

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 MSFC-Initiated Change: New and/or revised data requirements will be incorporated by contract modification to which the new or revised portion of the DPD will be appended.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to MSFC for approval.
- 3.3 DPD Change Procedures: Changes to a contractual issue of this DPD will be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page will be deleted by the current revision.
- 3.4 DPD Reissues: When conditions warrant, the DPD will be reissued by MSFC and will supersede the existing DPD in its entirety. Reissues will be issued by contractual direction. All revision symbols (vertical lines and contractual direction control numbers) will be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which will commence with "A" and progress through "Z," will be entered in the DPD identification block of each DRD page of the DPD.

**LOGISTICS SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
988CD-001	2	Information Technology Security Plans	AD33
988CD-002	3	On-Site Employee Location Listing	PS10
EE - Environmental Engineering (EE)			
988EE-001	1	Environmental Operations Plan	AD10
988EE-002	3	Environmental Monthly Report	AD10
988EE-003	3	Treatment, Storage, Disposal, Recycling Facilities Audit Reports	AD10
988EE-004	3	Tier II Report	AD10
988EE-005	3	Toxic Release Inventory Report	AD10
988EE-006	3	Biennial Hazardous Waste Report	AD10
988EE-007	3	Polychlorinated Biphenyl Annual Report	AD10
988EE-008	2	Special Waste Permits	AD10
988EE-009	2	Notification of Regulated Waste Activity (ADEM Form 8700-12)	AD10
988EE-010	1	Hazardous and Solid Waste Management Plan	AD10
988EE-011	3	Process Safety Report	AD10
988EE-012	2	Pollution Prevention Plan	AD10
988EE-013	3	Storm Water Inspection Log	AD10
988EE-014	3	Vapor Balance Test Report	AD10
988EE-015	3	Hazardous Air Pollutant (HAP) Reports	AD10
988EE-016	3	Air Emission Estimate Reports	AD10
LS - Logistics Support			
988LS-001	2	Government Property Management Plan	AD41
988LS-002	1	Maintenance Plan	AD40
988LS-003	2	Equipment Inventory Schedule	AD41
988LS-004	3	Inventory Progress Reports	AD41
988LS-005	1	Annual Inventory Report	AD41
988LS-006	3	Monthly Move Services Progress Report	AD41
988LS-007	2	Warehouse/Storage Requirements Plan	AD40
988LS-008	3	Performance Measures for Equipment Support Services Report	AD41
988LS-009	3	Performance Measures Physical Inventory Accuracy Report	AD41
988LS-010	3	Annual Walk-Thru Report	AD41
988LS-011	3	Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D - Remarks, Cost of Sales	AD41
988LS-012	3	Government Furnished Equipment Inventory	AD41
988LS-013	3	Government Furnished Equipment Discrepancy Report	AD41
988LS-014	3	Annual Solid Waste Disposal Report	AD41
988LS-015	3	Annual Recyclables Report	AD41
988LS-016	3	Annual Affirmative Procurement Report	AD41
988LS-017	1	Report of Activities Generating Precious Metals	AD41
988LS-018	1	Packaging and Crating Services Report	AD42
988LS-019	1	Traffic Management Workload Report	AD42

**LOGISTICS SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
LS - Logistics Support (continued)			
988LS-020	1	Personnel Transport System Report	AD42
988LS-021	1	Mail Operations/Courier Services Report	AD42
988LS-022	3	Monthly Food Services Activities Report	AD60
988LS-023	3	Mail Services Report	AD40
988LS-024	3	Explosives and Propellants Inventory List	AD41
988LS-025	3	Monthly Retail Store Activities Report	AD40
MA - Management			
988MA-001	1	Management Operating Plan	AD40
988MA-002	2	Personnel Certification and Training Plan	AD40
988MA-003	3	Monthly Status Report	AD42
988MA-004	3	Contractor Cost Report	RS40
QE - Quality			
988QE-001	1	Quality Control/ Assurance Plan	AD40
SA - Safety			
988SA-001	2	On-site Safety and Health Plan	AD60/QS50/AD10
988SA-002	3	Mishap and Safety Statistics Reports	QS50
SW - Software			
988SW-001	2	Flight Hardware Support Request System Operations Manual and Users Guide	AD42

