

6.2.B IDIQ Work

PERFORMANCE SUMMARY		
Function: Motor Pool Services		
B. IDIQ Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Execute Order requirements	Timeliness	Work is started and completed per negotiated schedule.
	Quality	Work meets all specification requirements in the job package as to materials and workmanship.
PCH/Equipment Modification & Integration/Test & Dedicated Support	Quality and Timeliness	Mechanics on hand for support and work meets all specification requirements in the job package as to materials and workmanship.
Transportation Services for MSFC personnel	Timeliness/quality of Group Transport Services	Meet customer's requirements with clean and correct size vehicle operated by courteous, knowledgeable, uniformed personnel.

6.2.B.1 Work Exceeding TC Cost Limit

When the completion of a TC will exceed the Lump Sum FFP price limits of \$1,500 (fully burdened) for labor and materials the Contractor shall notify the COTR as quickly as possible with a description of the work needed and a detailed cost estimate. The COTR shall determine whether to proceed with the scope beyond the limit. If so, the work shall be ordered as IDIQ work per Section 1.6. Work may be ordered for any type of equipment specified herein.

6.2.B.1.a SPE M&R

The Contractor shall determine the method of maintaining and repairing the equipment including the decision to return equipment to the original equipment manufacturer or to an authorized service organization with approval of the COTR or designated representative.

6.2.B.2 Work not Specified in Lump Sum FFP Portion. Work may be Ordered for any SPE Specified Herein.

6.2.B.2.a PCH Support

The Contractor shall provide standby and on-Center test support for MSFC PCH activities involving SPE. The Contractor shall provide dedicated personnel to support the equipment used in PCH activities. This support will need to be accomplished with the following skill categories:

Heavy Equipment Mechanic
Mechanic
Fuel Truck Driver
Mechanic Helper

6.2.B.2.b Equipment Modification/Integration/Test

6.2.B.2.b.(1) The Contractor shall modify and integrate equipment to the manufacturer's latest configuration and/or the customer's requirements.

6.2.B.2.b.(2) The Contractor shall checkout the equipment to meet customer requirements.

6.2.B.2.c Test/Dedicated Support

The Contractor shall provide standby and on-Center Transportation Support Service beyond Lump Sum FFP scope. The Contractor shall provide personnel to support testing for limited durations and dedicated support to MSFC organizations for longer periods of time. This support shall be accomplished with the following potential skill categories:

Lead Transportation Coordinator
Bus Driver
Chauffeur
Heavy Equipment Mechanic
Fuel Truck Driver

Mechanic Helper
Work Order Clerk
Mechanic

6.2.B.2.d Group Transport Service

The Contractor shall provide a Group Transport Service (i.e., buses, vans, and handicapped vans) for MSFC personnel on-site and near-site of MSFC with less than a two (2) day notice.

SECTION 7 - PROPERTY SERVICES

7.1 GENERAL REQUIREMENTS

Property services include the following:

7.1.A Offering

7.1.B Acquisition

7.1.C Shipping/receiving/delivery

The Contractor shall use the automated system to maintain an audit trail that supports all shipping and delivery transactions.

7.1.D Issuing

7.1.E. Handling

7.1.F Packaging/Crating for shipment

7.1.G Storage

7.1.H Accountability of supplies, materials, equipment, storage and program stock (i.e., Flight Hardware)

The Contractor shall provide the kitting of parts and materials for Flight Hardware activities. The Contractor shall provide property management and accountability including tagging of Government-owned equipment, equipment records management in the NEMS, training of equipment custodians, and conducting an annual inventory of MSFC equipment.

The Contractor shall utilize and manage the Government-furnished FHSRS in support of the Flight Hardware Services.

7.1.I Operation of a Retail Supply Store.

The Contractor shall provide, in the Contractor-provided facility, a retail supply store where customers may pick up or request delivery of items. The Contractor-provided facility shall be Building 4752. Terms and conditions for the use of Building 4752 are contained in Attachment 8.

The Contractor shall also offer supply items directly from vendors to customers through the Just-In-Time (JIT) method. All MSFC employees and MSFC Contractor personnel in support of NASA contracts will be authorized to purchase from the retail supply store for Government purposes only.

The Contractor shall retain ownership and sole responsibility for all procured supplies and materials (excluding Flight Hardware) until purchased by and delivered to the customers.

The Contractor shall accept the Government-wide commercial purchase card for payment of supplies and materials (excluding Flight Hardware) within the purchase card limitations for purchases made by U.S. Government employees. Sales tax shall not be charged on purchases paid for by the Government-wide purchase card. The Government purchase card has single and monthly purchase limitations (MWI 5113.1). Purchases outside these limitations shall be processed IAW 7.2.A.6.a.(5). The Contractor shall accept Government provided purchase order for purchases outside these limitations. If the U.S. Government purchase cardholder makes a purchase that exceeds the card limit, and the Contractor lets the customer leave the store with the merchandise, the Contractor does so at its own fiscal risk. The Contractor shall determine and publish the acceptable method of payment for Government support Contractors. The Contractor shall provide separate vendor invoices/billing to the Government for all purchases.

The Contractor shall submit all vendor rebate checks payable to NASA/MSFC, Attn: RS21/Collection Agent, MSFC, AL 35812.

The Contractor shall provide a fully automated, web-based ordering system for MSFC customers to obtain supplies, materials, and equipment IAW, Section 1.2.J.2.a. All MSFC customers must be able to browse the supply catalog, create/edit/delete "shopping cart" order, and approve order or route to purchase cardholder for approval. The system shall hold shopping cart orders for up to three (3) days prior to submission and shall track customer "favorites." The system shall provide for various levels of access (e.g., an employee can view their work orders, a supervisor can view all work orders for its group, a manager can view all work orders for their organization, COTR or designated representative, can view all work orders). The Contractor shall provide an online catalog of all items stocked in the retail supply store as well as items offered through JIT only. The catalog shall include full item description and pictures of all items.

Property Services is divided into two main sections: (a) Provide requested supplies and materials, which includes receiving, delivering and shipping goods, and (b) Property management and accountability.

- 7.I.J.** The Contractor shall input Property Services workload data into the Work Control System per Section 1.2.I.

7.2 ORDER REQUIREMENTS

7.2.A Provide Requested Supplies and Materials

Provision of supplies and materials involves offering commodities, receipt of requests, acquisition, receipt, accountability, storage, and delivery/setup/installation to customers IAW, NPG 4100.1.

Provision of shipping and delivery of requested goods involves receipt, packaging, crating, and transport of inbound/outbound goods, as well as, internal delivery of received goods IAW, NPG 4200.1 (Chapter 3), NPG 4100.1, 41 CFR, 49 CFR, and NPG 6000.1.

Upon receipt of a Safety Acute Launch Emergency Restraint Tip (ALERT) from the Government Industry Data Exchange Program (GIDEP), Contractor shall screen all parts purchased, stored or distributed IAW, guidance provided in the ALERT. Document all disposition actions and notify MSFC customers of any unsafe conditions.

The Contractor shall provide a Monthly Retail Store Activities Report IAW DRD 988LS-025.

7.2.A.1 No Cost to This Order Work

The Contractor's cost of providing this service shall be included in the cost of the products sold to the customer. The Contractor shall be the only Contractor to operate a retail supply store for MSFC during the performance period of this order.

- 7.2.A.1.a The retail supply store is NOT an exclusive or mandatory source of supply for any items, except for furniture and chemicals. Civil servants will procure these two (2) commodities from this Contractor exclusively.

The Contractor is notified that a retail supply store operates at RSA Army Base where MSFC is located, that this store will be operating contemporaneously, and is a source of supply for the same or similar items to be offered by the Contractor. Sales are neither guaranteed nor promised under this order.

- 7.2.A.1.b All risk of loss for any Contractor owned and/or leased, materials, inventory, furnishings, fixtures, equipment, and supplies is the sole responsibility of the Contractor.

- 7.2.A.1.c The Contractor shall provide a full range of quality items, at competitive prices, with either customer pickup or delivery for MSFC customers as set forth in the PS below.
- 7.2.A.1.d The Contractor is not bound to the historical list of items in Attachment 6-1 and is encouraged to add items to the list based upon its corporate capability. All new items shall be reviewed by the Government to ensure compliance with the PWS prior to being added to the store or catalog.
- 7.2.A.1.e The Contractor shall not sell or offer for sale any of the following items:
 - Subsistence type items including, but not limited to coffee, tea, creamer, bottled water, and gatorade.
 - Personal use items including but not limited to deodorant, hair dryers, medicinal (aspirin, Tylenol), alarm clocks, handheld TVs, small kitchen appliances, and
 - Food items

The CO has the unilateral right to add or delete items from the Prohibited Items Listing.

<u>PERFORMANCE SUMMARY</u>		
Function: Property Services – Requested Supplies and Materials		
A. No Cost to This Order Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Provide requested supplies and materials	Compliance	All supplies and materials actions comply with NPG 4100.1, and MWI 8540.2. <ul style="list-style-type: none"> • For chemicals – MPG 8500.1, MWI 8550.5, and 49 CFR. • For furniture – MWI 4220.1. • For administrative office and other supplies -Javits-Wagner-O’Day Act (JWOD) per FAR 52.208-9, Contractor Use of Mandatory Sources of Supply or Services.

