionnaires are completed and provided to the proposal delivery address is the sole responsibility of the Offeror.

(g) Past Performance questionnaires received by the Government after the proposal due date, as well as questionnaires not returned to the Government, will be removed from consideration and may adversely affect the evaluation. The Offeror may permit its customers to transmit the Questionnaire responses via email, directly to the Contracting Officer. However, the Government cannot guarantee security of email submissions. Additional instructions for completing the Past Performance Questionnaires are contained on the form. In addition to Offeror provided references, the Past Performance Information Retrieval System (PPIRS) and any references known or available to the Source Evaluation Board (SEB) will be checked as deemed necessary.

(End of provision)

## **L.22 VOLUME IV - STANDARD FORM 33 AND SUBMITTAL OF PROPOSAL INSTRUCTIONS (MODEL CONTRACT VOLUME)**

Standard Form – SF 33 Offeror fill-ins and Section K. Representations, Certifications, and Other Statements of Offerors or Respondents. A Standard Form 33 has been provided in this solicitation. The entire completed and signed model contract, including all required fill-ins, and all of completed Section K must be submitted with Volume IV, Model Contract. Volume IV shall be submitted in Microsoft Word in its entirety, to include all pages provided in the solicitation for Sections B through J, including all Section J attachments. Each section shall be separately tabbed. The balance of the solicitation (i.e., Sections L and M) need not be returned. The volume shall contain no company logos or proprietary data restrictions in the headers or footers. The Offeror shall also complete the following as shown in Table L.22-1, Offeror Fill-ins:

**Table L.22-1, Offeror Fill-ins**

<b>Section/Attachment</b>	<b>Clause/Attachment</b>	<b>Fill-in Required (if Applicable)</b>
A (SF33)		Blocks 12-18
H	H.4 page H-6	Key Person Name
J	Attachment J-3 Attachment J-4 Attachment J-13	*PRS-2 Price Deductions for Failure to Meet APLs – Deduction Schedule *Fully Burdened Composite Labor Rates and Contract Burdens
K	K.2, K.3, K.5, K.6, K.7, K.8, K.9, and K.10	Representations, Certifications, and Other Statements of Offeror
End of Volume IV	Include as an attachment	Joint Venture Agreement

\*Note: In Attachment J-3, Performance Requirements Summary, the Offeror shall propose performance price deductions in PRS-2. See Table L.22-2, Sample J-3 Price Deductions for Failure to Meet APLs. In Attachment J-4, Fully Burdened Composite Labor Rates and Contract Burdens, the Offeror(s) shall provide fully burdened composite labor rates inclusive of profit for the Offeror and all proposed subcontractors.

**Table L.22-2, Sample J-3 Price Deductions for Failure to Meet APLs**

<b>Adjectival Rating (Numerical Rating)</b>	<b>Percent Deduction (%) (Examples)</b>
Excellent (4.00 – 5.00)	0
Very Good (3.00 – 3.99)	1 %
Good (2.00 – 2.99)	2 %
Satisfactory (1.00 – 1.99)	10 %
Poor/Unsatisfactory (0-0.99)	15 %

In the event the Government elects to award a contract from initial proposals without discussions, the signed SF33 and completed Volume IV, Model Contract, will form the executed contract. However, the Government reserves the right to add beneficial features of the proposal to the contract prior to execution.

(End of provision)

### **L.23 Organizational Conflicts of Interest (OCI)**

(a) Notice. The Contracting Officer has determined that this acquisition gives rise to an Organizational Conflict of Interest (OCI). Accordingly, the attention of prospective Offerors is invited to FAR Subpart 9.5—Organizational Conflicts of Interest.

(b) The following is a description of the known conflict identified by the Contracting Officer and how the Government avoided this conflict. As a result, this conflict should not require further mitigation on the part of Offerors.

Unequal Access to Information:

(1) A concern exists that the contractor will acquire nonpublic information (including proprietary and/or commercially sensitive information) in performing the ABSS contract that may provide the contractor with an unfair competitive advantage in later competitions for a Government contract at MSFC. Potential types of tasks which could lead to Unequal Access to Information OCI issues include (but are not limited to):

(i) **Business Support Services:** The contractor shall provide preparation and analysis of budget and financial data, preparation of pertinent briefing materials, analysis and entry of financial data into automated systems, preparation of business resources and financial reports, business and programmatic support to MSFC organizations and teams, and documentation of financial processes and system. In addition, the Contractor shall provide verification and assessment of budget and financial data, evaluation of compliance with applicable policies and procedures, support for independent business and financial analysis and reviews, and operational audit support. This SOW requirement necessitates that the Contractor routinely access and analyze highly sensitive and/or proprietary information from the Government and third parties;

(ii) **Acquisition Support Services:** The Contractor shall provide professional and technical services as needed in support of MSFC acquisition planning through solicitation, award, training, performance, final payment, and closeout for the full range of contractual instruments used by the Government, including grants and cooperative agreements. This SOW requirement necessitates that the Contractor routinely access and analyze highly sensitive and/or proprietary information from the Government and third parties; and

(iii) **Legal Support Services:** The Contractor shall provide professional, paraprofessional, and technical services as needed in support of the provision of legal services to MSFC organizations and the operations of the MSFC Office of the Chief Counsel. This SOW requirement necessitates that the Contractor frequently access and analyze highly sensitive and/or proprietary information from the Government, civil servant and contractor personnel, and third parties.

(2) The Government has avoided this conflict through the inclusion of Clause H.8, Limitation of Future Contracting which prohibits the Contractor from performing or assisting with the performance of any other contract or agreement under the cognizance of MSFC during the performance of this contract.

(c) **Notice:** Offerors shall submit a draft Organizational Conflicts of Interest (OCI) Plan as part of Volume IV as Attachment J-13, Organizational Conflicts of Interest Plan. An acceptable OCI Plan (including strategies for mitigating any identified OCIs) is an eligibility requirement for consideration of the Offeror's proposal and award of the ABSS contract. As such, the Contracting Officer may communicate with any Offeror at any time during the evaluation process concerning its OCI Plan. This OCI Plan, as approved by the Government, will be

included in any resulting contract as a contractual obligation. An Offeror shall submit a draft OCI Plan that addresses the following:

- (1) The Offeror shall address each of the requirements listed in paragraph 15.3 of DRD No. 1536MA-002, Organizational Conflicts of Interest (OCI) Plan. [Note: As stated above, the organizational conflicts of interest identified by this solicitation have been resolved with respect to MSFC by clause “H.8, Limitation of Future Contracting.” However, the Offeror shall identify its strategy for resolving each actual or potential OCI created for the Offeror by the requirements of the solicitation/contract (e.g., work at other NASA centers by the Offeror or an affiliate, access to highly sensitive information or decision-making processes associated with other NASA centers, assisting other companies in responding to NASA solicitation, etc.).].

DRAFT REF

**L.24 LIST OF ATTACHMENTS TO SECTION L****Table L.24-1, List of Attachments to Section L**

<b>ATTACHMENT</b>	<b>DOCUMENT</b>	<b>PAGES</b>
ATTACHMENT L-1	ABSS Price Related Worksheets: Tab PA - Summary of IDIQ Fully Burdened Rates (including profit) Tab PB - Productive Factor Tab PC - Schedule of Overhead, G&A and Other Indirect Rates Tab PD - Fringe Benefits/Payroll Additives Rate Development Tab PE - Fringe Policy Questionnaire Tab PF - Phase-In Form (PIF) Tab PG - Development of Adjusted Proposed Subcontractor Fully Burdened Rates (SFBR) with Offeror's Burdens Tab PH - Composite IDIQ Rate Development Tab PI - Summary of Proposed IDIQ Composite Rates by Contract Year	Excel File
ATTACHMENT L-2	Form B1 - Cognizant Audit Office Template (CAOT)	L-2
ATTACHMENT L-3	Form SF1408 - Preaward Survey of Prospective Contractor Accounting System	L-3
ATTACHMENT L-4	Form D1 - Preaward Survey of Prospective Contractor Accounting System Checklist	L-4
ATTACHMENT L-5	Form SA - Key Person Position Description and Resume Form SB - Job Description/Qualification Form Form SC - Past Performance Interview/ Questionnaire	L-5-Form SA L-5-Form SB L-5-Form SC
ATTACHMENT L-6	Background, Historical, and Anticipated Needs Data	L-6
ATTACHMENT L-7	MSFC Organization Chart	L-7
ATTACHMENT L-8	Office of Procurement	L-8
ATTACHMENT L-9	Office of the Chief Financial Officer	L-9

(End of provision)

[END OF SECTION]

Company Name:

Company XYZ, Inc.

## Attachment L-1, Price Related Worksheets

Tab	Title	Specific Instruction
PA	Summary of IDIQ Fully Burdened Rates (including Profit)	<p>This tab maps the government provided labor categories to the offerors labor categories. In addition, the Offeror must provide the detail used to calculate their individually proposed fully burdened labor rates for each of the labor categories specified. The tab includes typical indirect categories (e.g. fringe, overhead, G&amp;A and profit) and escalation rates for each year in accordance with the RFP. If the Offeror chooses to use different escalation rates then a justification for deviating from the NASA provided NTE escalation rates must be provided in the narrative. This tab develops the IDIQ Fully Burdened Rates. Additionally, the Offeror is required to input the applicable burden percentages to be applied to the Government provided Training and Travel. The rationale for composition of burden rates and basis of application is required.</p> <p>This form also includes an area for WYE's related to any direct charged PMO staff.</p>
PB	Productive Factor	Specify the number of Productive Hours per WYE for each contract year. Specify in the notes area how the figure was calculated (e.g. 2080 hours per year - 100 hours vacation - 40 hours sick - 80 hours holiday = 1860 Productive hours).
PC	Schedule of Overhead, G&A and Other Indirect Rates	This tab is designed to present a summary level computation for overhead, G&A and other indirect rates (material handling, and/or subcontract handling) proposed by the Offeror in accordance with their disclosed accounting practices.
PD	Fringe Benefits/Payroll Additives Rate Development	This tab requires input for development of the fringe rates, payroll additive computation and the fringe per hour calculation.
PE	Fringe Policy Questionnaire	This tab is required of the Offeror and all subcontractors. This form provides visibility by employee category, into personnel policies and fringe benefits, consistent with the Offeror's Compensation Plan.
PF	Phase In Form (PIF)	This tab details the price of phase-in.
PG	Development of Adjusted Subcontractor Fully Burdened Rates (SFBR) with Offeror's Burdens	This tab is provided as a means to adjust subcontractor's FBR/IDIQ rates by adding any additional prime contractor burdens to calculate a subcontractor fully burdened rate (SFBR). <b>THIS TAB IS TO BE COMPLETED BY THE OFFEROR ONLY.</b>
PH	Fully Burdened Composite IDIQ Rate Development	This tab is utilized to develop blended rates if the offeror's teaming arrangement consists of multiple companies (e.g. prime contractor and subcontractor labor) to perform the duties of a full WYE. Indicate the percentage of participation proposed for each labor rate. If the offeror proposes to have one company work 100% for a particular labor category then indicate 100% in the tab. The Offeror should fill out this tab using fully burdened IDIQ rates from each company (Tab PA). The formulas in colored cells will automatically calculate the blended/composite rate. <b>THIS TAB IS TO BE COMPLETED BY THE OFFEROR ONLY.</b>
PI	Summary of Proposed IDIQ Composite Rates by Contract Year	This tab inputs the IDIQ composite rates into a table that can be used to complete Attachment J-4 of the model contract. <b>THIS TAB IS TO BE COMPLETED BY THE OFFEROR ONLY.</b>