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 988 ISSUE: RFQ</p> <p>3. DATA TYPE: 1</p> <p>6. TITLE: Management Operating Plan</p> <p>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.</p> <p>8. OPR: AD40 9. DM: AD40</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)</p> <p>12. SUBMISSION FREQUENCY: Revise as required</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: PWS paragraph 1.2.C (Performance Summary table)</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 SCOPE: The Management Operating Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces, and risk management assessment. The plan shall be in such detail as necessary to convey the contractor's internal procedures.</p> <p>15.2 APPLICABLE DOCUMENTS:
 NPG 7120.5 <i>Program & Project Management Processes & Requirements</i></p> <p>15.3 CONTENTS: The plan shall include 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 III WBS task level. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, risk assessment 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. Risk assessment approach shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the government.</p> <p>15.4 FORMAT: Contractor format is acceptable.</p> <p>15.5 MAINTENANCE: Changes shall be incorporated by change page or complete reissue.</p> | <p>2. DRD NO.: 988MA-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988MA-002 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/2 |
6. TITLE: Personnel Certification and Training Plan
7. DESCRIPTION/USE: To establish the contractor's certification requirements for personnel working in potentially hazardous situations.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Update annually thereafter
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.F (Performance Summary table), 1.2.F
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Personnel Certification and Training Plan provides for training, certification, and re-certification of personnel engaged in hazardous operations and performance of critical processes. The purpose of a certification program is to assure that all personnel are capable of performing their duties and work assignments without endangering themselves, fellow employees, equipment and/or facilities.
- 15.2 **APPLICABLE DOCUMENTS**
- | | |
|------------|--|
| MWI 3410.1 | <i>Personnel Certification Program</i> |
| NPG 8715.3 | <i>NASA Safety Manual</i> |
- 15.3 **CONTENTS:** The Personnel Certification and Training Plan shall include criteria which relate to work classification and skills, education, experience, training, and other qualifications necessary to assure safe and efficient operation and maintenance of test stand systems and high quality workmanship. The plan shall address the controls in place to assure only qualified personnel will be used on critical work elements. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
- a. Certification program:
 1. General:
 - a) Program description.
 - b) Program administration.
 - c) Certification duration.
 - d) Definitions.
 - e) Job description summaries.

DRD Continuation Sheet

TITLE: Personnel Certification and Training Plan

DRD NO.: 988MA-002

DATA TYPE: 2

PAGE: 2/2

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

- f) Task assignments per job description.
- g) Skills required per job description.
- h) Plan for providing required training for contractor employees.
- 2. Certification requirements/skills:
 - a) Education.
 - b) Experience/work history.
 - c) Specialized training.
 - d) Physical condition/attitude.
- 3. Certification process:
 - a) Supervision responsibilities.
 - b) Certifying authority.
 - c) Formal/informal examination.
 - d) Proficiency demonstration.
- b. Certification documentation.

Specific skills requiring certification and proficiency include the following:

- a. Forklift, crane and hoist operators.
- b. High pressure tubing fabrication and assembly.
- c. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- d. Cryogenic/solid propellant system operators.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping and wire wrap.
 - 2. Shield cable termination.
 - 3. Soldering.
- f. Control system operations.
- g. Hazardous chemical/toxic material handling.
- h. Schematic drawing comprehension.
- i. Confined space entry.
- j. Welding inspection and nondestructive evaluation (NDE).