PERFORMANCE SUMMARY		
Function: Property Services – Requested Supplies and Materials		
A. No Cost to This Order Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
	Quality	100 percent affirmative procurement items unless waiver on file with the Government. All goods meet commercial business standards. The customer (as a result of Contractor/vendor error) returns less than 3 percent of orders. Defective goods will be returned/replaced.
	Audit and review team findings	No major findings by audit teams.
Mandatory retail supply store items	Time from receipt of request to delivery	100 percent availability upon customer demand.
Retail supply store items	Time from receipt of request to delivery	98 percent within two (2) normal duty days.
	Quality	All goods meet commercial business standards.
Chemicals	Time from receipt of request to delivery.	95 percent provided within three (3) normal duty days of request.
	Quality	Meet OSHA/EPA/MSFC requirements, including 8550.5. Buy environmentally friendly chemicals. 100 percent accuracy of chemical data on all items procured and delivered.
Furniture	Time from receipt of request to delivery	95 percent of on-hand inventory delivered within two (2) normal duty days. 98 percent of procured items delivered within fifteen (15) normal duty days.
	Quality	All requests screened against on-hand inventory. Document all new purchases where existing equivalent inventory is available and refused by the customer. Item ordered from approved furniture listings or documented approval by the Government. All items are clean and operational when delivered.

7.2.A.2 Specific Requirements for No Cost to This Order Work

- 7.2.A.2.a** The Contractor shall be allowed to order supplies from GSA, Defense Logistics Agency (DLA), UNICOR[®], and other Government sources. MSFC will apply for an Activity Address Code (AAC) for the Contractor to be able to order from Government sources if the Contractor does not already have an AAC. The Contractor shall offer the items purchased from GSA, DLA, UNICOR[®], and other Government sources at the respective source price plus a markup not to exceed 10 percent.
- 7.2.A.2.b** The Contractor shall perform a monthly market analysis of at least 10 percent or one hundred fifty (150), whichever is less, different items sold in the retail store or available from the online catalog.
- The Contractor shall select a sales date for the month and compare its prices to other commercial vendors and GSA advantage. The Contractor shall not add any transportation costs to commercial vendors utilized for comparison that do not charge for delivery. The price analysis shall be made available to the Supply and Equipment Management Officer (SEMO) within ten (10) normal duty days of the selected sales date for the analysis.
- 7.2.A.2.c** The Contractor shall prepare notices and advertise the retail store through Center media including the Marshall Star and Inside Marshall. Initial advertisement shall be approved by the COTR or designated representative.
- 7.2.A.2.d** During short periods of unexpected electronic-ordering system unavailability, emergency orders should be processed by either facsimile or telephone. Administrative upgrades to the web-based ordering system shall be made during non-duty hours.
- 7.2.A.2.e** The Contractor shall print and certify the following statement on all sales receipts: "Based on accessibility, my review of the products, literature, market research conducted, and my own experience with the product, I determine the acquisition from (Contractor's name) represents the best value to the Government."

- 7.2.A.2.f** The Contractor shall maintain operations at the retail supply store a minimum of forty-five (45) hours per week with the exception of Government holidays and/or mandatory base shutdowns. The core hours of operation are 7:30 a.m. to 4:30 p.m., Monday through Friday. To support emergency operations, the Contractor shall be open during non-core hours, within two (2) hours of notification by the COTR.
- 7.2.A.2.g** The Contractor shall have an automated tracking system to allow verification by the Government that the mandatory store items and the retail supply store items are made available and delivered within the timeframes in the PS.
- 7.2.A.2.h** The Contractor shall gather and input acquisition data (cost by item category) into the NASA Environmental Tracking System for all affirmative procurement actions per Section 3.2.A.3.g.
- 7.2.A.3 Specific Requirements for No Cost to This Order Work by Commodity**
- 7.2.A.3.a Mandatory Retail Supply Store Items**
The Contractor shall maintain mandatory store items per Attachment 12. These items shall be available for pick up or delivery upon customer demand. To be considered "available" the item shall be located in its respective location on the sales floor at the time of customer's request for purchase or delivery. Written permission from the Government shall be obtained prior to deletion of any item from the mandatory retail supply store items list.
- 7.2.A.3.b Retail Supply Store Items**
Contractor shall offer a variety of items (similar to the listing in Attachment 13) in a range of sizes, shapes and colors. The Contractor shall obtain, offer and distribute products from mandatory sources of supplies and materials [i.e., National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH)]. The Contractor shall not offer commercial items identical to items available from mandatory sources. The Contractor shall immediately notify the CO if a mandatory source is unable to provide the supplies by the time required, or if the quality of supplies provided by the mandatory source is unsatisfactory. The Contractor shall not purchase the supplies from other sources until the CO has notified the

Contractor that the mandatory source has authorized purchase from other sources. All other items may be obtained from available Government and commercial sources (best value being paramount in the vendor source selection).

The Contractor shall set up the retail supply store interior by item commodity, not by vendor (e.g., all tools offered, regardless of vendor, shall be located on the same aisle of the store.).

7.2.A.3.c Chemicals

Procure chemicals IAW, MPG 8500.1, 49 CFR, and MWI 8550.5. Each first time request for chemicals shall be approved by the Government prior to acquisition. The Contractor shall establish and maintain an approved chemical listing.

Once a chemical has been approved for acquisition, it shall be added to the approved chemical listing.

The Contractor shall not stock any unapproved chemicals in the retail supply store. All chemicals shall be offered via JIT. All chemicals delivered to MSFC will be received (a documentation receipt only that ensures capture of sufficient data to determine includes, but not limited to: location, appropriate handling, and on-site quantities) through central receiving prior to delivery to the customer. (See paragraph 3.2.A.2.) All chemical acquisitions shall require a vendor provided MSDS with the delivered chemicals IAW, MWI 8550.5. The Contractor shall ensure that chemicals are provided with safety coatings, where applicable.

The Contractor shall not store chemicals for any length of time unless approved by the Government and directed by the CO.

7.2.A.3.d Furniture

The Contractor shall screen customer requests against on-hand inventory, which consists of Government-owned furniture stock at initiation of order, and furniture added to the inventory as a result of reutilization during the performance of this order. If the item is available in inventory, the Contractor shall offer the item to the customer before initiating a purchase. The Government

shall approve first time requests for furniture items (Attachment 14, Approved Furniture List) prior to acquisition. Once a furniture item has been approved for acquisition, the Contractor shall update and maintain the approved furniture item listing. The on-hand furniture inventory and the approved furniture item listing shall be available online for customer viewing and shall contain a complete item description and pictures of all items.

The Contractor shall deliver, setup, and install furniture items to meet customer floor plans and other requirements. The Contractor shall deliver items that are ready for immediate use. The cost of delivery, setup, and installation of furniture items from on-hand inventory (Government's stock at order initiation) will be included in the FFP work.

The cost of delivery, setup, and installation of furniture items purchased under this No Cost to This Order work will be included in the item cost.

7.2.A.4 Lump Sum FFP Work

Key performance requirements are shown in the PS below:

<u>PERFORMANCE SUMMARY</u>		
Function: Property Services – Provide Requested Supplies and Materials		
B. Lump Sum FFP Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Receive and deliver goods	Compliance	All actions comply with MPG 4000.1: Chapter 3 and MWI 6220.1.
	Timeliness	From receipt of goods to delivery: Overnights-100 percent same day delivery. All others-95 percent within three (3) normal duty days.
	Quality	Incorrect/incomplete addressed items actively researched to identify customer and documented within three (3) normal duty days of receipt and delivered within five (5) normal duty days. All visible external damage detected and documented for packages of received goods. Loss and damage claims prepared within seven (7) normal duty days of delivery.
Shipment of Goods	Compliance	All actions comply with NPG 6200.1 and meet state and Federal hazardous material shipment regulations.
	Quality/database accuracy	All shipments: Meet state, Federal and other hazardous material shipment requirements, including 49 CFR 173 and International Air Transportation Association (IATA). Less than 3 percent of other goods damaged or lost as result of packing and crating. Shipment of PCH goods: No damage or loss as result of packing or crating. 98 percent accuracy of documentation and data.

- 7.2.A.4 Receive and Deliver Goods**
- 7.2.A.4.a** The Contractor shall receive Government-owned or Contractor-acquired personal property (including furniture items) at MSFC from sources such as other NASA Centers, other Government Agencies, loans and/or leases, donations, and commercial suppliers. Store or deliver property to the customer.
- 7.2.A.4.b** The Contractor shall receive and capture equipment information for all taggable equipment in the Government-provided system (e.g. NEMS). The Contractor shall store or deliver equipment to the customer.
- 7.2.A.4.c** The Contractor shall research inbound packages with incorrect or incomplete addresses to determine the customer.
- 7.2.A.4.d** The Contractor shall document all undeliverable items and notify the Traffic Management Officer for disposition instructions.
- 7.2.A.4.e** The Contractor shall follow procedures established by USPS and MPG 1551.1 for handling any suspicious packages or mail.
- 7.2.A.4.f** The Contractor shall scan all received goods, which will physically fit through the Government-furnished x-ray equipment (e.g. currently using AS&E MICRO-DOSE X-Ray Inspection System, Model 66Z) to identify any suspicious contents. Provide trained personnel to operate the equipment. Training provided by the Government.
- 7.2.A.4.g** The Contractor shall verify count and condition of all goods received and process all visible shortages/damage findings IAW, MWI 6220.1 for inbound shipments. Maintain hard copy record of all freight bills, supporting Commercial Bills of Lading (CBL), and any discrepancy documentation.
- 7.2.A.4.h** The Contractor shall execute receipts in the MSFC Integrated Financial Management System and in PDTS as specified in MWI 4520.2.