Summary of IDIQ Fully Burdened Rates

Tab

NASA Labor Category	Offeror's Labor Category	Exempt/S CA	Yr 1, Base	Burdens							Yr 1, Base	
			Base DL Rate	0.00%	0.00%	0.00%	Subtotal	G&A \$	Total before Profit	Profit \$	0.00%	IDIQ FBR*
				Fringe \$	OH1 \$	OH2 \$						
Program Manager		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>												
Budget Analyst I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>												
Contract Administrator I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II		Exempt		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>PWS 5.0 - Legal Support Services</b>											
Paralegal I		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III		SCA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Areas in Yellow Require Manual Input*

*\*IDIQ FBR - Fully Burdened Rate*

Summary of IDIQ Fully Burdened Rates

Tab

Escalation 0.00%

Yr 2, Option 1

Burdens

NASA Labor Category	Offeror's Labor Category	Exempt/S CA	Base DL Rate	Burdens							IDIQ FBR*
				0.00%	0.00%	0.00%		0.00%		0.00%	
				Fringe \$	OH1 \$	OH2 \$	Subtotal	G&A \$	Total before Profit	Profit \$	
Program Manager		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>											
Budget Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>											
Contract Administrator I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Purchasing Agent II	Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>											
Paralegal I	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Categories in Italic are not required under the mission portion of the contract*

*Areas in Yellow Require Manual Input*

*\*IDIQ FBR - Fully Burdened Rate*

Summary of IDIQ Fully Burdened Rates

Tab

Escalation

0.00%

Yr 3, Option 2

Burdens

NASA Labor Category	Offeror's Labor Category	Exempt/S CA	Base DL Rate	0.00%	0.00%	0.00%	Subtotal	0.00%	Total before Profit	0.00%	IDIQ FBR*
				Fringe \$	OH1 \$	OH2 \$		G&A \$		Profit \$	
Program Manager		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>											
Budget Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>											
Contract Administrator I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Purchasing Agent II	Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>											
Paralegal I	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III	SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Categories in Italic are not required under the mission portion of the contract*

**Areas in Yellow Require Manual Input**

**\*IDIQ FBR - Fully Burdened Rate**

Summary of IDIQ Fully Burdened Rates

Tab

Escalation 0.00%

Yr 4, Option 3

Burdens

NASA Labor Category	Offeror's Labor Category	Exempt/S CA	Base DL Rate	0.00%	0.00%	0.00%	Subtotal	0.00%	Total before Profit	0.00%	IDIQ FBR*
				Fringe \$	OH1 \$	OH2 \$		G&A \$	Profit \$		
Program Manager		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>											
Budget Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV MAF)		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>											
Contract Administrator I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>											

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Paralegal I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Categories in Italic are not required under the mission portion of the contract*

**Areas in Yellow Require Manual Input**

**\* IDIQ FBR - Fully Burdened Rate**

Summary of Fully Burdened Rates

Tab

			Escalation	0.00%							
			Yr 5, Option 4	Burdens							
NASA Labor Category	Offeror's Labor Category	Exempt/S CA	Base DL Rate	0.00%	0.00%	0.00%		0.00%		0.00%	
				Fringe \$	OH1 \$	OH2 \$	Subtotal	G&A \$	Total before Profit	Profit \$	FBR*
Program Manager		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>											
Budget Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>											
Contract Administrator I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>											

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Paralegal I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Categories in Italic are not required under the mission portion of the contract*

**Areas in Yellow Require Manual Input**

**\*IDIQ FBR - Fully Burdened Rate**

Summary of Fully Burdened Rates

Tab

NASA Labor Category	Offeror's Labor Category	Exempt/S CA	6 months Ext.** Base DL Rate	Burdens							
				0.00%	0.00%	0.00%		0.00%		0.00%	
				Fringe \$	OH1 \$	OH2 \$	Subtotal	G&A \$	Total before Profit	Profit \$	FBR*
Program Manager		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>											
Budget Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>											
Contract Administrator I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II		Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>											

RFP NNM16534124R

Paralegal I		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III		SCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Categories in Italic are not required under the mission portion of the contract*

**Areas in Yellow Require Manual Input**

**\*IDIQ FBR - Fully Burdened Rate**

\*\* In reporting the IDIQ FBR associated with the Clause I.4, FAR 52.217-8 Option to Extend Services (Option Period 5- 6 month extension), the calculated IDIQ FBR for the last 12 months (Option Period 4) will be duplicated to account for the additional 6 month potential extension.

RFP NNM16534124R

<u>ELEMENTS</u>	Base	Yr. 2 Option 1	Yr. 3 Option 2	Yr. 4 Option 3	Yr. 5 Option 4	Total before Ext	6 Month Ext. **	Total Contract Value with 6 mos.
<b>Other Direct Costs</b>								
Travel/Training						\$0	\$0	\$0
Burden/Handling	0%					\$0	\$0	\$0
G&A	0%					\$0	\$0	\$0
<b>Total Travel/Training ***</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*\*\* Total cannot exceed \$150,000 with burdens for contract year (\$75,000 for Option to Extend Services)



Company XYZ, Inc.

Tab PB

Calculation of Productive Factor by Labor Designation

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Start	5/1/2016	5/1/2017	5/1/2018	5/1/2019	5/1/2020
End	4/30/2017	4/30/2018	4/30/2019	4/30/2020	4/30/2021
Hours in Contract Period	2080	2088	2088	2096	2088

Exempt Productive Factor

Less:	Holidays					
	Sick					
	Vacation					
	Other					
<b>Exempt</b>	<b>2080</b>	<b>2088</b>	<b>2088</b>	<b>2096</b>	<b>2088</b>	

SCA Productive Factor

Less:	Holidays					
	Sick					
	Vacation					
	Other					
<b>SCA</b>	<b>2080</b>	<b>2088</b>	<b>2088</b>	<b>2096</b>	<b>2088</b>	

The above labor designations are linked to the Tab PA. The work hours will be generated from the information provided by each designation.

Notes:

Areas in Yellow Require Manual Input.

Company XYZ, Inc.

Tab PC

Schedule of Overhead, G&A and Other Indirect Rates

Areas in Yellow Require Manual Input

	Offeror Fiscal Year	Contract Year	Period	Conversion in days	
Begins	1/1/16	5/1/16	1st Fiscal Yr	244	67%
Ends	12/31/16	4/30/17	2nd Fiscal Yr	121	33%

G&A Basis:	Input Allocation Base Here						
	Historical	Historical	Projected	Projected	Projected	Projected	Projected
	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year
	2014	2015	2016	2017	2018	2019	2020
Pool	\$10	\$10	\$1	\$1	\$1	\$1	\$1
Base	\$50	\$100	\$100	\$100	\$100	\$100	\$100
This contract effort			\$30	\$30	\$30	\$30	\$30
Other Forecasted effort	\$25	\$15	\$1	\$1	\$1	\$1	\$1
Total Base	\$75	\$115	\$131	\$131	\$131	\$131	\$131
Rate	13.3%	8.7%	0.8%	0.8%	0.8%	0.8%	0.8%

Conversion to Contractor FY	Rate used in FBR	0.76%	0.76%	0.76%	0.76%
-----------------------------	------------------	-------	-------	-------	-------

Overhead Basis:	Input Allocation Base Here						
	Historical	Historical	Projected	Projected	Projected	Projected	Projected
	Fiscal Year	Year	Year	Year	Fiscal Year	Fiscal Year	Fiscal Year
	2014	2015	2016	2017	2018	2019	2020
Pool	\$1	\$1	\$0	\$0	\$0	\$0	\$0
Base	\$10	\$10	\$10	\$10	\$10	\$10	\$10
This contract effort							
Other Forecasted effort							
Total Base	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Rate	12.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Conversion to Contractor FY	Rate used in FBR	0.00%	0.00%	0.00%	0.00%
-----------------------------	------------------	-------	-------	-------	-------

Other Indirect Rate Basis:	Input Allocation Base Here						
	Historical	Historical	Projected	Projected	Projected	Projected	Projected
	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year
	2014	2015	2016	2017	2018	2019	2020
Pool	\$1	\$1	\$1	\$1	\$1	\$1	\$1
Base	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Conversion to Contractor FY	Rate used in FBR	0.01%	0.01%	0.01%	0.01%
-----------------------------	------------------	-------	-------	-------	-------

**Instructions:**  
 A - Include the Pool cost proposed by year  
 B - Include the allocation base cost for each indirect rate  
 C - Compute the Burden Rate percentage - this should be an automatic calculation. Changes to the formula are permitted in order to insure accuracy

**Note:**  
 The Offeror is responsible for completion of this form in its entirety.

Areas in Yellow Require Manual Input

Company XYZ, Inc.

Part A

Fringe Benefits/Payroll Additives  
**FRINGE RATE DEVELOPMENT**  
 REAL YEAR DOLLARS

Pool Elements	Year 1	Year 2	Year 3	Year 4	Year 5
GROUP HEALTH INSURANCE					
GROUP LIFE INSURANCE					
RETIREMENT					
SHORT TERM DISABILITY					
LONG TERM DISABILITY					
PROFESSIONAL LIABILITY INS.					
OTHER (SPECIFY)					
Employee Awards					
Health and Welfare					
Training					
Holidays					
Sick Leave					
Vacation/Personal Leave					
OTHER (SPECIFY)					
OTHER (SPECIFY)					
TOTAL EXPECTED COST OF FB	\$0	\$0	\$0	\$0	\$0
<b>Base</b>					
<i>Projected Direct Labor Base this contract</i>	\$0	\$0	\$0	\$0	\$0
<i>Indirect (OH &amp; GA) Labor Base</i>	\$0	\$0	\$0	\$0	\$0
<i>Other contracts Direct Labor Base</i>	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LABOR BASE</b>	\$0	\$0	\$0	\$0	\$0
<b>Fringe Rate before Payroll Additive</b>	0%	0%	0%	0%	0%
<i>Payroll Additive Rate From PART B</i>	0%	0%	0%	0%	0%
<b>BELOW</b>	0%	0%	0%	0%	0%
<b>FRINGE BENEFIT RATE</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
Please Describe the Labor Base: (e.g. 90% DL, 10% Indirect Labor)					

PAYROLL ADDITIVES RATE DEVELOPMENT					
Part B					
DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5
<b>FICA CALCULATIONS:</b>					
SOCIAL SECURITY (SS)					
BASE WAGES	\$0				
X SS RATE					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
MEDICARE					
BASE WAGES	\$0				
X MEDICARE RATE					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
UNEMPLOYMENT TAX:					
FUTA					
BASE WAGES	\$0				
X TAX RATE					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
SUTA					
BASE WAGES	\$0				
X TAX RATE					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
WORKERS' COMPENSATION:					
BASE WAGES	\$0				
X PREMIUM RATE					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
OTHER (SPECIFY):					
= SUBTOTAL	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PAYROLL ADDITIVES:</b>					
TOTAL LABOR BASE	\$0	\$0	\$0	\$0	\$1
= PAYROLL ADDITIVE RATE	0.00%	0.00%	0.00%	0.00%	0.00%

Please carry forward the rate by year to the fringe calculation Found in Row 32 above

<b>Part C</b>									
<b>Indicate Hourly Health &amp; Welfare cost by Employee Category (per yr)</b>									
<i>* Per the SCA instructions Hrly H&amp;W is computed based on all hours worked not productive factor</i>									
Labor Category	# of WYE	GROUP HEALTH	LIFE	AD&D	Pension Plan	Short	Long	Sick/ Pers Lve	TOTAL
						Term	Disability		Hourly * H&W COST
Program Manager	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 3.0 - Business Support Services</b>									
Budget Analyst I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 4.0 - Acquisition Support Services</b>									
Contract Administrator I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PWS 5.0 - Legal Support Services</b>									
Paralegal I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**FRINGE POLICY QUESTIONNAIRE**

**Tab PE**

Company XYZ

*This form is to be completed by Offeror and all subs*

Please attach additional details on each benefit as necessary.