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988MA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Monthly Status Report
7. DESCRIPTION/USE: To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical, schedule and safety requirements.
8. OPR: AD42 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. SUBMISSION FREQUENCY: 10 days following the end of each month
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The Monthly Status Report provides data for the assessment of technical and schedule progress. This data should summarize the results of the entire contract for the month.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The Monthly Status Report shall include quantitative descriptions of overall technical, cost, schedule and administrative progress and status of significant accomplishments, problems encountered, and corrective actions. The report shall be of sufficient depth and clarity to permit understanding and evaluation of progress made. Supporting data in the form of charts, graphs, etc., may be included as appropriate. The report shall also contain:
- a. Number of incidents (i.e. performance requirements not met) and self performance rating listed by contract requirements (performance requirements summary).
 - b. Work planned for next reporting period.
 - c. Potential problems, which may impede performance or impact program schedule or cost, and proposed corrective action.
 - d. Safety metrics (e.g. accidents, injuries, lost time incidents, etc.).
 - e. Work Breakdown Structure value for period.
 - f. Other information that may assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - g. Risk Management status, which shall contain the following data: (1) impact and status of all risks and risk metrics and (2) risk mitigation plans and verification of completed mitigation plans.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|-------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
| 6. TITLE: Contractor Cost Report | | |
| 7. DESCRIPTION/USE: To provide reports for monitoring contractor costs for fixed-price contracts. | | |
| 8. OPR: RS40 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: 15 th day of the month following the incurrence of the cost | | |
| 12. SUBMISSION FREQUENCY: No later than 15 working days following the end of the contractor's accounting month | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 1.2.C | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 <u>SCOPE</u> : The Contractor Cost Report (CCR) provides contractor cost data for the performance evaluation period. | | |
| 15.2 <u>APPLICABLE DOCUMENTS</u> : None | | |
| 15.3 <u>CONTENTS</u> : Each CCR shall contain reports for both Lump Sum and H-Order/Indefinite Delivery Indefinite Quantity (IDIQ). The reports shall contain the data required by the formats in Attachments 1 and 2. | | |
| 15.4 <u>FORMAT</u> : The CCR shall be submitted in hardcopy and electronic format (Microsoft Excel preferred) in accordance with Attachments 1 and 2. | | |
| 15.5 <u>MAINTENANCE</u> : None required | | |

ATTACHMENT 1
Format for Lump Sum Contractor Cost Report

CONTRACTOR COST REPORT (LUMP SUM)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter)			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY	ALLOWABLE AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By CLIN (list each CLIN)								
CLIN Total								
Expenses								
Gas								
Telephones								
IT Support								
Miscellaneous								
Expense Total								
TOTAL (CLINs less expenses)								
Add Backs (list (Examples: interest or equitable adjustments)								
ADD BACK TOTAL								
TOTAL								

Legend:

- CLIN Contract Line Item Number
- CSI Cost Since Inception
- CUM Cumulative
- IT Information Technology
- ODN Obligation Document Number

ATTACHMENT 2
Format for H-Order/Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Cost Report

CONTRACTOR COST REPORT (H-ORDER/IDIQ)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter)			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY								
COMPLETIONS	APPROVED AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By SO # (list each SO)								
TOTAL COMPLETIONS								
PARTIAL PAYMENTS								
By SO # (list each SO)								
TOTAL PARTIAL PAYMENTS								
TOTAL H-Order								

Legend:

- CSI Cost Since Inception
- CUM Cumulative
- ODN Obligation Document Number
- SO Service Order