7.2.A.5 Goods Shipment

7.2.A.5.a The Contractor shall manage, operate, and perform packing/crating (fabricate wood crates, prepare braces, skids and supports on commercial transportation equipment) and tarp loads, to ensure complete, accurate, and timely response to customers request, with no damage or loss to PCH items and minimal loss or damage to other goods.

7.2.A.5.b The Contractor shall procure transportation and related services via motor, rail, and water for MSFC inbound and outbound shipments (both domestic and international) using CBL or using Government Bill of Lading (GBL), if required to expedite international shipments.

The Contractor shall only use lawfully approved carriers and shall comply with the best commercial practices and regulatory directives (41 CFR, and NPG 6200.1).

7.2.A.5.c The Contractor shall maintain two (2) on-site "small package" locations for express shipment of small packages by GSA contracted commercial express carriers (Buildings 4471 and 4200). See map in Attachment 6-4.

7.2.A.5.d The Contractor shall maintain and make available continuously to the Government documentation for all shipments to include: shipping requests, United States Customs documents, export and import documentation, Transportation Discrepancy Reports, tracer actions, receipt confirmation, tonnage by mode; number of shipments by destination; types of commodities shipped, and certification for carrier payment.

7.2.A.5.e The Contractor shall maintain the following in the TRL: carrier tariff information and carrier evaluation data (i.e., description, date of service failure, date carrier offered shipment, name of carrier, shipment origin, destination, and CBL number) and loss/damage claims IAW, MWI 6220.1.

7.2.A.5.f The Contractor shall provide Packaging and Crating Services Reports IAW DRD 988LS-018. The Contractor shall provide Traffic Management Workload Reports IAW DRD 988LS-019.

7.2.A.6 IDIQ Work
Key Performance Requirements are Shown in the PS
Below:

<u>PERFORMANCE SUMMARY</u>		
Function: Provide Requested Supplies and Materials		
B. IDIQ Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Fuel support	Timeliness	No instances of fuel non-availability.
	Quality	Fuel meets standards for gasoline (ASTM D4814, NSN 9130-00-14-7103) for diesel (ASTM D975, NSN 9140-01-398-0697).
Provide requested supplies and materials	Timeliness	Work is started and completed per negotiated schedule.
	Quality	All supplies and materials actions comply with NPG 4100.1, and MWI 8540.2. <ul style="list-style-type: none"> • For chemicals – MPG 8500.1, MWI 8550.5, and 49 CFR. • For furniture – MWI 4220.1. • For administrative office and other supplies JWOD. Work meets all specification requirements in the job package.
	Audit and review team findings	No major findings by audit teams.

<u>PERFORMANCE SUMMARY</u>		
Function: Provide Requested Supplies and Materials		
B. IDIQ Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Procure, store, kit, and deliver requested Flight Hardware	Timeliness	Two (2) normal duty days after acceptance from MSFC Safety and Mission Assurance Office (S&MA) issue to customer or warehouse. Issue parts, materials, or hardware from warehouse one (1) normal duty day after customer request. S&MA inspection items: Three (3) normal duty days after receipt, deliver to S&MA for inspection (Building 4705).
	Quality	All Flight Hardware actions IAW, NPG 4100.1, MWI 4530.1, and NPG 6200.1. Work meets all specification requirements in the job package.
	Maintain FHSRS Database	98 percent FHSRS availability and data accuracy.
Execute Order requirements for dedicated support	Timeliness	Work is started and completed on schedule.
	Quality	Work meets all specification requirements in the job package as to materials and workmanship.

7.2.A.6.a Specific Requirements for IDIQ Work:

7.2.A.6.a.(1) Fuel Support

The Contractor shall procure gasoline, E85 Ethanol, diesel, bio-diesel, JP8, and fuel oil to accommodate the MSFC requirements for automotive fuel station, mobile fueling truck, aircraft fuel station, and facilities fuel station for burner fuel. Bio-diesel and Ethanol are two (2) alternative fuels that MSFC may use in the near future. If these fuels are used, the overall fuel consumption at the MSFC should not change.

Upon receipt of a Safety ALERT from the GIDEP, Contractor shall screen all parts purchased, stored or distributed IAW guidance provided in the ALERT. Document all disposition actions and notify MSFC customers of any unsafe conditions.

7.2.A.6.a (2) Flight Hardware Support Operations

The Flight Hardware Services are documented in MWI 4530.1 and include the acquisition, kitting, inventory management, and control services for Flight Hardware (as defined above). The acquisition limitations are (a) not to exceed \$25,000 per order and for (b) EEE component parts and mechanical fasteners not to exceed \$100,000 per order. Requests exceeding these limits shall be sent to the MSFC Procurement Office for acquisition.

The Contractor shall store the Flight Hardware inventory received during transition and make any residual hardware available to MSFC customers.

Acquisition of parts and materials will exclude stand-alone, capital equipment, and will be limited by the following responsibilities.

Procure and Deliver Flight Hardware

Flight Hardware is defined as EEE components parts, non-capital assemblies; mechanical fasteners, connectors, commercially available mechanical subassemblies; and commercially available items incidental to the development of Flight Hardware. Included in this definition are parts procured from commercial vendors who have been approved and audited by MSFC Manufacturing Services Group, for manufacture of MSFC designed bare, unpopulated printed circuit boards and custom magnetics. In addition, this includes parts procured from commercial vendors for the manufacture of parts using MSFC designed selected item drawings, source control drawings, vendor item control drawings, and requiring manufacturing and/or test capabilities not normally obtainable from MSFC Manufacturing Services Group.

Acquisition requests that do not meet the above mentioned requirements, which includes MSFC, designed mechanical/electrical piece parts, assemblies or subassemblies normally obtainable from MSFC Manufacturing Services Group shall be forwarded to the Government for completion or other material requests outside these limitations shall be forwarded to the MSFC Procurement Office.

MSFC customers will fund the cost of the parts and materials.

The Contractor shall negotiate the acceptable delivery date with the MSFC customer.

The Contractor shall utilize the purchasing guidance and vendor qualifications as specified in MWI 5100.1 and MWI 5330.1.

The Contractor shall operate and manage the FHSRS and the PDTS as specified in MWI 4530.1 and MWI 4520.2. This includes the responsibilities of System Administrator for the FHSRS and executing any future modifications of the system as directed by the COTR. The Contractor shall provide data queries of the FHSRS data as specified by customers.

The Contractor shall provide the delivery service of the hardware to the S&MA and as requested to the MSFC customer for issuance.

The Contractor shall provide complete traceability of the Flight Hardware items and the document packages with the Government furnished bar code system and IAW, MPG 8040.3.

The Contractor shall develop a process to disposition rejected hardware IAW the MSFC customer requirements.

Flight Hardware components shall be segregated from normal supply items due to the sensitivity of components, security, inventory, requirements, and inventory controls as identified in MWI 4530.1.

Contractor shall record and process all acquisitions of hardware components, as well as the receiving, handling, storing, kitting, and delivery of these items in the FHSRS (or equal system) as specified in Section 1.2.1.

Contractor shall submit to the COTR and Technical Monitor a report containing any changes to the FHSRS or equal. The Contractor shall provide a FHSRS Operations Manual and User's Guide IAW DRD 988SW-001.

7.2.A.6.a.(3) Flight Hardware/Dedicated Support

The Contractor shall provide dedicated support to MSFC organizations for specified periods of time. This support will need to be accomplished with the following potential skill categories:

Material Expediter
Technical Buyer

7.2.A.6.a.(4) Packaging and Crating/Dedicated Support

The Contractor shall provide dedicated support to MSFC organizations for specified periods of time. This support will need to be accomplished with the following potential skill categories: Packer/Crater.

7.2.A.6.a.(5) Supplies and Materials

The Contractor shall provide requested furniture and chemicals that exceed the Government purchase card limitations through IDIQ. For all other supplies and materials (excluding Flight Hardware), the Contractor shall accept Government provided purchase orders for purchases outside the Government purchase card limits. Items shall meet all requirements in job package and those in 7.2.A.1.

7.2.B Property Management and Accountability

Provisions of property management and accountability involve processing, documenting, reporting, tracking, and managing MSFC property IAW, NPG 4200.1, NPG 4200.2, and NPG 4100.1.

MSFC property includes: controlled equipment, program stock (including Flight Hardware), custodial storage, special purpose

equipment, general-purpose equipment, customer supplied products, returnable gas containers/cylinder, and furniture.