Please indicate whether the dollar amount provided is per pay period, monthly etc...

**Compensation Form (b)- Personnel and Fringe Benefits Policies (Health & Welfare)**

Offeror: \_\_\_\_\_

Subcontractor/Team Members: \_\_\_\_\_

	Details / Description	Exempt	Non-Exempt	Ref.
<b>Health Insurance</b>				
<i>Please indicate whether the dollar amount provided is per week, monthly etc...</i>				
Provider	<i>(e.g. HMO, FFS, High Deductible Health Plan, Consumer Directed Health Plan, Self Insured)</i>			
Eligibility Start Date				
Employee Share \$				
Employee Share + One \$				
Employee Share Family \$				
Employer Share for Employee \$				
Employer Share for Employee + one \$				
Employer Share for Employee plus family \$				
Opt Out Payment				
Calendar Year Deductible Per Person				
Calendar Year Deductible Per Family				
		Offered YES	NO	% cost to employee

**Compensation Form (b)- Personnel and Fringe Benefits Policies (Health & Welfare)**

[ ] Offeror: \_\_\_\_\_

[ ] Subcontractor/Team Members: \_\_\_\_\_

	Details / Description	Exempt	Non-Exempt	Ref.
<b>Dental</b>				
<b>Vision</b>				
<b>Life Insurance</b>				
<b>Retirement</b>	<i>Details/Description</i>	<b>Exempt</b>	<b>NonExempt</b>	
Provider				
Pension				
401(k)				
Matching \$ & %				
Maximum Matching				
Employee Maximum				
100% Vesting # Years				
Stock Options				
ESOP				

**Compensation Form (b)- Personnel and Fringe Benefits Policies (Health & Welfare)**

[ ] Offeror: \_\_\_\_\_

[ ] Subcontractor/Team Members: \_\_\_\_\_

	<b>Details / Description</b>	<b>Exempt</b>	<b>Non-Exempt</b>	<b>Ref.</b>
<b>Paid Time Off</b>				
	<i>Details/Description</i>	<b>Exempt</b>	<b>NonExempt</b>	
Holidays				
Vacation				
Other (I.e. sick, bereavement, civic, military, etc.) Reference S.4, para 4				
<b>Overtime</b>				
	<i>Details/Description</i>	<b>Exempt</b>	<b>NonExempt</b>	
Overtime				
Comp Time				
Uncompensated Overtime				
<b>Performance Awards/Bonus</b>				
	<i>Details/Description</i>	<b>Exempt</b>	<b>NonExempt</b>	
Bonus				
Maximum \$ & %				
Eligibility:				
Yrs to Yrs & Amount				
Spot Bonus				
Maximum \$ & %				
<b>Other</b>				
	<i>Details/Description</i>	<b>Exempt</b>	<b>NonExempt</b>	
<i>Other</i>				

Company XYZ, Inc. _____		Tab PF
<b>Phase-In Form (PIF)</b>		
[ ] Prime Contractor: _____		
<b>Labor Hours</b>		
Regular		
<b>Total Hours</b>		0
<b>Labor Dollars</b>		
Regular		
<b>Total Phase-in Labor</b>		\$0
<b>Labor Burdens</b>		
Fringe		
Labor Overhead		\$0
<b>Total Labor Burdens</b>		\$0
<b>ODC</b>		
Travel		\$0
Training		\$0
Supplies, Material, & Equipment		\$0
Other		\$0
<b>Total ODCs</b>		\$0
<b>Subtotal</b>		\$0
<b>G&amp;A</b>		
<b>Profit</b>		
<b>TOTAL PHASE-IN</b>		<u>\$0</u>
<b>Less Company Investment</b>		\$0
<b>TOTAL PHASE-IN</b>		<u>\$0</u>

To Be completed by the Offeror

Tab PG

**Development of Adjusted Subcontractor Fully Burdened Rates (SFBR)  
With Offeror's Burdens**

Labor Category Description (LCD)	FBR <sup>1</sup>	Handling <sup>2</sup>	OTHER <sup>2</sup>	OTHER <sup>2</sup>	ADJUSTED SBFR <sup>3</sup>	ADJ SBFR <sup>3</sup>	ADJ SBFR <sup>3</sup>	ADJ SBFR <sup>3</sup>	ADJ SBFR <sup>3</sup>
<i>example:</i>		5.0%	5.0%	0.0%	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Subcontractor ABC</b>									
<i>Labor Category</i>	\$15.00	\$0.75	\$0.79	\$0.00	\$16.54				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>Subcontractor PDQ:</b>									
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>Subcontractor XYZ:</b>									
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<i>Labor Category</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Note <sup>1</sup> The FBR should tie to the rates proposed in that Subcontractor's FBR from L-1 Tab PA

Note <sup>2</sup> If a rate is not applicable then no further input is required in that column

Note <sup>3</sup> The offeror may insert rows as needed

**COMPOSITE IDIQ RATE DEVELOPMENT**  
**Development of Contract Rates Weighted For Prime Contractor and Subcontractor Participation Mix**

*If the offerors teaming arrangement consists of multiple companies (e.g. prime contractor and sub labor) to perform the duties of a full WYE then indicate the percentages by company to establish a blended rate. If one company is 100% for a WYE then indicate that as 100%.*

Labor Mix	Labor Category Description (LCD)	Usage	Base Yr	Option 1	Option 2	Option 3	Option 4
Prime		50%	\$10.00	\$11.00	\$11.30	\$11.60	\$11.92
Subcontractor #1		10%	\$8.00	\$9.00	\$9.24	\$9.49	\$9.75
Subcontractor #2		20%	\$9.50	\$10.00	\$10.27	\$10.55	\$10.83
Subcontractor #3		20%	\$9.00	\$9.75	\$10.01	\$10.28	\$10.56
	<b>Sample Labor Category</b>	100%	\$9.50	\$10.35	\$10.63	\$10.92	\$11.21
		0%					
		0%					
		0%					
		0%					
	<b>Program Manager</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Budget Analyst I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Budget Analyst II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Budget Analyst III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Budget Analyst IV</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Budget Analyst IV (MAF)</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Program Analyst I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Program Analyst II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
		0%					
	<b>Program Analyst III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Labor Mix	Labor Category Description (LCD)	Usage	Base Yr	Option 1	Option 2	Option 3	Option 4
		0%					
		0%					
		0%					
		0%					
	<b>Program Analyst IV</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Resource Analyst I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Resource Analyst II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Resource Analyst III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Resource Analyst IV</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Contract Administrator I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Contract Administrator II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Contract Administrator III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Cost/Price Analyst IV</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Analyst I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Analyst II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Analyst III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Analyst IV</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Labor Mix	Labor Category Description (LCD)	Usage	Base Yr	Option 1	Option 2	Option 3	Option 4
		0%					
		0%					
		0%					
		0%					
	<b>Procurement Clerk I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Clerk II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Procurement Clerk III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Purchasing Agent I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Purchasing Agent II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Paralegal I</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Labor Mix	Labor Category Description (LCD)	Usage	Base Yr	Option 1	Option 2	Option 3	Option 4
		0%					
		0%					
		0%					
		0%					
	<b>Paralegal II</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0%					
		0%					
		0%					
	<b>Paralegal III</b>	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes:

Areas within the table that are white require Offeror input. Color areas contain formulas that may be adjusted by the Offeror as necessary, but the end result is that the spreadsheet must be self-calculating in the same areas as was provided by the Government

If the "% usage" varies among the Prime Offeror and the Subcontractor weightings by contract year, then the Offeror is to add additional columns and/or rows as necessary and adjust the formula(s) accordingly.

Subcontractor rates shall trace/match to the Tab PA of their individual EPM.

<b>Summary of Proposed IDIQ Composite Rates by Contract Year</b>					
Tab PI					
Labor Category Description (LCD)	Base Year	Option 1	Option 2	Option 3	Option 4
Program Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget Analyst IV (MAF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Analyst IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resource Analyst IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Administrator III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost/Price Analyst IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Analyst IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Clerk III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing Agent II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## RFP NNM16534124R

Labor Category Description (LCD)	Base Year	Option 1	Option 2	Option 3	Option 4
Paralegal I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paralegal III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**ATTACHMENT L-2**  
**Cognizant Audit Office Template**

**Form B1**

**NNM16534124R**

**Acquisition and Business Support Services (ABSS)**

<b>Title</b>
<b>Cognizant Audit Office Template (CAOT)</b>
<b>Specific Instruction</b>
<p>This form is required of the Offeror and all subcontractors. This form is designed to capture relevant information concerning (1) the specific location (address or addresses for the Offeror and all subcontractors) where auditable cost information physically resides that support amounts proposed; and (2) the name and address of their cognizant DCAA field audit office and DCMA contact.</p>

# Attachment L-2

<b>Form B1</b>	<b>Cognizant Audit Office Form</b>	<b>NNM16534124R</b>	
<b>Check Appropriate Box</b>			
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Teaming Member (This template must be completed for each Teaming Agreement Participant) <input type="checkbox"/> Joint Venture Member (This template must be completed for each Joint Venture Participant) <input type="checkbox"/> Partnership (This template must be completed for each partner) <input type="checkbox"/> Subcontractor (This template must be completed for each subcontractor)			
Submitting Entity:		Cognizant DCAA Field Office and DCMA Contact	
Company Name:		<b>DCAA FAO:</b>	
POC:		POC:	
Phone Number:		Phone Number:	
FAX Number:		FAX Number:	
E-Mail Address:		E-Mail Address:	
Street:		Street:	
P.O.Box:		P.O.Box:	
City:		City:	
State:		State:	
Zip:		Zip:	
		<b>DCMA:</b>	
		POC:	
		Phone Number:	
		FAX Number:	
		E-Mail Address:	
Disclosures:			
<p>Note: The submitting entity audit point of contact (POC) and address provided above, must be at a location where auditable records supporting the proposed amounts physically reside. In the Disclosure area include any disclosures that may assist in the performance of a DCAA audit such as a recent proposal audit was performed on xx/xx/xx, a revision to the disclosure statement is underway, the financial records reside at; however, the proposal team is located at XYZ and that is where the technical data resides.</p>			

**PREAWARD SURVEY OF PROSPECTIVE  
CONTRACTOR  
ACCOUNTING SYSTEM**

SERIAL NO. (For surveying activity use)

OMB Control Number: 9000-0011  
Expiration Date: 1/31/2017

PROSPECTIVE CONTRACTOR

Public reporting for this collection of information is estimated to average 24 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Regulatory Secretariat (MVCB), Office of Acquisition Policy, GSA, 1800 F Street, NW, Washington, DC 20405.