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: 988QE-001 |
| 3. DATA TYPE: 1 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. TITLE: Quality Control/Assurance Plan
7. DESCRIPTION/USE: To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality control/assurance plan requirements of this contract.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Preliminary with technical proposal
12. SUBMISSION FREQUENCY: Baseline 30 days following Authority to Proceed (ATP); update as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.G (Performance Summary table), 1.2.G
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Quality Control/Assurance Plan shall describe the objectives, implementing policies and procedures, and control systems utilized.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quality Control/Assurance Plan shall include:
- a. Inspection system covering all services required by this contract.
 - b. Areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
 - c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable, including assessment of customer satisfaction surveys.
 - d. Method of documenting and enforcing quality control/assurance operations.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| <p>1. DPD NO.: 988 ISSUE: RFQ</p> <p>3. DATA TYPE: 2</p> <p>6. TITLE: On-site Safety and Health Plan</p> <p>7. DESCRIPTION/USE: To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.</p> <p>8. OPR: AD60/QS50/AD10 9. DM: AD40</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: Preliminary with proposal</p> <p>12. SUBMISSION FREQUENCY: Ten days after Authority to Proceed (ATP); update as required</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: NFS 1852.223-70, <i>Safety and Health</i>; FAR 52.223-3, <i>Hazardous Material Identification and Material Safety Data</i>; FAR 52.223-4, <i>Recovered Material Certification</i>; FAR 52.223-5, <i>Pollution Prevention and Right-to-Know Information</i>; FAR 52.223-7, <i>Notice of Radioactive Materials</i>; FAR 52.223-9, <i>Estimate of Percentage of Recovered Material Content for EPA-Designated Products</i>; FAR 52.223-10, <i>Waste Reduction Program</i>; FAR 52.223-11, <i>Ozone Depleting Substances</i>; FAR 52.223-12, <i>Refrigeration Equipment and Air Conditioners</i>. PWS paragraphs 1.2.A (Performance Summary table), 1.2.A</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 <u>SCOPE</u>: The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.</p> <p>15.2 <u>APPLICABLE DOCUMENTS</u>: Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.</p> <p>29 CFR 1910 <i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i></p> <p>29 CFR 1926 <i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)</i></p> <p>40 CFR <i>Protection of the Environment</i></p> <p>ANSI Standards applicable to the scope of this contract</p> <p>ASME Boiler and Pressure Vessel Code</p> <p>MPG 8500.1 <i>MSFC Environmental Management Program</i></p> <p>MPG 1040.3 <i>MSFC Emergency Plan</i></p> <p>MPG 1840.3 <i>MSFC Hazardous Chemicals in Laboratories Protection Program</i></p> <p>MPG 1840.1 <i>MSFC Confined Space Entries</i></p> <p>MPD 1860.2 <i>MSFC Radiation Safety Program</i></p> <p>MPG 1810.1 <i>MSFC Occupational Medicine</i></p> <p>MPD 1840.3 <i>MSFC Respiratory Protection Program</i></p> <p>MPD 1840.2 <i>MSFC Hearing Conservation Program</i></p> <p>MPD 1840.1 <i>MSFC Environmental Health Program</i></p> | <p>2. DRD NO.: 988SA-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/3</p> |
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DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 988SA-001

DATA TYPE: 2

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

MPG 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPG 1800.1	<i>Bloodborne Pathogens</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPG 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>
NFPA Standards	<i>National Fire Codes</i>
NPG 8715.3	<i>NASA Safety Manual</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>

- 15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:
- a. Management commitment and employee involvement in the safety and health program:
 1. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
 2. Provision for top-level management monthly safety and health committee meetings.
 3. Descriptions of safety and health awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Safety meeting statistics documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
 5. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
 6. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
 - b. System and worksite hazard analysis:
 1. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
 2. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
 3. Requirements for formal safety inspections and correction of deficiencies.
 4. Requirements for documented safety visits (e.g., one per month per supervisor) documented in the Supervisors Safety Web page.
 5. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
 - c. Hazard prevention and control:
 1. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
 2. Controls over the procurement, storage, issuance, and use of hazardous substances and

procedures for recycling and disposal of hazardous waste.

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: **988SA-001**

DATA TYPE: 2

PAGE: 3/3

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

3. Method of ensuring a documented emergency management program. Include a list of emergency points of contact. (Note: on-site contractors may use MPG 1040.3.)
 4. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
 5. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
 6. Provision for suspending work where safety or environmental conditions warrant such action.
- d. Safety and health training:
1. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
 2. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified. Personnel Certification for the identified job categories shall be tracked in the MSFC Certification Database (CERTRAK) in accordance with MWI 3410.1, "Personnel Certification Program."
- e. Environmental compliance - Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988SA-002**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/2
6. TITLE: Mishap and Safety Statistics Reports
7. DESCRIPTION/USE: To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. OPR: QS50 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION:
 - a. Mishaps and Close Calls:
 1. Type A or B mishaps only: Immediate telephone notification (256-544-0046)
 2. Type A, B and C mishaps (applicable to onsite contractors only): Flash Report within 4 hours of knowledge on MSFC Form 4370, submitted either electronically (at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm) or by telephone [Call 256-544-4357 (4-HELP); ask operator to fill out MSFC Form 4370 or Flash Report].
 3. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 within 6 calendar days of Mishap
 4. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 - b. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, etc.) submitted on MSFC Form 4371 by the 10th of each month following contract award.
12. SUBMISSION FREQUENCY:
 - a. MSFC Form 4370 - Each occurrence of a mishap except as identified in section 11.a.2.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.A.5, 1.2.A.6
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPG 8621.1.
- 15.2 APPLICABLE DOCUMENTS