7.2.B.1 Lump Sum FFP Work

Key performance requirements are stated in the summary table below:

<u>PERFORMANCE SUMMARY</u>		
Function: Property Services – Property Management and Accountability		
B. Lump Sum FFP		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Property management & accountability	Compliance with regulations	All property management actions comply with: 1. For equipment and custodial storage – NPG 4200.1, NPG 4200.2. 2. For program stock and furniture – NPG 4100.1. 3. For Flight Hardware – NPG 4100.1 and MPG 8040.3. 4. For chemicals – NPG 4100.1 and MPG 8500.1 and MWI 8550.1. 5. For customer supplied products – MPG 4000.1.
	Audit and review team findings	No major findings found by audit teams.

PERFORMANCE SUMMARY		
Function: Property Services		
C. Lump Sum FFP		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Controlled property	User signature on controlled property	100 percent signature accountability within three (3) normal duty days of user assignment or reassignment.
	NEMS database accuracy	98 percent accuracy of data.
	Quality	100 percent traceability from receipt to delivery to customer for customer supplied product
		100 percent reconciliation annually or physical inventory.
Warehousing	Quality	98 percent accuracy of used and open warehouse space in the database.
		98 percent accuracy of all stored assets in database.
No loss or damage to property.		
	Maximum utilization of assigned warehouse space	90 percent of available square footage in any given building is utilized.
Furniture Assets	Timeliness	95 percent of items excessed by customers are redeployed or disposed of within thirty (30) normal duty days.
	Quality	All items delivered to customers are clean and operational. No loss or damage to property.

7.2.B.2 Specific Requirements for Lump Sum FFP Work:**7.2.B.2.a Controlled Property**

- 7.2.B.2.a.(1)** The Contractor shall maintain the Government-provided system (i.e., NEMS Database).
The Contractor shall maintain and distribute Equipment Control Number (ECN) tags for use on Government equipment assets.

The Contractor, within three (3) days of receipt of equipment, shall build equipment record in Government-provided system (i.e., NEMS Database), obtain signature accountability for user assignment for all controlled property with complete traceability from receipt to delivery to customer.

The Contractor shall update NEMS database to reflect all movement of equipment within three (3) days of notification or discovery.

- 7.2.B.2.a.(2)** The Contractor shall process equipment leases and loans to employees, other NASA Centers, other Federal Agencies, non-profit institutions and profit making institutions IAW, NPG 4200.1. MSFC Form 4241, Employee Equipment Loan Agreement, must be issued for employee loans. MSFC Form 4373, Mobile Equipment Property Pass, must be issued for equipment utilized both on and off the Center during either a loan period or for those mobile equipment items assigned to an employee (civil service or Contractor). The Contractor shall provide Performance Measures for Equipment Support Services Reports IAW DRD 988LS-008.

- 7.2.B.2.a.(3)** The Contractor shall process all survey reports and maintain all survey records that document the investigation and disposition of loss, damage or destruction of Government property IAW, NPG 4200.1.

- 7.2.B.2.a.(4)** The Contractor shall schedule and participate in annual walk-through inspection for each MSFC directorate and provide results to Government IAW DRD 988LS-010.

- 7.2.B.2.a.(5)** The Contractor shall control NEMS transaction source documents (i.e., purchase orders, shipping documents and transfer documents) IAW, NPG 4200.1 (Section 3) through the use of compact disks. The Contractor shall provide Performance Measures Physical Inventory Accuracy Report IAW DRD 988LS-009.
- 7.2.B.2.a.(6)** The Contractor shall maintain and track Customer Supplied Product (CSP), in automated database capturing name of company who owns product, company point of contact/phone, Marshall Lead Representative (MLR) phone, product name, date received, date/location delivered IAW, MPG 4000.1.
- 7.2.B.2.a.(7)** The Contractor shall perform an annual physical inventory of all MSFC controlled equipment IAW, NPG 4200.1, NPD 4200.1, and MWI 4200.1. The annual inventory shall be conducted through the traditional wall-to-wall visual inspection and recording methodology using barcode scanning. Scanning shall be accomplished within a ninety (90) day timeframe between October and December of each year. The Contractor shall provide an Equipment Inventory Schedule IAW DRD 988LS-003. The Contractor shall provide Inventory Progress Reports IAW DRD 988LS-004. The Contractor shall provide Annual Inventory Reports IAW DRD 988LS-005.
- The Contractor shall resolve all discrepancies (overages and shortages) from annual inventory.
- 7.2.B.2.a.(8)** The Contractor shall maintain and track returnable gas containers from acquisition to customer delivery through vendor pickup of empty containers. This includes NASA owned and vendor owned container/cylinders. Contractor shall actively monitor and analyze customer usage and make cost saving recommendations related to rent versus own and also bulk usage set ups versus container/cylinder usage.
- 7.2.B.2.b Warehousing**
The Contractor shall manage the Government-furnished storage facilities (including the Flight Hardware storage areas). The Contractor shall warehouse all designated MSFC assets IAW the environmental and security requirements as applicable.

The Contractor shall track stored assets (i.e. custodial storage, program stock, Flight Hardware items and furniture assets) in the Government provided system (i.e. NSMS, NEMS and FHSRS). The Contractor shall establish program stock accounts and issue requested items to authorized civil service. The Contractor shall provide a Warehouse Plan IAW DRD 988LS-007. The Contractor shall support annual review of assets and resolution of inventory discrepancies. The Contractor shall ensure physical security of all warehouse and stocked assets. The Contractor shall identify, store, and issue all MSFC assets classified as raw materials. The Contractor shall turn in as scrap all unused material.

The Contractor shall warehouse explosive materials and devices, chemicals, and bottled gases as directed by COTR or designee. The Contractor shall maintain detailed accountable records of all storage, issue, and disposition actions. The Contractor shall provide a comprehensive inventory list of the contents of all Army igloos/storage areas assigned to MSFC for the storage of explosives and propellants (Class V items) and any other requirements identified by RSA IAW the Interservice Support Agreement between RSA and MSFC. The Contractor shall provide the Explosives and Propellants Inventory List IAW, with DRD 988LS-024. The Contractor shall provide for continuous (24-hour) supply support for the duration of launch activities as notified by the COTR or designee.

7.2.B.2.c Furniture Assets

The Contractor shall evaluate for refurbishment, repair or disposal all furniture items that are excessed by customers. Items selected for repair shall be processed under the RDT&E equipment M&R Services of this order. Property Management Group approval is required for disposal of any furniture items.

The Contractor shall maintain an online listing of furniture assets with full item description and pictures of all items available for reuse.

7.2.B.3

IDIQ Work

Key Performance Requirements are Shown in the PS Below:

<u>PERFORMANCE SUMMARY</u>		
Function: Provide Requested Supplies and Materials		
B. IDIQ Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Execute Order requirements for dedicated support	Timeliness	Work is started and completed on schedule.
	Quality	Work meets all specification requirements in the job package as to materials and workmanship.

7.2.B.3.a Specific Requirements for IDIQ Work

7.2.B.3.a.(1) Tag Controlled Equipment

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(1).

7.2.B.3.a.(2) NEMS Transactions

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(1).

7.2.B.3.a.(3) Equipment Leases and Loans

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(2).

7.2.B.3.a.(4) Survey Reports

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(3).

7.2.B.3.a.(5) Document Control

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(5).

7.2.B.3.a.(6) Customer Supplied Products

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(6).

7.2.B.3.a.(7) NEMS Inventory Transactions

The Contractor shall provide requested service that exceeds the FFP portion in accordance with PWS 7.2.B.2.a.(7).

SECTION 8 – MOVE SERVICES**8.1 GENERAL REQUIREMENTS**

Move services include movement of the following items within a building, building to building and/or warehouse to building:

8.1.A Office furniture.

8.1.B Boxes.

8.1.C Special event furniture and furnishings.

8.1.D Conference room furniture.

8.1.E Lab furniture.

8.1.F Other property.

Additional Move Services include dismantling/remounting of whiteboards and installation of new or reconfiguration of existing systems furniture, including design layout. Acquisition of required products is covered under Section 7 of this order. The Contractor is not required to Move Leased Services equipment or individual property items exceeding the capacity of a 2-ton forklift.

8.1.G The Contractor shall coordinate the schedule for completing moves with the Government.

8.1.H The Contractor shall perform pre-move inspection for each people and special event move request, gathering specific requirements, surveying “to/from” locations, verifying items to be moved, coordinating furniture needs (new and reutilized/reissued) to fulfill move requirements and special event setup/layout, and identifying special circumstances (i.e., multiple floors, elevator or lift services accessibility, loading dock accessibility, items for excess or repair are documented and processed for removal).

8.1.I The Contractor shall ensure proper control, protection, preservation, and disposition of move assets.

8.1.J The Contractor shall perform final move inspection once move is completed, ensuring assets were moved as specified, customer requirements were satisfied, moving boxes are removed and recycled or disposed, and controlled equipment location changes were updated in appropriate Government-provided data management systems.

- 8.1.K The Contractor shall attend appropriate meetings.
- 8.1.L The Contractor shall provide technical consultation support regarding types, usage, and location for furniture applications (i.e., conference rooms, systems, contemporary).
- 8.1.M The Contractor shall input Move Services workload data into the Work Control System per Section 1.2.I.
- 8.1.N The Contractor shall prepare Monthly Move Services Progress Reports IAW DRD 988LS-006.