**SECTION I - RECOMMENDATION**

1. PROSPECTIVE CONTRACTOR'S ACCOUNTING SYSTEM IS ACCEPTABLE FOR AWARD OF PROSPECTIVE CONTRACT

YES

NO (Explain in 2. NARRATIVE)

YES, WITH A RECOMMENDATION THAT A FOLLOW ON ACCOUNTING SYSTEM REVIEW BE PERFORMED AFTER CONTRACT AWARD (Explain in 2. NARRATIVE)

2. NARRATIVE (Clarification of deficiencies, and other pertinent comments, . If additional space is required, continue on plain sheets of paper )

IF CONTINUATION SHEETS  
ATTACHED - MARK HERE

3. SURVEY MADE BY	a. SIGNATURE AND OFFICE (Include, typed or printed name)	b. TELEPHONE NO. (include area code)	c. DATE SIGNED
4. SURVEY REVIEWING OFFICIAL	a. SIGNATURE AND OFFICE (Include typed or printed name)	b. TELEPHONE NO. (include area code)	c. DATE REVIEWED

**SECTION II - EVALUATION CHECKLIST**

MARK "X" IN THE APPROPRIATE COLUMN ( <i>Explain any deficiencies in SECTION I NARRATIVE</i> )	YES	NO	NOT APPLICABLE
1. EXCEPT AS STATED IN SECTION I NARRATIVE, IS THE ACCOUNTING SYSTEM IN ACCORD WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES APPLICABLE IN THE CIRCUMSTANCES?			
2. ACCOUNTING SYSTEM PROVIDES FOR:			
a. Proper segregation of direct costs from indirect costs.			
b. Identification and accumulation of direct costs by contract.			
c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (A contract is final cost objective.)			
d. Accumulation of costs under general ledger control.			
e. A timekeeping system that identifies employees' labor by intermediate or final cost objectives.			
f. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives.			
g. Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account.			
h. Exclusion from costs charged to government contracts of amounts which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other contract provisions.			
i. Identification of costs by contract line item and by units (as if each unit or line item were a separate contract) if required by the proposed contract.			
j. Segregation of preproduction costs from production costs.			
3. ACCOUNTING SYSTEM PROVIDES FINANCIAL INFORMATION:			
a. Required by contract clauses concerning limitation of cost (FAR 52.232-20 and 21) or limitation on payments (FAR 52.216-16).			
b. Required to support requests for progress payments.			
4. IS THE ACCOUNTING SYSTEM DESIGNED, AND ARE THE RECORDS MAINTAINED IN SUCH A MANNER THAT ADEQUATE, RELIABLE DATA ARE DEVELOPED FOR USE IN PRICING FOLLOW-ON ACQUISITIONS?			
5. IS THE ACCOUNTING SYSTEM CURRENTLY IN FULL OPERATION? (If not, describe in Section I Narrative which portions are (1) in operation, (2) set up, but not yet in operation, (3) anticipated, or (4) nonexistent.)			

**Attachment L-4, Form D1**  
**Preaward Survey of Prospective Contractor Accounting System Checklist**

Instructions:

1. Mark "X" in the appropriate column.
2. On Page L-4-2, provide a narrative describing how the current accounting system supports your response to each item. Be as descriptive as necessary.
3. Answer the questions on page L-4-3.

<b>Contractor Name:</b>				
<b>Point of Contact: (Name/Ph #/email)</b>				
<b>CAGE Code:</b>				
<b>DUNS Code:</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Note</b>
1. Is the accounting system in accord with generally accepted accounting principles?				<u>1</u>
<b>2. ACCOUNTING SYSTEM PROVIDES FOR:</b>				
a. Proper segregation of direct costs from indirect costs.				<u>2</u>
b. Identification and accumulation of direct costs by contract.				<u>3</u>
c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (A contract is final cost objective.)				<u>4</u>
d. Accumulation of costs under general ledger control.				<u>5</u>
e. A timekeeping system that identifies employees' labor by intermediate or final cost objectives.				<u>6</u>
f. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives.				<u>7</u>
g. Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account.				<u>8</u>
h. Exclusion from costs charged to Government contracts of amounts which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other contract provisions.				<u>9</u>
i. Identification of costs by contract line item and by units (as if each unit or line item were a separate contract) if required by the proposed contract.				<u>10</u>
j. Segregation of preproduction costs from production costs.				<u>11</u>
<b>3. Accounting system provides financial information:</b>				
a. Required by contract clauses concerning limitation of cost (FAR 52.232-20 and 21) or limitation on payments (FAR 52.216-16).				<u>12</u>
b. Required to support requests for progress payments.				<u>13</u>

**Attachment L-4, Form D1**  
**Preaward Survey of Prospective Contractor Accounting System Checklist**

4. Is the accounting system designed, and are the records maintained in such a manner that adequate, reliable data are developed for use in pricing follow-on acquisitions?				<u>14</u>
5. Is the accounting system currently in full operation? (If not, describe in Page 2 narrative which portions are (1) in operation, (2) set up, but not yet in operation, (3) anticipated, or (4) nonexistent.)				<u>15</u>

Instruction: Use this section to explain how the current accounting system supports your response to each item. If a response is N/A provide further explanation. Use as much space as needed. Provide references to current policies and procedures if applicable.

<b>Note</b>	<b>Narrative</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

**Attachment L-4, Form D1**  
Preaward Survey of Prospective Contractor Accounting System Checklist

**PLEASE ANSWER ALL QUESTIONS BELOW:**

ARE YOU PLANNING ON BIDDING ON COST TYPE CONTRACTS? (YES/NO) \_\_\_\_\_

ARE YOU READY FOR A DCAA AUDIT? (YES/NO) \_\_\_\_\_

HAVE YOU READ THE REQUIREMENTS IN THE SF1408? (YES/NO) \_\_\_\_\_

HAVE YOU READ THE "Information for Contractors" DOCUMENT ON DCAA's WEBSITE (<http://www.dcaa.mil/>)? (YES/NO) \_\_\_\_\_

PLEASE IDENTIFY THE DCAA OFFICE THAT IS COGNIZANT OVER YOUR COMPANY - (Found on DCAA's website (<http://www.dcaa.mil/>)) \_\_\_\_\_

PLEASE IDENTIFY YOUR COMPANY'S POINT OF CONTACT (*Name/ph #/ email*)  
\_\_\_\_\_

If an Outside CPA/Consultant/Non DoD agency has reviewed your Accounting System, please provide a copy of the Report.

*[Insert name and title of individual responsible for design of the accounting system]*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

## **ATTACHMENT L-5**

### **Form SA - Key Person Position Description and Resume**

Note to Reviewer: Form SA is a fillable PDF form and is included as a separate attachment

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**ATTACHMENT L-5, FORM SA**

RFP NNM16534124R

**FORM SA - KEY PERSON POSITION DESCRIPTION AND RESUME**

Copies of this form should be used for continuation of work experience; use plain bond paper if additional space is needed otherwise. Start with the present or most recent position and work back. Employment information prior to ten (10) years will not be evaluated by the Source Evaluation Board, except for relevant project management experience, which may be submitted for the past fifteen (15) years. Employer and customer references may be contacted during the proposal evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the Offeror before submission.

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<b>Proposed Position Title:</b>	<b>Proposed Position Salary:</b>
<b>Name of Proposed Key Person:</b>	<b>Current Employer:</b>

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DESCRIPTION AND SCOPE OF PROPOSED PROJECT MANAGER:

REASON FOR SELECTING PROPOSED PERSON FOR THIS POSITION:

**ATTACHMENT L-5, FORM SA**  
**RFP NNM16534124R**

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THE PROPOSED PERSON:

HAS  HAS NOT  BEEN CONTACTED

IS  IS NOT  COMMITTED TO THE PROPOSED POSITION

HAS  HAS NOT  BEEN INCLUDED IN CONCURRENT PROPOSALS

WILL DEVOTE            OF TIME TO THIS CONTRACT

COLLEGE EDUCATION OF PROPOSED PROJECT MANAGER:

Name & Location of Institution:	
Year of Degree:	Type of Degree and Major:

OTHER SPECIALIZED TRAINING/MEMBERSHIP IN PROFESSIONAL SOCIETIES:

**ATTACHMENT L-5, FORM SA**  
**RFP NNM16534124R**

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**EMPLOYMENT HISTORY (SINCE 2005) STARTING WITH CURRENT POSITION:**  
**EXPLAIN ANY INTERRUPTIONS IN EMPLOYMENT:**

Dates Employed:	Title:	Salary:
Employer & Location:	Type of Business:	Number & Kind of Employees Supervised:
Employer Reference:	Phone Number:	eMail Address:
Customer Reference:	Phone Number:	eMail Address:
Job Description/Accomplishments:		

**ATTACHMENT L-5, FORM SA**  
RFP NNM16534124R

Dates Employed:	Title:	Salary:
Employer & Location:	Type of Business:	Number & Kind of Employees Supervised:
Employer Reference:	Phone Number:	eMail Address:
Customer Reference:	Phone Number:	eMail Address:
Job Description/Accomplishments:		

**ATTACHMENT L-5, FORM SA**  
**RFP NNM16534124R**

Dates Employed:	Title:	Salary:
Employer & Location:	Type of Business:	Number & Kind of Employees Supervised:
Employer Reference:	Phone Number:	eMail Address:
Customer Reference:	Phone Number:	eMail Address:
Job Description/Accomplishments:		

**ATTACHMENT L-5, FORM SA**  
RFP NNM16534124R

Dates Employed:	Title:	Salary:
Employer & Location:	Type of Business:	Number & Kind of Employees Supervised:
Employer Reference:	Phone Number:	eMail Address:
Customer Reference:	Phone Number:	eMail Address:
Job Description/Accomplishments:		

## **ATTACHMENT L-5**

### **Form SB – Job Description/Qualification Form**

Note to Reviewer: Form SB is a fillable PDF form and is included as a separate attachment

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**ATTACHMENT L-5, FORM SB**  
NNM16534124R

# Job Description/Qualification Form (JD/Q)

**PRIME/SUBCONTRACTOR NAME(S):** Enter text here

<b>TITLE</b> <input type="checkbox"/> MSFC <input type="checkbox"/> Other	Company Job Title: Enter text here CBA Job Title: Enter text here Solicitation Job Title: Enter text here SCA Wage Determination Job Title: Enter text here SCA Directory of Occupations Classification Number: Enter text here
<b>TYPE/SALARY RANGE</b>	<input type="checkbox"/> Exempt                  Annual                  From \$_____ To \$_____
<b>AVERAGE HOURLY COST OF HEALTH AND WELFARE</b>	\$_____                  \$_____                  \$_____                  \$_____
<b>DESCRIPTION</b>	Enter text here
<b>QUALIFICATIONS</b>	Education: Enter text here Experience: Enter text here

**PRIME/SUBCONTRACTOR NAME(S):** Enter text here

<b>TITLE</b> <input type="checkbox"/> MSFC <input type="checkbox"/> Other	Company Job Title: Enter text here CBA Job Title: Enter text here Solicitation Job Title: Enter text here SCA Wage Determination Job Title: Enter text here SCA Directory of Occupations Classification Number: Enter text here
<b>TYPE/SALARY RANGE</b>	<input type="checkbox"/> Exempt                  Annual                  From \$_____ To \$_____
<b>AVERAGE HOURLY COST OF HEALTH AND WELFARE</b>	\$_____                  \$_____                  \$_____                  \$_____
<b>DESCRIPTION</b>	Enter text here
<b>QUALIFICATIONS</b>	Education: Enter text here Experience: Enter text here

**ATTACHMENT L-5, FORM SB**

NNM16534124R

**Instructions for Completing Job Description/Qualification Form (JDQ) –  
Form SB**

**TITLE**

There are two Job Description/Qualification forms per page—one form shall be completed for each job classification proposed. Offerors shall also segregate JDQs form submittals by work location, if applicable. **NOTICE**: This applies to all proposed subcontracted classifications as well.

Company Job Title: Enter your company job title if different from the SCA or any applicable Collective Bargaining Agreement (CBA) job title.

CBA Job Title: Enter job title from the CBA.

Solicitation Job Title: Enter the job title identified in the solicitation.

Service Contract Agreement (SCA) Wage Determination Job Title/Classification: Enter the accurate SCA job title/ classification plus the SCA classification number from the SCA Wage Determination or the job title/classification from the CBA as appropriate.

**NOTE**: Detailed position descriptions are contained in the SCA Directory of Occupations, Fifth Edition. For details see:

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

**TYPE/SALARY RANGE**

Type: Place an X in the box that is applicable to the job title/classification.

Exempt: Those job classifications identified in Title 29 Code of Federal Regulations (CFR) Part 541 dated April 23, 2004, as exempt classifications.

Non-exempt: All job classifications other than those exempt by 29 CFR Part 541.

**Salary/Wage Ranges**

For exempt employees enter the minimum annual pay rate in the Annual “From” space and the maximum annual pay rate in the corresponding “To” space.

For non-exempt employees enter the minimum hourly pay rate in the Hourly “From” space and the maximum hourly pay rate in the corresponding “To” space.

**CAUTION**: The minimum rate can never be lower than the SCA or CBA minimum rate.

**AVERAGE HOURLY COST OF HEALTH AND WELFARE**

Provide the exact cost of health and welfare for those service employee labor categories covered by the CBA (See Title 29 CFR Part 4.52 & 4.163 for details).

For those not covered by a CBA, provide the exact average hourly cost of health and welfare for each service employee labor category (See Title 29 CFR Part 4.175(b) for details).

## ATTACHMENT L-5, FORM SB

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### **NOTES:**

- (1) The average cost of SCA health and welfare for service (non-exempt) employees shall not include the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance for computation purposes.
- (2) The average cost of SCA health and welfare must be computed separately for exempt employees (those not covered by the SCA) and non-exempt employees (those covered by the SCA).
- (3) JDQ forms are required for each labor category proposed by the prime and all subcontractors, whether major or minor. However, if more than one firm on a proposing team utilizes identical labor categories (to include hourly rate range or salary range, description, and education/experience qualifications), a single JDQ form may be utilized provided that each firm utilizing the category is noted on the line provided for each form and the average hourly health and welfare rate for each firm, if different, is also provided. The health and welfare rates specified (if different for each firm) shall appear in the order of the firms delineated above the form.
- (4) Subcontractor teammates which consider salary/wage information and/or health and welfare rates to be company proprietary may utilize Appendix A, *Subcontractor Salary, Wage, and Health and Welfare Rate Table*, to provide the required information as part of its sealed Cost volume submission (if applicable). Submitted forms will be inserted at the end of the Mission Suitability volume and will count against that volume's page limitation. However, a JDQ form shall be submitted for each labor classification utilized (see Note (3) above).

**CAUTION:** The SCA makes NO distinction between full-time, part-time, or temporary "service employees" in regards to the required payment of health and welfare including vacation and holiday pay (See Title 29 CFR Part 4.165(a)(2) and 4.176(a)).

### **DESCRIPTION**

Briefly describe the duties performed under the specified job title/classification.

### **QUALIFICATIONS**

Identify the education and experience qualifications applicable to the specified job title/classification.

**ATTACHMENT L-5, FORM SB**  
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# Appendix A

**Subcontractor Salary, Wage, and Health and Welfare Rate Table**

[Enter Subcontractor Name Here]

<b>Offeror Proposed Labor Category/Contractor Job Title</b>	<b>CBA Job Title</b>	<b>Government Labor Category/Solicitation Job Title</b>	<b>SCA Wage Determination Job Title</b>	<b>SCA Directory of Occupations Classification Number</b>	<b>Salary/Wage Range (Annual From – To) or (Hourly From – To)</b>	<b>Average Hourly Cost of Health and Welfare</b>

## **ATTACHMENT L-5**

### **Form SC – Past Performance Interview/Questionnaire**

Note to Reviewer: Form SC is a fillable PDF file and is included as a separate attachment

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL

Acquisition and Business Support Services  
(ABSS)

**ATTACHMENT L-5, FORM SC**  
**RFP NNM15534124R**

**FORM SC – PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE**

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This evaluation should be completed by the Contracting Officer (CO) and Contracting Officer’s Representative or Contracting Officer’s Technical Representative (COR or COTR), Task Monitor (TM), or other person identified in the contract by the appropriate Contracting Officer or business manager who monitors the contractor’s compliance with the requirements of the contract.

*In compliance with the direction in the FAR, the information contained in this evaluation is not subject to view by anyone other than the designated source selection evaluation personnel.*

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**INSTRUCTIONS, DEFINITIONS, AND RATING GUIDELINES**

**Instructions**

This evaluation is to be completed as indicated below. For purposes of these evaluations, the term “project” is intended to mean “contract”. This package consists of the following:

<b>Section</b>	<b>Description</b>	<b>Who completes</b>
Section I	Basic contract information	Contractor being evaluated
Section II	Government /Industry Customer Evaluator identifying information	Government /Industry Customer Evaluator
Section III	Contractor Performance Report	Government/Industry Customer Evaluator

For each contract selected, two separate assessments are required, an assessment by the appropriate CO and one by the cognizant COR or other designee.

In addition, the Offeror is responsible for completing Section I of Form SC before forwarding the questionnaire to the appropriate CO for the evaluations required. The Offeror shall request the CO to complete the remainder of the questionnaire, seal their submittals, and mail them directly to the Source Evaluation Board (SEB) at the address specified below or via email to Rita R. James at [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov) on or before TBD, 2015.

NASA/George C. Marshall Space Flight Center  
ATTN: PS33/Rita R. James  
Building 4203, Room B106  
Marshall Space Flight Center, AL 35812

Any questions you might have concerning completion of this form should be addressed to Rita R. James at (256) 961-2136 or [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov).

**ATTACHMENT L-5, FORM SC**

RFP NNM15534124R

**CONTRACTOR PERFORMANCE REPORT**

**Section I**

**To be completed by Contractor requesting evaluation**

1. Contractor Name and Address:	2. This past performance questionnaire is relevant to the following ABSS Work Areas (select all that apply): <input type="checkbox"/> Management <input type="checkbox"/> Acquisition Support <input type="checkbox"/> Business Support <input type="checkbox"/> Paralegal Support
3. Contractor DUNS Number:	4. Contractor Cage Code:
5. During the contract performance being evaluated, this firm was a: <input type="checkbox"/> Prime or Team Lead <input type="checkbox"/> Team Member <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other (explain)  If the firm performed work under this contract as a team member or subcontractor, information about the subcontract, in addition to the prime information, shall be provided in the following blocks:	
6a. Prime Contract Number:  6b. If the prime contract number is a BPA or IDIQ, list the task order(s) the team member or subcontracted effort was performed under:	7a. Prime Contract Period of Performance:  7b. Team Member or Subcontract Period of Performance:
8a. Prime Contract Type:  8b. Team Member or Subcontract contract type:	9a. Contract Value (with options):  9b. Team Member or Subcontract contract value:
10. Description of contract or subcontract requirements.	

**ATTACHMENT L-5, FORM SC**  
**RFP NNM15534124R**

**CONTRACTOR PERFORMANCE REPORT**

**Section II**

**To be completed by Government and/or Industry Customer performing the evaluation**

1. Evaluator's Name:
2. Evaluator's Signature:
3. Evaluator's Title:
4. Evaluator's Email Address:
5. Evaluator's Phone Number:
6. Evaluator's Role in Program/Contract:
7. Evaluator's Length of Involvement in this Contract:
8. Date:

**ATTACHMENT L-5, FORM SC**  
RFP NNM15534124R

**CONTRACTOR PERFORMANCE REPORT**

**Section III**

**To be completed by Government and/or Industry Customer performing the evaluation**

**Definitions and Rating Guidelines**

The Factors/Ratings tables on the next page summarize contractor performance in each of the following rating areas. Each criterion should be assigned a rating, from highest to lowest, of Exceptional, Very Good, Satisfactory, Marginal, or Unsatisfactory. If a particular criterion is not applicable, it should be rated in the far right column as N/A. However, the evaluator is encouraged to provide comments on any rating to further support a particular rating.

The following definitions and instructions should be used as guidance to aid in evaluating the criteria in the Factors/Ratings tables. Please read the definitions and instructions before rating any criteria to be sure that each criterion is graded in the context of the definitions. Also, please ensure that this assessment is consistent with any other assessments that have been done for the same contractor for the same work, such as for payment of fee purposes, exercise of option, other past performance requests, etc.

<b>Work Performance</b>	<b>Cost Control</b>	<b>Timeliness of Performance</b>	<b>Management Effectiveness</b>
<ul style="list-style-type: none"> <li>- Compliance with contract requirement</li> <li>- Appropriateness of personnel</li> <li>- Technical excellence</li> <li>- Product excellence</li> <li>- Responsive to technical direction</li> <li>- Effective contractor recommended solutions</li> </ul>	<ul style="list-style-type: none"> <li>- Within budget (over/under target costs)</li> <li>- Current, accurate, and complete cost reporting and billings</li> <li>- Cost efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>- Met interim schedule milestones</li> <li>- Contract administrative activities performed timely</li> <li>- On-time delivery of products</li> <li>- Quick turnaround capability</li> </ul>	<ul style="list-style-type: none"> <li>- Reliable</li> <li>- Pro-active</li> <li>- Reasonable and cooperative</li> <li>- Innovative</li> <li>- Prompt notification of problems</li> <li>- Accuracy and thoroughness of reports</li> </ul>

The four headings above relate to the actual ratings defined on the following pages.