8.2 ORDER REQUIREMENTS

Key performance requirements are stated in the summary table below:

8.2.A Lump Sum FFP Work

The following shall be bid as FFP work and performed to meet the following requirements:

<u>PERFORMANCE SUMMARY</u>		
Function: Move Services		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
A. Lump Sum FFP		
Perform customer requested People moves	Timeliness	Complete all moves on the daily agreed to move schedule up to seven (7) people per day within normal duty hours.
	Quality	No damage or loss to furniture or property.
Perform customer requested Special event moves	Timeliness	Work is started and completed on agreed to schedule.
	Quality	No loss or damage to property during event set up or take down. All items are clean and operational.
Perform customer requested Property moves	Timeliness	Completed within two (2) normal duty days of receipt of request.
	Quality	No damage or loss of property.

8.2.A.1 Specific Requirements for all Move Requests are as Follows.**8.2.A.1.a People Moves**

People moves involve disassembly, relocation, and reassembly of employee's office furniture (i.e., desks, chairs, Automatic Data processing Equipment (ADPE) units, tables, file cabinets, bookcases), and personal belongings (i.e., plants, pictures). It also includes the dismounting, relocation, and remounting of white boards. These moves are normally in conjunction with the relocation of an individual's telephone and computer, which are handled by other service contractors. People moves involving systems furniture are covered under the IDIQ section of this service.

8.2.A.1.b Special Event Moves

Special event moves include transporting, set-up, take-down and returning tables, chairs and other items to designated locations for such events as, but not limited to, the Honors Day Awards Ceremony, MSFC Holiday Reception, and Center Director's All Hands Meetings. Special event moves are those contained on the Center special events listing in Attachment 15.

8.2.A.1.c Property Moves

Property moves involve moving items such as, but not limited to: refrigerators, microwave ovens, white boards and displays. The move shall include deinstallation and reinstallation. Property moves are normally coordinated with people moves but shall also be requested separately.

8.2.B IDIQ Services Work

<u>PERFORMANCE SUMMARY</u>		
Function: Move Services		
B. IDIQ Services Work		
Work Requirement	Performance Measure	Performance Standard
Execute task order requirements for Move Requests beyond FFP Scope	Timeliness	Work is started and completed per negotiated schedule.
	Quality	Work meets all specification requirements in the job package. No damage or loss to furniture or property. Furniture delivered is clean and operational.

8.2.B.1 Specific Requirements for IDIQ Work are as Follows:

Move Services

8.2.B.1.a Work shall be ordered based on the associated pricing structure in Schedules of Prices and magnitude of the move involved.

8.2.B.1.b This service includes “people moves” greater than the daily move schedule; relocation of laboratories including furniture, scientific apparatus, and other related property (excludes office furniture); special event moves that are not on the Center special events listing (see Attachment 15); conference room disassembly, removal, and reassembly; and installation or reconfiguration of systems furniture including design layout and procurement of required products.

8.2.B.1.c. Move Services Dedicated Support
Provide dedicated support to MSFC Center Operations Integration Department for specified periods of time. This support will need to be accomplished with the following potential skill categories:
Furniture movers
Furniture assemblers
Move Coordinator

SECTION 9 – DISPOSAL SERVICES

9.1 GENERAL REQUIREMENTS

The Contractor shall provide the offsite facilities, labor, equipment, and materials required to perform MSFC's Personal Property Disposal Services. These services include removal, transportation, storage, reutilization reporting, acquisition surveying, transfer, donation, and preparation for sale activity of excess personal property; and collection and removal of recyclable metals and toner cartridges.

The Contractor-acquired facilities shall be located within a twenty (20) mile radius of MSFC and include office space for two (2) Government employees with phones, computer, copier, and fax access. The facilities shall be typical of that used in the industry and shall provide reasonable security, damage-free storage and protection against deterioration, extremes of temperature, moisture, humidity, and corrosion. The Contractor shall safeguard disposal assets by ensuring proper control, protection, preservation and disposition.

The Contractor shall manage all MSFC disposal operations IAW the following:

9.1.A. CFR 41 (Chapter 102),

9.1.B Federal Management Regulation (Subchapter B, Personal Property, Part 102-36, Disposition of Excess Personal Property),

9.1.C NPG 4300.1, and

9.1.D NPG 4310.1.

The Contractor shall utilize the Government-furnished system (e.g. NPDMS).

The Contractor shall input Property Disposal Services workload data into the Work Control System per Section 1.2.I.

Disposal items include but are not limited to: scientific equipment, IT equipment, office furniture, scrap metal, precious metals, and other recyclables. Disposal Services do not include trash or hazardous waste. Excess hazardous materials are managed in Section 3, Environmental Services, and shall not be transported to the disposal warehouse for processing. Excess hazardous materials are managed through Disposal Services from an onsite location.

9.2 ORDER REQUIREMENTS

Key Performance Requirements are Shown in the Summary Below:

9.2.A Lump Sum FFP Work

The following shall be bid as FFP work and performed to meet the following requirements:

<u>PERFORMANCE SUMMARY</u>		
Function: Disposal Services		
A. Lump Sum FFP Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Perform disposal operations in conformance with CFR 41, NPG 4300.1, and NPG 4310.1, utilizing the NPDMS	Quality	No damage or loss to property.
	Audit and review team findings	No major findings found by audit teams.
	NPDMS database accuracy.	98 percent accuracy of data.
	Timeliness	All property is disposed of within sixty (60) normal duty days of receipt of request.
Pickup and deliver excess property to disposal warehouse	Timeliness	Pickup and delivery within ten (10) normal duty days of customer request.
	Quality	100 percent customer hand receipts for all excess items picked up. 100 percent user signature for all excess controlled equipment items picked up.
Receive, store and document excess property	Timeliness	All property is processed and warehoused within two (2) normal duty days of receipt at the warehouse.
	Quality	100 percent signature/date on pickup documentation of all items received in disposal warehouse. All property is stored in a safe manner and is easily accessible for visual reutilization screening.

<u>PERFORMANCE SUMMARY</u>		
Function: Disposal Services		
A. Lump Sum FFP Work		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Perform property screening	Timeliness	<p>Within two (2) normal duty days of request, screen NPDMS and other Government databases.</p> <p>Deliver items located in the disposal warehouse to customer within ten (10) normal duty days of processing.</p>
	Quality	100 percent customer hand receipts for all items returned to the Center for reutilization.
Schedule property sales, and provide sales support	Timeliness	<p>Schedule at least eighteen (18) sales per year.</p> <p>Items for sale are lotted/staged/inventoried to meet scheduled sales date.</p> <p>Publish sales in local and Center media two (2) normal duty weeks prior to scheduled sale date.</p>
	Accuracy	100 percent accuracy of items reported for sale and items available on date of sale.

9.2.A.1 Specific Requirements for Disposal

9.2.A.1.a Perform all activity in NPG 4300.1 and NPG 4310.1 with reference to the Property Disposal Officer (PDO) with the following exceptions: all actions requiring PDO approval/signature must be forwarded to PDO or Government designee. All requests for assistance/direction from NASA Headquarters and GSA Headquarters must be processed through PDO.

9.2.A.1.b Pick up and transport excess property from MSFC and designated areas near-site to Contractor-acquired facilities for receiving, inspecting, and disposition.

The Contractor is not required to remove and transport individual property items exceeding the capacity of a 2-ton forklift, or equipment affixed to real property. In these instances, MSFC will arrange for removal and transportation to disposal warehouse, or the property shall remain "in-place" while the Contractor performs other disposition activities.

- 9.2.A.1.c** Remove property from customer locations IAW written instructions on pickup requests. At the time of removal, the Contractor shall obtain a signature from the equipment user or designee and leave a customer hand receipt, acknowledging removal of the property.
- 9.2.A.1.d** Perform reutilization and acquisition screening of Government and contractor inventory IAW, NPG 4300.1 and MWI 4300.1. Process purchase orders and purchase requests, and transfer orders and coordinate shipment/delivery of requested items. Report data IAW DRD 988LS-011.
- 9.2.A.1.e** Process donations of IT equipment to pre-K thru 12th grade schools utilizing the Computers for Learning website: www.computers.fed.gov.
- 9.2.A.1.f** Obtain PDO approval before processing requests for the disposal of foreign property.
- 9.2.A.1.g** Remove all ECN's (NASA barcode tags) and all Government references before property is reutilized or sold, unless reutilized by NASA.
- 9.2.A.1.h** Clean computer disk hard drives of all data before property is reutilized or sold. Contractor shall use "Clean Drive" which is a standard disk sanitation approved by the Government. Contractor may use other sanitization software with PDO's approval.
- 9.2.A.1.i** Contact GSA Region 4 directly to schedule property sales, and perform disposal sales activities. Prepare notices and advertise disposal sales through local and Center media including the Huntsville Times, Marshall Star, Inside Marshall, and Redstone Rocket. Initial advertisement shall be approved by the PDO. Report sales data IAW DRD 988LS-011.