**ATTACHMENT L-5, FORM SC**  
RFP NNM15534124R

**CONTRACTOR PERFORMANCE REPORT**

**Section III (Cont'd)**

<b>Technical Performance</b>	<b>Cost Control</b>	<b>Timeliness of Performance</b>	<b>Management Effectiveness</b>
<i>Exceptional</i>			
Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.			
<i>Very Good</i>			
Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.			
<i>Satisfactory</i>			
Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.			
<i>Marginal</i>			
Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.			
<i>Unsatisfactory</i>			
Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.			

**ATTACHMENT L-5, FORM SC  
RFP NNM15534124R**

**CONTRACTOR PERFORMANCE REPORT**

**Section III (Cont'd)**

**Reset Section III**

<b>Item</b>	<b>FACTORS/RATINGS</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b><i>Technical Performance</i></b>							
1	Overall skill level & technical competence of Contractor personnel.						
2	Ability to identify risk factors and alternatives for alleviating risk.						
3	Ability to identify and solve problems expeditiously.						
<b><i>Cost Control</i></b>							
4	Ability to accurately estimate and control contract cost (if the contract experienced an overrun, please amplify on the following page).						
5	Did the Contractor diligently search for and apply cost efficient practices?						
6	Were Contractor's reports and documentation accurate and complete?						
<b><i>Timeliness of Performance</i></b>							
7	Completion of major tasks or key project milestones on schedule.						
8	Did the Contractor deliver end items on schedule/meet established deadlines?						
9	Were the Contractor's reports and documentation submitted timely and accurately?						
<b><i>Management Effectiveness</i></b>							
10	Rate the Contractor's effectiveness at directing, controlling and completing all assigned tasks.						
11	Was the Contractor able to effectively coordinate, integrate & manage team members and processes?						
12	Did the Contractor management team show innovation and a proactive approach to problem identification and resolution?						
13	Was the Contractor effective in interfacing with the Government's/Industry Customer's staff?						
14	Was the documentation produced by the Contractor satisfactory to the users?						

**ATTACHMENT L-5, FORM SC**  
RFP NNM15534124R

Item	<i>FACTORS/RATINGS</i>	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	N/A
15	Ability to recruit and retain highly qualified personnel.						
15a	Ability to minimize employee turnover.						
15b	Ability to capture incumbent personnel at contract startup.						
16	Responsiveness to changes in technical direction.						
17	Rate the Contractor's transition or phase-in effectiveness.						
18	Rate your satisfaction with the contractor's Security performance and Security policies.						
19	Was the contractor able to effectively mitigate any organizational conflicts of interest issues that may have been present?						
20	Commitment to Safety as indicated by the content and implementation of the Contractor's safety program including the basic plan as well as any special safety related initiatives.						
21	Degree to which the program manager was given the authority to make the decisions necessary to support specific task requirements that might involve additional cost considerations (i.e., subcontracting for special skills, approving unique travel and training requests).						
22	To what extent did the Contractor display initiative in meeting requirements?						
<b><i>Overall Evaluation</i></b>							
23	How would you rate the Contractor's <i>overall management performance</i> on this contract?						
24	How would you rate the Contractor's <i>overall technical performance</i> on this contract?						
25	Would you use this Contractor again? (If "No", please comment in the Narrative Summary)	<input type="checkbox"/> Yes				<input type="checkbox"/> No	
26	If this was an award fee contract, provide the adjective ratings for the last 3 evaluation periods.						

**ATTACHMENT L-5, FORM SC  
RFP NNM15534124R**

**CONTRACTOR PERFORMANCE REPORT**

**Section III (Cont'd)**

**NARRATIVE SUMMARY (Use this section to explain additional information not included above)**

<b>Item</b>	<b>Comments</b>

**ATTACHMENT L-5, FORM SC**

RFP NNM15534124R

**PAST PERFORMANCE FORM LETTER EXAMPLE**

This form letter is provided for Offerors to use in transmitting the Past Performance questionnaire to customers.

RFP NNM15534124R Acquisition and Business Support Services

**CLIENT AUTHORIZATION LETTER: FORMAT**

*[Date of Letter]*

*[Name and Address of proposed Offeror's customer]*

Attention: *[Name and Designation of Customer's Contract Manager or Appropriate Contact]*

Dear *[Contact Name]*:

We are currently responding to the NASA, Marshall Space Flight Center Request for Proposal (RFP) NNM15534124R Acquisition and Business Support Services. NASA is requesting that clients of entities responding to their RFP be identified and their participation in the evaluation process requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. Your cooperation with this effort is greatly appreciated. Please direct any questions to *[Name and Phone Number of Offeror's Point-of-Contact]*.

We have included our work for your agency as a past performance reference. A Past Performance Questionnaire is enclosed. Please complete Sections II and III of the enclosed evaluation and return the signed, completed document to the address specified below or via email to Rita R. James at [rita.r.james@nasa.gov](mailto:rita.r.james@nasa.gov).

NASA/Marshall Space Flight Center  
Attention: PS33/Rita. R. James  
Building 4203, Room B106  
MSFC, Alabama 35812

Please forward the completed evaluation to NASA at the above address to ensure it is received prior to **12:00 PM Central Time on TBD.**

In order to maintain the integrity of this process, please **DO NOT** return the questionnaire to us. Return it to NASA/MSFC at the address listed above.

Sincerely,

*[Name of Signer]*

*[Designation of Signer]*

cc:

NASA/Marshall Space Flight Center  
Attention: PS33/Rita R. James  
MSFC, AL 35812

**ATTACHMENT L-6  
CURRENT AND ANTICIPATED NEEDS DATA**

(a) Disclaimer

The current and anticipated needs data contained herein is provided for the sole purpose of giving Offerors a better understanding of the requirements contained in the solicitation. The information provided constitutes a snapshot in time. The quantity of work to be performed may vary in the future if the Center requirements change due to changing roles within MSFC and NASA.

(b) Overview

The MSFC Acquisition and Business Support Services (ABSS) are currently provided by Al-Razaq Computing Services, 6001 Savoy, Suite 505, Houston, Texas 77036. The contract is a Firm-Fixed Price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ) only. The contract number is NNM11AA30C and the maximum potential contract value is \$99,000,000 (base year and four option periods). The current cumulative task order value is \$52,617,573 as of November 1st, 2015.

Current Al-Razaq Computing Services contractual documents can be obtained at URL: <http://foia.msfc.nasa.gov>

The current contract period of performance is May 1, 2011 through April 30, 2016. The purpose of this contract is to provide acquisition and business support services for the George C. Marshall Space Flight Center (MSFC), Michoud Assembly Facility (MAF), NASA Enterprise Application Competency Center (NEACC) and National Space Science Technology Center (NSSTC). Support Services are provided to the Office of Procurement, Office of the Chief Financial Officer (OCFO), Office of the Chief Counsel, as well as other offices, directorates, programs and projects. The required capabilities for procurement support include knowledge and skill sets relating to federal procurement and the services provided range from acquisition related clerical services to contract administration. The required capabilities for business support include knowledge and skill sets relating primarily to understanding federal funding activities, with finance and accounting requisite knowledge. The required capabilities for the legal support include knowledge and skill sets relating to paralegal support

The requirement is performance based. APLs, Customer Surveys, and Data Requirements Descriptions (DRDs) are used to assess the Contractor's performance and to determine performance deductions, if any.

The Contracting Officer's Representative (COR) is the initial interface between the Government customer and the Contractor for technical issues.

All services are performed in compliance with applicable NASA and MSFC regulations and policies, as well as, Federal, State, and local laws and regulations.

## (c) Current Staffing

The following, Table L-6-1, Current Skill Mix as of November 1<sup>st</sup>, 2015, lists the LCDs that are representative of the staff composition for the current ABSS contract.

**Table L-6-1, Current Skill Mix as of November 1<sup>st</sup>, 2015**

<b>Acquisition Support Services</b>	<b>WYE</b>	<b>Business Support Services</b>	<b>WYE</b>
* Program Lead / Contract Administrator III	1	* Program Lead / Budget Analyst IV	4
Contract Administrator I	6	Budget Analyst I	1
Contract Administrator II	5	Budget Analyst II	7
Contract Administrator III	3	Budget Analyst III	12
General Clerk III	1	Budget Analyst IV	33
Procurement Analyst I	5	Program Analyst I	2
Procurement Analyst II	2	Program Analyst III	5
Procurement Analyst III	2	Program Analyst IV	2
Program Analyst III	1	Resource Analyst III	3
Purchasing Agent I	2		
Purchasing Agent II	2		

\*Note: Five (5) Program Leads are working level positions (0.8 WYE) and management oversight (0.2 WYE). One (1) Program Lead serves as the ABSS Deputy Program Manager.

**Table L-6-1A, Current Summary by Functional Area**

<b>Functional Area</b>	<b>Total WYEs</b>
**Program Management Office (PMO)	4
Acquisition Support Services	30
Business Support Services	69
Total	103

\*\*Note: The Program Management Office consists of the following: Program Manager (1WYE), Program Lead (1 WYE), Budget Analyst I (1 WYE), and Budget Analyst IV (1 WYE).

The following, Table L-6-2, WYE Length of Service in Years, represents employee length of service by percentages that have supported prior contracts, as well as the current ABSS contract.

**Table L-6-2, WYE Length of Service in Years**

<b>Length of Service</b>	<b>Percent</b>
0 to 5	36%
5 to 10	32%
10 to 15	27%
15 plus	5%

## (d) Supported Organizations

The following, Table, L-6-3, MSFC Organizations Currently Supported on ABSS Contract, depicts the current offices and directorates supported by the ABSS contract:

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**Table L-6-3, MSFC Organizations Currently Supported on ABSS Contract**

<b>Organization Code</b>	<b>Organization Name</b>	<b>WYEs</b>	<b>Building</b>
CS01	Office of Strategic Analysis and Communications	1	4200
ED02	Engineering Directorate/Resource Management Office	4	4200
ES02	Engineering Space Systems Department Resources Office	1	4487
ET02	Test Laboratory/Engineering Test Area	1	4570
EV02	Spacecraft and Vehicle Systems Department	1	4600
FP02	Flight Programs and Partnerships Office, Planning and Control Office	11	4201 (4) NSSTC (6) 4220 (1)
IS01	Office of the Chief Information Officer (CIO)	17	4200 (5) Wynn Drive (2) 4601 (5) 4727 (5)
*LS01	Office of the Chief Counsel	1	4200
PS01	Office of Procurement	30	4200 (8) 4203 (6) 4220 (5) 4250 (1) 4601 (9) NSSTC (1)
QD03	Safety and Mission Assurance Directorate/Business Management Office	2	4203
RS01	Office of the Chief Financial Officer (CFO)	9 (includes 4 in ABSS PMO)	4200
SF01	Michoud Assembly Facility Directorate (MAF)/Program Planning and Control	3	4200
SF02	Michoud Assembly Facility Directorate (MAF)/Integration and Operations Support	2	MAF
ZP02	Science and Technology Office, Program Planning and Control	12	4201 (1) NSSTC (11)
XP03	Space Launch System Program Office/Program Integration Office	9	4220

\*Note: Not included on the current contract or WYE total. Position is being added to this solicitation.

- (e) The following, Table L-6-4, Geographical Distribution of ABSS WYEs, depicts the geographical distribution of the current ABSS workforce.

**Table L-6-4, Geographical Distribution of ABSS WYEs**

<b>Location</b>	<b>WYEs</b>
MAF	2
MSFC	81
NSSTC	18
Wynn Drive (Huntsville, AL)	2

- (f) Anticipated Skill Mix and Average Direct Labor Rate for Follow-on Requirement

(1) The following, Table L-6-5, Anticipated Skills Mix and Number of WYEs for the Follow-on Requirement, lists the anticipated LCDs and number of WYEs required for the follow-on requirement.

**Table L-6-5, Anticipated Skills Mix and Number of WYEs for the Follow-on Requirement**

<b>Acquisition Support Services</b>	<b>WYE</b>	<b>Business Support Services</b>	<b>WYE</b>
Contract Administrator I	2	Budget Analyst I	1
Contract Administrator II	6	Budget Analyst II	7
Contract Administrator III	4	Budget Analyst III	12
*Procurement Clerk III	1	Budget Analyst IV	37
Procurement Analyst I	5	Program Analyst I	2
Procurement Analyst II	2	Program Analyst III	5
Procurement Analyst III	2	Program Analyst IV	2
Procurement Analyst IV	1	Resource Analyst III	3
Program Analyst III	1		
Purchasing Agent II	2		

<b>Legal Support Services</b>	<b>WYE</b>
*Paralegal II	1

\*Note: The General Clerk labor category used on the current contact is being reclassified to the Procurement Clerk labor category for this re-competition. Also, as mentioned in the note for Table L-6-3 above, the Paralegal labor category is being added to the follow-on requirement.

**Table L-6-6, Summary of WYEs for the Follow-on Requirement**

<b>Functional Area</b>	<b>Total WYEs</b>
Program Management Office (PMO)	TBP
Program Manager	1
**Other Support Staff	TBP
Acquisition Support Services	26
Business Support Services	69
Legal Support Services	1
Total	97 + TBP

\*\*Note: Other than the Program Manager (required), Offerors may propose any additional ABSS PMO staff as deemed necessary to fulfill the PWS requirements. Any proposed additional ABSS PMO staff must be mapped to an existing LCD and be accompanied by a JD/Q, if one does not already exist for the proposed position(s).

The Government does not anticipate changes in the geographical location of the ABSS employees as a result of the re-competition.

(2) Average Labor Rate per LCD

The following, Table L-6-6, Average Hourly Labor Rate Per LCD provides average, hourly, unburdened direct labor rates for the ABSS labor categories. These rates are average hourly rates for all sub-classifications within a particular category. For example, the average hourly direct labor rate for the budget analyst category (BA) was computed by summing the hourly rate for BA I, BA II, BA III, and BA IV's, and dividing this number by 4. Where no average hourly labor rate is provided, there is either no historical information available or there are too few labor categories with which to provide an average rate. Current contract information was used to calculate average hourly labor rates for the LCD. This information is provided as a courtesy and is for reference only.

**Table L-6-7, Average Hourly Labor Rate Per LCD**

<b>Labor Category Description</b>	<b>Average Hourly Direct Labor Rate (Unburdened)</b>
Budget Analyst	\$33.67
Contract Administrator	\$35.22
Procurement Analyst	\$32.19
Resource Analyst	\$32.64
Program Analyst	\$33.49
Purchasing Agent	\$26.36
Procurement Clerk	Category is new to this contract - No Average Rate Available
Paralegal	Category is new to this contract - No Average Rate Available
Cost/Price Analyst	No Average Rate Available
Program Manager	No Average Rate Available

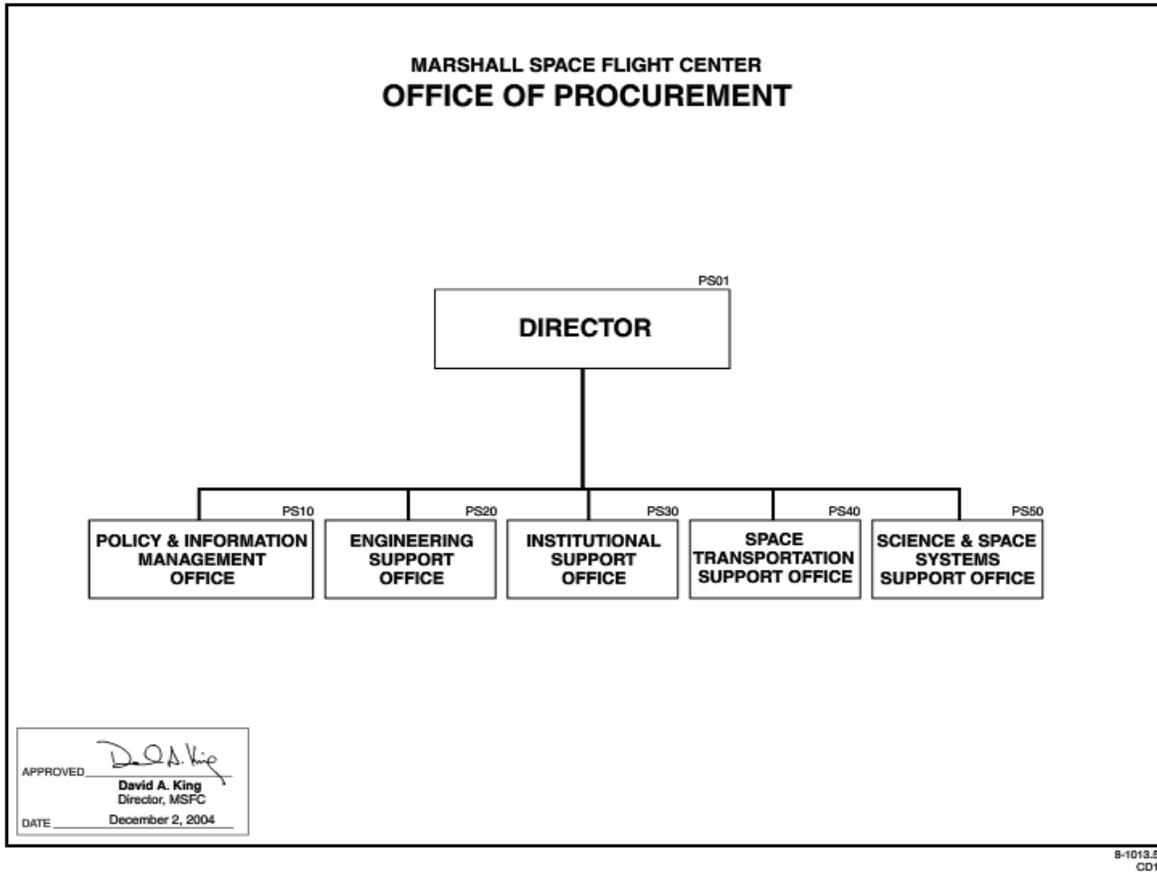
MSFC ORGANIZATION CHART

APPROVED  
DATE     

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ATTACHMENT L-8  
RFP NNM16534124R

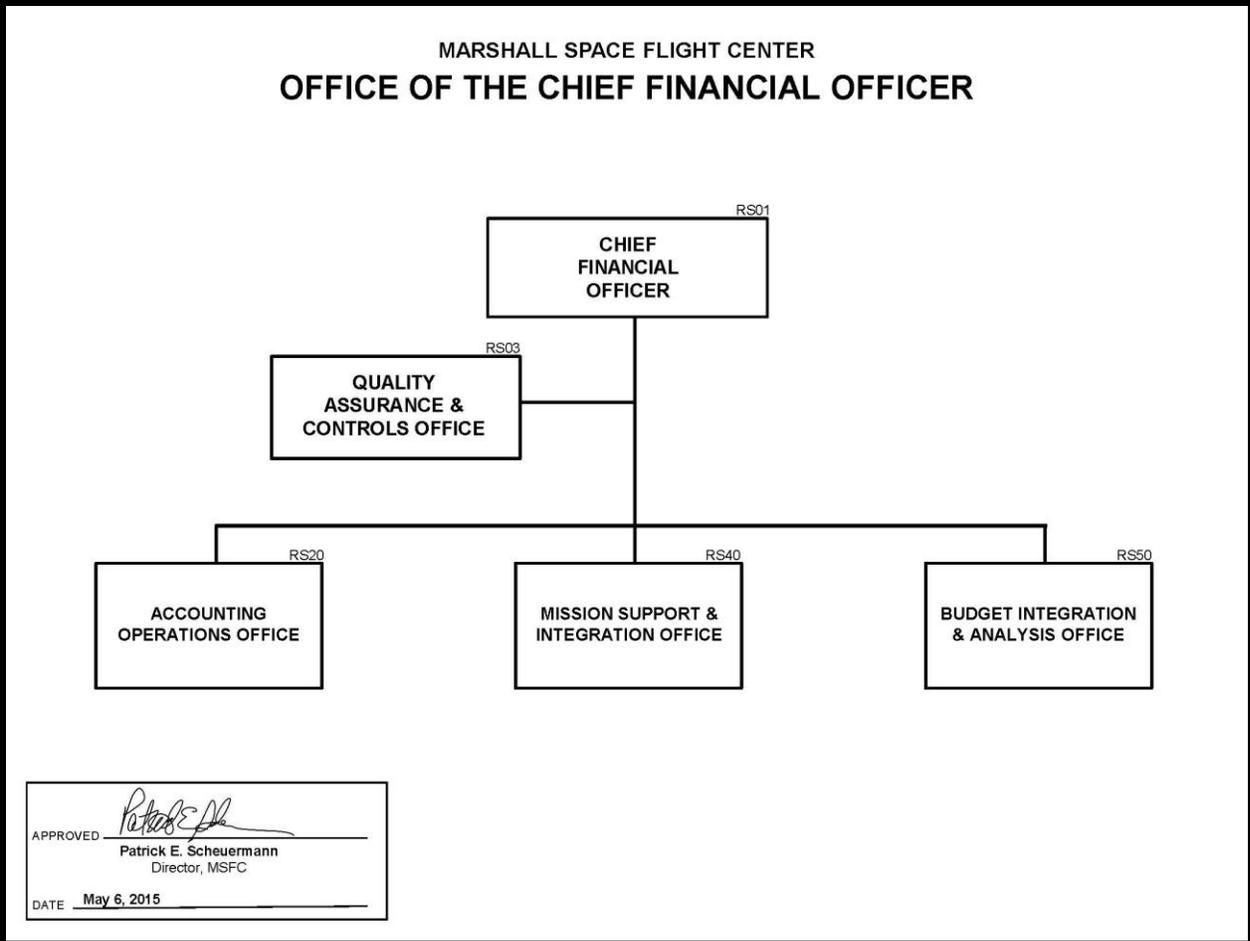
OFFICE OF PROCUREMENT ORGANIZATION CHART



Note: Organization Chart does not reflect the addition of the Procurement Source Selection Office.