- 9.2.A.1.j** Weigh all items for transport to the disposal warehouse on MSFC's scale, located at Building 4661, before leaving the installation, obtain a weight certification from a designated MSFC representative and report IAW DRD 988LS-014.
- If the MSFC scales become unavailable for any reason, or it is impractical to obtain a weight certification, the Contractor shall arrange for weighing on certified scales or other scales acceptable to the CO. Report data IAW DRD 988LS-015.
- 9.2.A.1.k** Provide for accumulation, collection, and removal of recyclables (i.e., toner cartridges). Report IAW DRD 988LS-015.
- 9.2.A.1.l** Drain and reclaim all refrigerants and required lubricants from items prior to transporting to disposal warehouse or removal by buyer for items sold in-place and disposed in accordance with Section 3.
- 9.2.A.1.m** Recover silver at the following designated Buildings: 4353, 4487, 4702, and 4711. This includes removal and delivery of Government-furnished cartridges from recovery points to RSA Defense Reutilization Marketing Office (DRMO). Silver and other precious metals recovered must be reported IAW, NPG 4300.1 and DRD 988LS-017.

SECTION 10 - FOOD SERVICES

10.1 GENERAL REQUIREMENTS

The Contractor shall provide Food Services, which includes the following: serving breakfast and lunch at two (2) cafeterias and one (1) snack bar, and catering special events.

Food services consist of a variety of entrees, specialty bar(s), vegetables, soups, salads, breads, confections, beverages and short orders. All meats are U.S. Government Choice A or better.

10.2 ORDER REQUIREMENTS

10.2.A No Cost to This Order

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>		
Function: Food Service Operations		
A. No Cost to This Order		
WORK REQUIREMENT	PERFORMANCE MEASURE	PERFORMANCE STANDARD
Provide Food Service	Quality	Prices are competitive with local vendors.
	Timeliness	Operations are IAW approved schedules.
	Customer complaints	No more than five (5) complaints/month.
	MSFC and Alabama Health Regulatory Compliance	90 percent or above compliance rating achieved monthly.
	Diversity of menus	Minimum of quarterly rotation of four (4) weekly menus (e.g., entrees).

The following order requirements shall be performed per the PS above, at the frequencies or performance criteria specified:

10.2.B Food Services

The Contractor shall provide Food Services at cafeterias and snack bar and by catering to the MSFC's employees, Contractors, and visitors, using Government-furnished facilities, utilities, utensils, and equipment [these include silverware (which includes forks, spoons, knives); plates; and glasses; food trays and baking/cooking utensils].

The Contractor shall provide linen tablecloths and table skirts for customer use during catered and non-catered events, and shall establish

and publish a rental charge for this service. All portable equipment and utensils shall be furnished/offered on an "as is" basis and shall not be replaced or repaired by the Government. The Contractor shall provide all plastic and carryout items (paper bags, paper cups, forks, spoons, knives, and containers). Food services are to be provided on a commercial retail basis at No Cost to This Order to the Government other than the specified Government-furnished facilities, utilities and equipment (see Attachment 10 for listing of equipment). Food Services are designed to achieve the following objectives:

- 10.2.B.1** Comply with all public health regulations.
- 10.2.B.2** Food Services adequately meet Government regulatory requirements.
- 10.2.B.3** Provide planned, menus including: diverse food products, varying from day to day menu selections, providing minimum acceptable dietary and calorie standards containing a diverse and well balanced diet. Daily offerings of low calorie, low fat, ethnic and culturally diverse menu selections shall be made available. The menu shall change on a minimum of a quarterly basis as approved by the COTR or designated representative. Menus shall be posted weekly on Inside Marshall.
- 10.2.B.4** Contractor's QC system adequately inspects, evaluates, and reflects Food Service performance.
- 10.2.B.5** Ensure that price of food is comparable to other establishments on RSA and in the Huntsville area.
- 10.2.B.6** When catering events, Contractor shall be responsible for moving food and associated equipment to the designated area. Through the catering services, the Contractor shall offer Table Cloth Rental Services, for catered and non-catered events.

10.2.C The Contractor Shall Perform These Specific Requirements:

- 10.2.C.1** All personnel subject to handling or serving food products shall comply with all MSFC and Alabama Department of Public Health Regulations regarding Food Service sanitation. As a minimum, all personnel (including managers) subject to handling or serving food products shall be trained in Food Service sanitation. The Contractor's Food Service employees shall maintain a current MSFC Food Service

handler's health card and participate in the MSFC Medical monitoring program annually. The Government will provide medical monitoring.

- 10.2.C.2** The Government may test food items at any time to assure published state and other standards are met. The Contractor shall establish a periodic inspection program as a part of its quality assurance program.
- 10.2.C.3** All products including, but not limited to: meat, poultry, and seafood shall comply to the standards of the Department of Defense and may be inspected and approved by the Post Veterinarian, RSA, AL. Such approvals/disapprovals shall be based on published standards or current health standard developments considered reasonable and prudent, and shall be applied to specific suppliers, specific types of food, or specific shipments/items.
- 10.2.C.4** The Contractor shall maintain all provided facilities and equipment in a clean, orderly, and sanitary condition at all times. The Contractor shall provide all equipment required to perform this PWS. Areas/items to be cleaned include, but are not limited to:
 - 10.2.C.4.a** Floors - The Government will provide quarterly shampooing of carpets and stripping, waxing and buffing. Contractor shall mop, strip, wax, and buff (as appropriate in between quarterly schedule) in all areas including walk-in coolers. Contractor shall vacuum carpets and spot clean as required.
 - 10.2.C.4.b** Tray rails, tray stands, sneeze guards, tables, and chairs.
 - 10.2.C.4.c** Inside dishwashers and all dispensers of hot and cold foods and beverages.
 - 10.2.C.4.d** Inside windows and window treatments.
 - 10.2.C.4.e** All fans (fixed or portable), filters, hoods, and ventilating grills or ventilators.
 - 10.2.C.4.f** Storage areas, trash rooms, receiving/loading dock, restrooms, and locker areas.
 - 10.2.C.4.g** Breakdown and clean ice cream/yogurt/soda/dairy machines.

- 10.2.C.4.h.** Spot clean walls, doors, and posts in dining and kitchen areas.
- 10.2.C.4.i** Trash cans and delivery truck containers.
- 10.2.C.4.j** The Contractor shall provide food services at the following locations and minimum times of operations when the Center is open.
- | <u>Building</u> | <u>Times of Operation</u> |
|-----------------|---|
| 4471 | Breakfast 6:30 a.m. - 9:30 a.m.
Lunch 11 a.m. - 1 p.m. |
| 4203 | Breakfast 7 a.m. - 10 a.m.
Lunch 11 a.m. - 1 p.m.
Grill 11 a.m. - 1:30 p.m. |
| 4610 | Breakfast 7 a.m. - 10 a.m.
Lunch 11 a.m. - 1 p.m.
Grill 11 a.m. - 1 p.m. |
- 10.2.C.4.k** Ensure complete, accurate and timely status and responses to customer inquiries and requests for Food Services, including catering.
- 10.2.C.4.l** Ensure competent, efficient, and courteous service to all customers.
- 10.2.C.4.m** Display customer satisfaction survey cards in a highly visible location (cards shall be picked up by COTR or designated representative).
- 10.2.C.4.n** The Contractor shall dispose of used grease at each location through a grease recycler and will make available reports, as required to the Recycling Coordinator, including the quantity of grease recycled which is compiled into the Resource Conservation and Recovery Reporting.
- 10.2.C.4.p** The Contractor shall perform a monthly market analysis of menu prices. The Contractor shall select a date for the month and compare its prices to at least local three (3) commercial vendors. The price comparison shall be made available for the review by the COTR within ten (10) business days of the selected analysis date.

10.2.C.4.q. The Contractor shall provide a Monthly Food Services Activities Report IAW DRD 988LS-022.

APPENDIX A – DEFINITIONS AND ACRONYMS

As used throughout this order, the following terms shall have the meaning set forth below.

Where "as shown", "as indicated", "as detailed", or words of similar import are used, it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

Where "as directed", "as required", "as permitted", "approval", "acceptance", or words of similar import are used, it shall be understood that direction, requirement, permission, approval, or acceptance of the CO is intended unless stated otherwise.

Activity Address Code

A six-position code, composed of numbers, letters, or a combination of both, assigned for use on requisition documents submitted to Government supply sources, to identify the requisitioner, the consignee, and the payee.

Auxiliary or Accessorial Automatic Data Processing Equipment

Auxiliary or accessorial automatic data processing equipment includes plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

Cannibalization

The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item.

Capital Equipment

An item of equipment with an acquisition cost of \$100,000 or more that has an estimated service life of two (2) years or more, that shall not be consumed in an experiment, and most generally shall be identified as an independently operable item.

Conference Room Furniture

Includes, but not limited to, tables, chairs, podiums, and computer cabinets.

Contemporary Furniture

Furniture consisting of all items of contemporary steel office furniture and related items, including automatic data processing equipment furniture. Contemporary furniture includes, but not limited to, freestanding tables, work surfaces, machine surfaces, chairs, storage cabinets, desks, coat racks, filing cabinets, bookcases, and related accessories.

Contractor-Acquired Equipment

Equipment procured or otherwise provided by the Contractor for the performance of an order, title to which is vested in the Government.

Controlled Equipment

All equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of two (2) years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost less than \$1,000 that are designated, and identified as sensitive by the holding Center.

Controlled Waste

Liquid and solid waste that cannot be released to the sewer, garbage, or treat on-site (includes, but not limited to, medical, special, universal, and recycled).

Critical Equipment

Equipment that directly interfaces with Space Flight Hardware or is vital in the accomplishment of MSFC missions and for which non-nominal operation could adversely affect personnel safety, Flight Hardware safety, or MSFC mission goals.

Customer Requested Move

The official request for Move Services. A move request containing one or multiple items constitutes a single move.

Customer Supplied Product

Any hardware, equipment, or materials supplied by a customer (for the purpose of fabrication, testing, storage, electrical, electronic, and electro-mechanical parts screening, analysis, and/or refurbishment) that will be returned to the customer upon completion of services at MSFC. Also, any item that shall be placed under the control of an on-site MSFC Contractor or civil service person (other than the customer/owner) for the purpose of receiving a service (i.e., fabrication, testing, storage, electrical, electronic, and electro-mechanical parts screening, analysis, and/or refurbishment) and/or will require a certification or acceptance document.

Demand

A request for issue of an item. A demand may be recurring or nonrecurring.

Design Layout

A graphic representation that includes the schematic arrangement of systems furniture components and specifies dimensions, communications and electrical outlets, egress passageways, door openings, and other elements associated with existing or new building structure.

Entry Reference Number

A unique control number generated by NASA Equipment Management System for each transaction input to NASA Equipment Management System.

Environmental/Temperature Controlled Storage

Storage requiring a specific temperature and/or humidity range that cannot be achieved in a normal warehouse operation.

Equipment

An item in the configuration of a mechanical, electrical or electronic apparatus or tool, which may perform a function independently or in conjunction with other equipment or components, normally costing in excess of \$1000, which may perform a function independently or in conjunction with other equipment or components.

Equipment Control Number

The identification number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

Equipment Control Number Register

A written record of the assignment of equipment control numbers.

Equipment Record

A record maintained by the Supply and Equipment Management Officer that provides selected information about each item of controlled equipment.

Equipment Reutilization Screening

The examination of existing equipment documentation for the purpose of fulfilling equipment requirement through reassignment.

Equipment Systems

Assemblies of component equipment items designed and operated to accomplish specific functions.

Executive Furniture

Furniture consisting of traditional or modern wood office furniture, chairs, and related items.

Federal Acquisition Regulation

The codification of uniform policies and procedures for the acquiring by contract with appropriated funds of supplies or services by and for the use of the Executive Agencies of the Federal Government.

Final-Move Inspection

An inspection performed after each move is completed, ensuring assets (includes, but not limited to, furniture, equipment, computers) were moved as specified, ensuring customer requirements were satisfied, and asset location changes were updated in appropriate Government-provided data management systems. Includes customer signature to ensure requirements of the move statement are met.

From/To Location

The building and room number where a person or property is currently located and the building and room number where a person or property is being relocated.

General Purpose Equipment

Equipment that is commercially available.

Goods

Materials and supplies (i.e., books, fuel, chemical, medical supplies, film, printing materials, furniture, heavy machine).

Government-Furnished Equipment

Equipment furnished to a Contractor, or acquired by the Contractor, as in Contractor-Acquired Equipment.

Government-Furnished Property

Government-furnished property consists of Government-Furnished Equipment, Government-furnished furniture, and Government-furnished Material.

Hazardous Material

Materials, which because of quantity, concentration, or physical, chemical, or infectious characteristics, may pose a hazard to human health or the environment. As defined by 49 Code of Federal Regulations 173, 29 Code of Federal Regulations 1910, 40 Code of Federal Regulations 261, and Federal Standard 313.

Hazardous Waste

As defined by 40 Code of Federal Regulations 261.

H-Order

An order issued by MSFC {see NASA Federal Acquisition Regulation Supplement 1804.7102 (c)}.

Home Loan

An agreement that allows an employee to use Government equipment at a private residence.

Integrated Customer Service Department

The Integrated Customer Service Department provides strategic planning and business management for the Center Operations Directorate. The Integrated Customer Service Department also provides Integration Services for improved delivery of products and services to MSFC customers.

Integration

The process of modifying and interfacing separate pieces of equipment so they function as a complete system.

Internal Mail

Mail picked up and delivered on-site.

Inventory

Means all material being held by a Center as stores stock, program stock, or standby stock, except for that material actually in process of use or consumption.

Just-in-Time

Just-in-Time high volume, items ordered and delivered on a daily basis.

Lab Furniture

Furniture such as, but not limited to, worktables, powered workbenches, storage bins, storage drawer units, storage cabinets, and laboratory stools.

Leased Equipment

Equipment that has been conveyed by or to NASA by order for a certain time period in consideration of payment of rental fee.

Leased Services Equipment

Equipment that is not owned by the Government, but is provided with the Leased Services (i.e., Outsourcing Desktop Initiative within NASA computers, printers and related equipment, and copiers).

Loaned Equipment

Equipment in temporary use by other than NASA.

Maintenance

The systematic day-to-day and periodic work required to preserve a piece of Research, Development, Test, and Evaluation equipment in a condition so that it can be effectively utilized for its designated purpose and to prevent malfunction or failure. It encompasses scheduled inspection, cleaning, testing, adjustment, lubrication and replacement of parts. Maintenance is defined as recurring and scheduled activities such as preventive maintenance. Specific maintenance is defined as unscheduled actions taken to prevent malfunction or failure. An example is replacement of a system component that tests indicate will fail soon.

Major Finding

A deficiency that could have a direct adverse effect on safety or the quality of a product of service, or on the ability to meet requirements for a product or service. Major finding may include, for example, a complete absence or breakdown of a requirement.

Material

Supplies, parts, components, assemblies, and items that do not meet the criteria for equipment, including all material being held as stores stock, program stock, or standby stock, except for that material actually in the process of being used or consumed.

Mobile Equipment Property Pass

A Government issued signed form that allows an employee to move mobile equipment from one place to another.

Modification

A basic or functional change made to an equipment item to give a new orientation or to serve a new purpose.

NASA Federal Acquisition Regulation Supplement

A document, with the Federal Acquisition Regulation, establishes uniform policies and procedures relating to the procurement of supplies and services. The NASA Federal Acquisition Regulatory Supplement applies to all purchases and orders made by NASA for supplies and services that obligate appropriated funds.

NASA Equipment Management System

The NASA Equipment Management System is a transaction-based system that links every controlled equipment item to a unique equipment control number. The equipment control number acts as a cross-reference that ties the actual item of equipment to that item's record in the NASA Equipment Management System database. The uniqueness of the equipment control number permits NASA to maintain a standard system while providing each NASA installation and headquarters complete control and responsibility over their own portion of the data. The Property Custodian Module is designed as an extension of NASA Equipment Management System that provides an interface using the electronic signatures of the Property Custodian and/or NASA Equipment Management System Equipment Manager to approve equipment status.

The Inventory Module provides the NASA Equipment Management organization the capability to conduct triennial equipment inventory in a simplified and standardized manner, reducing the cost and time of manual equipment inventory.

NASA Equipment Management System Control

That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports. (See Transaction Control Document)

NASA Online Supply Catalog

The NASA online supply catalog provides the NASA Supply Management System users with a Just-In-Time ordering capability. When orders generated in NASA online supply catalog are approved by the NASA Supply Management System commodity manager, they will be transmitted through Electronic Data Interchange to the trading partner.

NASA Property Disposal Management System

The NASA Property Disposal Management System provides NASA with an Agency-wide disposal management tracking system to support operational requirements for the utilization, transfer, donation, sales, or other disposal of idle NASA Personal Property. This property consists of foreign or domestic (including Exchange/Sale and Abandoned or Unclaimed Personal Property) personal property that is no longer required by the custodian organization within a NASA site or Contractor for the needs or the discharge of its responsibilities. NASA Property Disposal Management System includes standard query reports, automatic standard reports, data entry, editing, and validation, and active and historical case maintenance.

NASA Supply Management System

The NASA Supply Management System provides NASA with an Agency-wide supply/logistics system to support operational requirements for the Receiving, Issuing, Replenishing, and overall control of non-capital supply items. Supply items are segregated by domains. A domain is simply an owner (either NASA or a Contractor) of the supply item(s). Access to any domain is controlled through security thereby restricting use/request of items to your domain. Interfaces with Defense Logistics Supply Center, Defense Automatic Addressing System Center-Automated Message Exchange System, NASA Property Disposal Management System, and local accounting systems are accommodated.

Near-Site

Any location within a fifty (50) mile radius of MSFC, AL.

No Cost to This Order

No cost work is work for which the Contractor is not funded through orders, such as the use of Government purchase cards at the Retail Store and patrons paying cash for food in the cafeterias.

Noncontrolled Equipment

Items of equipment not designated as sensitive which have an acquisition cost of less than \$1,000.

Normal Duty Hours

Normal MSFC duty tours are provided for the quoter's information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 (work) hours per day between the hours of 7 a.m. and 5:00 p.m. Quoters will be expected to establish working hours compatible with the organizations to be supported.

Office Furniture

Contemporary, Automatic Data Processing Equipment, executive, systems/modular.

On-Site

Any MSFC location within Redstone Arsenal, AL.

Overnight Deliveries

Items that are shipped via overnight carriers to be received, processed, and delivered to customers within one (1) day.