ATTACHMENT L-9  
RFP NNM16534124R

OFFICE OF THE CHIEF FINANCIAL OFFICER ORGANIZATION CHART



**SECTION M**

**EVALUATION FACTORS FOR AWARD**

- M.1 Listing of Provisions Incorporated by Reference
- M.2 52.217-5 Evaluation of Options
- M.3 Award Without Discussions
- M.4 Responsibility Determination for Offeror at Award
- M.5 Source Selection and Evaluation Factors – General
- M.6 Volume I – Mission Suitability
- M.7 Volume II – Price
- M.8 Volume III – Past Performance

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**SECTION M - EVALUATION FACTORS FOR AWARD**

**M.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE**

(a) Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Provisions

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
-------------------------	--------------	-------------

None Included by Reference

(b) NASA FAR Supplement (NFS) (48 CFR Chapter 18) Provisions

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
-------------------------	--------------	-------------

None Included by Reference

(End of provision)

**M.2 52.217-5 EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

**M.3 AWARD WITHOUT DISCUSSIONS**

As provided for in FAR 52.215-1 Instructions to Offerors – Competitive Acquisitions, the Government intends to evaluate proposals and award a contract without discussions with Offerors (except clarifications as described in FAR 15.306(a), Clarifications and Award without Discussions). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals -- see NFS 1815.306(c)(2).

(End of provision)

**M.4 RESPONSIBILITY DETERMINATION FOR OFFEROR AT AWARD**

The CO will make the Responsibility Determination in accordance with FAR 9.104 prior to award.

(End of provision)

**M.5 SOURCE SELECTION AND EVALUATION FACTORS – GENERAL**

(a) Source Selection:

(1) This competitive negotiated acquisition will be conducted in accordance with FAR 15.3, Source Selection, and NASA FAR Supplement (NFS) 1815.3, Source Selection. The Source Evaluation Board (SEB) procedures at NFS 1815.370, NASA Source Evaluation Boards, and/or any deviations approved by the NASA Assistant Administrator for Procurement will apply.

(2) The attention of the Offeror is particularly directed to NFS 1815.305, Proposal Evaluation, and to NFS 1815.305-70, Identification of Unacceptable Proposals.

(3) A best value trade-off process, as described at FAR 15.101-1, will be used in making the source selection.

(b) Evaluation Factors and Subfactors:

The evaluation factors are Mission Suitability, Price, and Past Performance. These factors, as described at NFS 1815.304-70, will be used to evaluate each proposal. This section provides a further description for each evaluation factor, inclusive of subfactors. Only the Mission Suitability Volume is numerically scored. Consistency between Volumes I, II, and III will be evaluated. Volume IV will be reviewed for completeness. Inconsistencies may adversely impact the evaluation of an Offeror's proposal and make the Offeror ineligible for award without discussions.

(c) Relative Order of Importance of Evaluation Factors:

While only the Mission Suitability Volume is numerically scored, in order to provide Offerors with an indication of the relative importance of the three factors, the following information is furnished in accordance with FAR 15.304(e): Mission Suitability, Price, and Past Performance are considered to be essentially equal to each other. Therefore, all evaluation factors other than price, when combined, are significantly more important than price.

(d) Source Evaluation Board (SEB)

The SEB was appointed by the SSA to evaluate the offers submitted for the Request for Proposal (RFP). Proposal documentation requirements set forth in this RFP are designed to provide guidance to Offerors concerning the type of documentation that must be submitted to the SEB.

The voting members of the SEB are:

Robert L. Newton (Chair)

Rita R. James

Frederick J. Harrington

Donald L. Miller (Recorder - Non-Voting)

The source selection decision will be made by Robin N. Henderson, Associate Director, George C. Marshall Space Flight Center.

(End of provision)

## **M.6 VOLUME I – MISSION SUITABILITY**

(a) The Offeror’s proposed approach to meeting the requirements of the contemplated contract will be evaluated for completeness. The Mission Suitability Volume assesses the excellence of the proposed approach for satisfying Attachment J-1, Performance Work Statement, and the Offeror’s ability to perform. The Offeror’s degree of understanding of the requirements will be assessed in all Mission Suitability subfactors.

(b) Mission Suitability is evaluated using the adjectival rating system and definitions set forth in NFS 1815.305, Proposal Evaluation. The total potential score for Mission Suitability is 1,000 points. Overall Mission Suitability receives only a numerical score, however, subfactors receive both adjectival ratings and numerical scores.

(c) The subfactors to be used in evaluating Mission Suitability and their corresponding weights are listed below:

<b>Mission Suitability Subfactors Weighting</b>	
Management Approach (MA)	550 points
Staffing Approach (SA)	450 points
Total	1,000 points

The numerical weights assigned to the two subfactors identified above are indicative of the relative importance of those evaluation areas.

(d) Proposals will be assessed, assigned strengths and weaknesses, and scored based on the Mission Suitability subfactors listed below.

NOTE: The alphanumeric proposal subsections within each supporting subfactor shall not be construed as an indication of the order of importance or relative weighting within the individual subfactors as there are no discrete point values attached to any of the subsections; the sections are included to facilitate comparison with the requirements of Section L.

### **Subfactor 1 – Management Approach (MA)**

This subfactor will be used to evaluate the Offeror’s management approach for providing the services delineated in the PWS. The adequacy, completeness, soundness, and suitability of the Offeror’s approach will be evaluated for the following:

**MA-1: Phase-In Plan**

The Offeror's proposed Phase-In Plan will be evaluated.

**MA-2: Management Approach**

The Offeror's overall management approach will be evaluated.

**MA-3: Local Autonomy and Authority**

The Offeror's approach for local autonomy and authority for performance of the contract will be evaluated.

**MA-4: Proposed Subcontractors**

The Offeror's approach for proposed subcontractor management will be evaluated.

**Subfactor 2 – Staffing Approach (SA)**

This subfactor will be used to evaluate the Offeror's approach with respect to staffing, recruiting, and retaining a qualified workforce in order to perform the requirements of the PWS. The following will be evaluated:

**SA-1: Key Person**

The Offeror's proposed Program Manager's qualifications, references, commitment, and any other items deemed relevant will be evaluated.

**SA-2: Recruitment and Retention**

The Offeror's approach to recruitment and retention, including proposed subcontractors, for performance of the contract will be evaluated.

(End of provision)

**M.7 VOLUME II – PRICE**

(a) Government Calculated IDIQ Value

The reasonableness of the Offeror's IDIQ price and any other price related elements (e.g. fully burdened labor rates (Attachment L-1, Tab PA) and burdens applied) will be evaluated. The Government will compute an IDIQ price utilizing the Offeror's composite IDIQ rates as provided with the model contract, Attachment J-4, Fully Burdened Composite Labor Rates and Burdens Schedule. The computed price will be established utilizing a Government worksheet as shown in Table M.7-1 IDIQ Evaluated Price Formula which multiplies a predetermined number of hours for each labor category by the Offeror's IDIQ fully burdened composite labor rates

(defined in L.20(b)(14)). The Government's predetermined labor hours will be increased with any proposed PMO staff to be charged as direct labor.

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Table M.7-1 IDIQ Evaluated Price Formula<sup>1</sup>

Labor Category Description (Attachment J-10)	Labor <sup>2</sup> Hours		Fully Burdened Composite Labor Rate and Contract Burdens (Attachment J-4)		Total (Govt. Calculated)
Program Manager		X		=	
Budget Analyst I		X		=	
Budget Analyst II		X		=	
Budget Analyst III		X		=	
Budget Analyst IV		X		=	
Budget Analyst IV (MAF)		X		=	
Program Analyst I		X		=	
Program Analyst II		X		=	
Program Analyst III		X		=	
Program Analyst IV		X		=	
Resource Analyst I		X		=	
Resource Analyst II		X		=	
Resource Analyst III		X		=	
Resource Analyst IV		X		=	
Contracts Administrator I		X		=	
Contracts Administrator II		X		=	
Contracts Administrator III		X		=	
Cost/Price Analyst IV		X		=	
Procurement Analyst I		X		=	
Procurement Analyst II		X		=	
Procurement Analyst III		X		=	
Procurement Analyst IV		X		=	
Procurement Clerk I		X		=	
Procurement Clerk II		X		=	
Procurement Clerk III		X		=	
Purchasing Agent I		X		=	
Purchasing Agent II		X		=	
Paralegal I		X		=	
Paralegal II		X		=	
Paralegal III		X		=	
			<b>Subtotal</b>		
	<b>Training/ Travel</b>		<b>Offerors Applied Burdened Rate</b>		
Training/Travel <sup>3</sup>		X		=	\$150,000
			<b>Subtotal</b>		
			<b>Total CY Price</b>		

**Notes for Table M.7-1, IDIQ Evaluated Price Formula**

NOTE 1: This worksheet will be replicated by the Government for each Offeror, for each Contract Year (CY).

NOTE 2: This worksheet is for informational purposes only, Offerors shall not complete this Government Worksheet. Labor hours will be calculated by multiplying the Government's anticipated WYE's (by labor category) by the Offeror's productive hours. In reporting the price associated with Clause I.5, FAR 52.217-8, Option to Extend Services (6 month extension), the last 12 months (Option Period 4) will be duplicated and divided in half to account for the additional 6 month potential extension.

NOTE 3: Total training/travel cannot exceed \$150,000 with burdens for contract year (\$75,000 for Option to Extend Services)

- (b) The Offeror's total price as calculated in Table M.7-1, IDIQ Evaluated Price Formula, M.7 (a), will be reported to the Source Selection Authority.
- (c) The SEB will identify and document all risks relative to price and report these along with a price risk level to the SSA. Unreasonable or unrealistic prices and inconsistencies between the Mission Suitability Volume and the PriceVolume will be assessed as a price risk. Offerors that do not include all requested information are cautioned that this may indicate a lack of understanding of the PWS and Contract requirements.
- (d) Each Offeror's proposed phase-in price (\$150k Maximum) will be identified separately and reported to the Source Selection Authority. Adjustments to the proposed phase-in price will not be made by the SEB.

(End of provision)

**M.8 VOLUME III – PAST PERFORMANCE**

In accordance with the FAR 15.305(a)(2), Proposal Evaluation and NFS 1815.304-70, NASA Evaluation Factors, the Offeror's overall corporate past performance, to include the corporate past performance of any proposed major subcontractors within the past five (5) years, will be evaluated. This area is not numerically scored, but is assigned an adjectival rating and reported to the SSA for consideration in making a selection. Strengths and weaknesses will be assigned. The adjectival rating system/definitions SEB forth in NFS 1815.305 (a)(2)(A), Proposal Evaluation, will be utilized in the evaluation of past performance. However, Offerors without a record of relevant past performance or for whom information on past performance is not available will not be evaluated favorably or unfavorably on past performance. Refer to FAR 15.305(a)(2)(iv), Proposal Evaluation.

The past performance evaluation will be based on information provided by the Offeror in their Past Performance Volume, completed past performance questionnaires, and any other information obtained independently by the SEB. All pertinent information, including customer assessments and any Offeror rebuttals, if appropriate, will be made part of the evaluation records

and included in the evaluation.

The Offeror-provided past performance descriptions and information in Volume III will be evaluated. The quality of Offeror's overall relevant past performance with other contracts comparable in size, content, complexity, and to a lesser extent contract type, to the requirements of the proposed ABSS contract will be evaluated. For the Offeror, a referenced contract must be equal to or greater than \$1.5M per year in order to be considered relevant in size for evaluation purposes. For a proposed major subcontractor, a referenced contract must be equal to or greater than \$0.75M per year. Any reference contracts below these values will not be considered.

(End of provision)

[END OF SECTION]

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