People Moves

The relocation of an individual or group of individuals from one location to another.

Pickup Document

The Official document used for the removal of excess property. A pickup document containing one or multiple items constitutes a single pickup.

Pre-Move Inspection

An inspection performed on each move request received for gathering specific requirements, surveying "to/from" locations, verifying items to be moved, coordinating furniture needs (new and reutilized/reissued) to fulfill move requirements, ensure the "to" location has a complete standard office set-up (contemporary or executive, as required), and identifying special circumstances (i.e. multiple floors, accessibility to elevator or lift services, loading dock accessibility, identification of items to be reutilized, excessed, or disposed of in both move "to/from" locations, and identification of items in obvious need of repair or rehabilitation).

Program Stock

Material acquired by direct purchase or by issue from stores stock for a specific program or project.

Property Accountability

A record of transactions, systematically maintained, which at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a NASA Center or a Contractor.

Property Custodian

An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

Property Management Area

An area of property management responsibility by organization or by a geographic area, selected by the Supply & Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control.

Property Moves

Movement of property such as (but not limited to) refrigerators, microwave ovens, displays, whiteboards, lab equipment.

Property Survey Board

Composed of two (2) or more members (with alternates as appropriate) and a chairperson, which will investigate and make recommendations to department directors and other appropriate Center officials concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value.

Purchase Request or Purchase Order

A document utilized to state requirement for, and to authorize purchase of, goods and services.

Reconfiguration

To rearrange/change the elements of systems furniture.

Repair

Work required to restore Motor Pool and Research, Development, Test, and Evaluation equipment (or component thereof) and furniture to a condition substantially equivalent to its originally intended and designed capacity, efficiency or capability after malfunction or failure. This includes rebuilding, overhaul and replacement of parts or materials that have failed or are performing at an unsatisfactory level. Replacing a vacuum pump that has failed in an environmental chamber is an example of a repair.

Repair Part

A part needed to return a higher assembly or component to a serviceable or operational condition.

Response

An on-site visit by a technician to inspect, evaluate, and initiate corrective actions in response to a trouble call.

Reutilization

The reassignment of equipment for other use with appropriate transfer of accountability.

Sales

Auction, Drop-by Spot Bid, Internet, Negotiated, and Retail.

Screen by Computer and Request Excess by Electronic Notification

Screen by Computer and Request Excess by Electronic Notification is an interactive, electronic bulletin board that allows Federal Agencies to search, freeze, and request transfer of excess property.

Selected Item Drawing

A Selected Item Drawing establishes further requirements or restrictions of an existing item under control of another design activity or defined by a nationally recognized standard, a design or a vendor's item for fit, tolerance, performance or reliability within the limits prescribed for that item.

Sensitive Item

An item that, due to the pilferable nature or the hazardous nature, requires a stringent degree of control. A sensitive item can be capital or non-capital equipment or materials.

Shipping Document/Request for Shipping

The authorization and acceptance document that accompanies equipment when it is being sent to another location.

Small Package

In accordance with the United States Postal Service and small package carriers, sixty (60) pounds or less in weight and less than one hundred-eight (108) inches in girth.

Smart Card

Anything used to access computer systems (authentication token).

Source Control Drawing

A Source Control Drawing depicts an existing commercial or vendor item which exclusively provides the performance, installation and interchangeable characteristics required for one or more specific critical applications. If an item can be completely defined for all applications, a Vendor Item Control Drawing is required. This type of drawing is used when it is necessary to limit the source(s) of supply for an item to be used in a critical application because a specific supplier's item has proved satisfactory in qualification testing or in use on an end item, also there is not satisfactory experience with similar items from other supplier or it is impractical to isolate the function or physical characteristics which determine the item's suitability.

Spare

An item peculiar to a system or end item and held in reserve.

Special Events Furniture and Furnishings

Furniture such as (but not limited to) tables, chairs, podiums, easels, flags, plants, and wall partitions.

Special Purpose Equipment

Equipment that is owned or leased by MSFC for heavy-duty and special operations. Examples include: cranes, forklifts, tractors and man lifts. This does not apply to orders for special equipment assigned under the order.

Survey Records

Documentation that is accompanied with the formal survey report. This documentation consists of a Report of Incident (internal Protective Services Department form), Survey Board Considerations for Determining Government Property Accountability form (internal Logistics Services Department form), and other data that may be required by the Property Survey Board.

Survey Report

A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

Systems Furniture

Furniture that consists of interconnecting structural panels as a central, integrating element. In addition to the panels, the systems shall include panel-supported storage, task management devices, electrical, and wire management components. These systems shall also include panel-supported or freestanding work surfaces.

Technical Monitor

An individual appointed to provide continuous evaluation of the contractor's performance in specifically assigned areas of responsibility.

Transaction

Each add, delete, or change to an equipment record in NASA Equipment Management System and NASA Property Disposal Management System.

Transaction Control Document (NASA Form 1602)

The document generated by NASA Equipment Management System that controls property custodian equipment transactions after initial entry into the NASA Equipment Management System database and that serves as the property custodian's detailed record for each assigned equipment item.

Vendor Item Control Drawing

A design activity control drawing, which depicts and controls the performance and configurations of a "commercial item" or a "vendor developed item" advertised or cataloged as available on an unrestricted basis or on order as an "off the shelf" item or an item that, while not commercially available, is procurable on order from a specialized segment of industry. The drawing, under the heading "Suggested Source(s) of Supply" shall list two (2) or more known sources along with their associated Contractor and Government Entity Code, name, address and manufacturer's item identification number unless, after suitable search, it is determined that there is only one source.

ACRONYMS AND ABBREVIATIONS

AAC	Activity Address Code
ADEM	Alabama Department of Environmental Management
ADPE	Automatic Data Processing Equipment
ALERT	Acute Launch Emergency Restraint Tip
ANSI	American National Standards Institute
AS&E	American Science and Engineering
ASQ	American Society for Quality
CBL	Commercial Bill of Lading
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CNC	Computerized Numerical Control
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-the-Shelf
CPR	Core Process Requirement
CPU	Central Processing Unit
CSP	Customer Supplied Product
DLA	Defense Logistics Agency
DO	Delivery Order
DPD	Data Procurement Document
DRD	Data Requirements Description
DRMO	Defense Reutilization Marketing Office
ECN	Equipment Control Number
EED	Environmental Engineering Department
EEE	Electrical, Electronic, and Electro-Mechanical
EO	Executive Order
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FHSRS	Flight Hardware Support Request System
FLR	Fixed Labor Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GFE	Government-Furnished Equipment
GFF	Government-Furnished Facilities
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GIDEP	Government Industry Data Exchange Program
GPE	General Purpose Equipment
GSA	General Services Administration
GUI	Graphical User Interface

HAZWOPER	Hazardous Waste Operations and Emergency Response
HWSF	Hazardous Waste Storage Facility
IAM	Integrated Asset Management
IATA	International Air and Transportation Association
LAW	In Accordance With
IDIQ	Indefinite Delivery Indefinite Quantity
IFM	Integrated Financial Management
IFMP	Integrated Financial Management Program
I/O	Input and Output
ISO	International Organization of Standardization
IT	Information Technology
JIT	Just-In-Time
JWOD	Javits-Wagner-O'Day Act
LSD	Logistics Services Department
LSO	Logistics Service Order
MLR	Marshall Lead Representatives
MOP	Management Operating Plan
MPD	Marshall Policy Directives
MPG	Marshall Procedures and Guidelines
M&R	Maintenance and Repair
MSDS	Material Safety Data Sheet
MSFC	Marshall Space Flight Center
MWI	Marshall Work Instructions
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
NFPA	National Fire Protection Association
NIB	National Industries for the Blind
NISH	National Industries for the Severely Handicapped
NOSC	NASA Online Supply Catalog
NPDMS	NASA Property Disposal Management System
NPG	NASA Procedures and Guidelines
NRC	Nuclear Regulatory Commission
NSMS	NASA Supply Management System
OIG	Office of Inspector General
OMEHS	Occupational Medicine and Environmental Health Services
ORR	Operational Readiness Review
OSHA	Occupational, Safety, and Health Administration
OWI	Organizational Work Instructions
PC	Personal Computer
PCB	Polychlorinated Biphenyl
PCH	Program Critical hardware
PDO	Property Disposal Officer
PDTS	Procurement Discrepancy Tracking System
PM	Preventive Maintenance
PPE	Personal Protective Equipment
PPW	Pre-Priced Work

PS	Performance Summary
PSCC	Protective Services Control Center
PSD	Protective Services Department
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
QP	Quality Planning
RCM	Reliability Centered Maintenance
RDT&E	Research, Development, Test, and Evaluation
RF	Radio Frequency
RSA	Redstone Arsenal, Alabama
SDL	Standard Distribution List
SEMO	Supply & Equipment Management Officer
SHE	Safety, Health, and Environmental
S&MA	Safety and Mission Assurance Office
SOFI	Spray On Foam Insulation
SPE	Special Purpose Equipment
TC	Trouble Call
TDY	Temporary Duty
T&M	Time and Materials
TRL	Technical Reference Library
TSDR	Treatment, Storage, Disposal, Recycling Facility
USPS	United States Postal Service
VEO	Vehicle Equipment Operation