NPG 8621.1	<i>NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>

DRD Continuation Sheet**TITLE:** Mishap and Safety Statistics Reports**DRD NO.:** 988SA-002**DATA TYPE:** 3**PAGE:** 2/2

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
- 15.3 **CONTENTS:** The reports shall contain the information required by NPG 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.
- 15.4 **FORMAT:** The following formats shall be submitted:
- a. MSFC Form 4370, "MSFC Flash Mishap Report."
 - b. NASA Form 1627, "NASA Mishap Report."
 - c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
 - d. Mishap Board Report using the format provided in NPG 8621.1.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: 988SW-001 |
| 3. DATA TYPE: 2 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. **TITLE:** Flight Hardware Support Request System Operations Manual and Users Guide
7. **DESCRIPTION/USE:** Provide overall system documentation to include, but not limited to configuration documentation, system maintenance requirements, and users guide for the electronic database Flight Hardware Support Request System (FHSRS).
- | | |
|--------------|-------------|
| 8. OPR: AD42 | 9. DM: AD40 |
|--------------|-------------|
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Three months after contract award
12. **SUBMISSION FREQUENCY:** Update annually and as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.A.6.a (2)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The documentation must fully document the FHSRS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The document shall provide:
- a. Hardware/Software Configuration
 - b. Applications and operating system configuration and control mechanisms
 - c. Backup and restore, performance monitoring and tuning processes
 - d. Procurement, issue, and inventory management processes
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** As required.

DATA PROCUREMENT DOC.
NO. ISSUE
988 RFQ

RFQ-8-1-1-A4-00155

CONTRACT/RFP

EXHIBIT NUMBER

2

ATTACHMENT NUMBER

**Logistics Services for the Marshall Space Flight
Center**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

CONTRACTOR

November 4, 2002

DATE

National Aeronautics and
Space Administration

MSFC - Form 3461 (Rev September 1989)

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG					NO.	ISSUE
					988	RFQ
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF:	SUPERSEDING:	PAGE:
				11-04-02		1 of 1
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO.	ISSUE:	
			988	RFQ	
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF:	SUPERSEDEDING:		PAGE:
		11-04-02			1 of 1
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

MSFC - Form 3461-2 (Rev August 1970)

**LOGISTICS SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
LS - Logistics Support (continued)			
988LS-020	1	Personnel Transport System Report	AD42
988LS-021	1	Mail Operations/Courier Services Report	AD42
988LS-022	3	Monthly Food Services Activities Report	AD60
988LS-023	3	Mail Services Report	AD40
988LS-024	3	Explosives and Propellants Inventory List	AD41
988LS-025	3	Monthly Retail Store Activities Report	AD40
MA - Management			
988MA-001	1	Management Operating Plan	AD40
988MA-002	2	Risk Management Plan, Analysis and Tracking Reports	QS10
988MA-003	2	Personnel Certification and Training Plan	AD40
988MA-004	3	Monthly Status Report	AD42
988MA-005	3	Contractor Cost Report	RS40
QE - Quality			
988QE-001	1	Quality Control/Assurance Plan	AD40
SA - Safety			
988SA-001	2	On-site Safety and Health Plan	AD60/QS50/AD10
988SA-002	3	Mishap and Safety Statistics Reports	QS50
SW - Software			
988SW-001	2	Flight Hardware Support Request System Operations Manual and Users Guide	AD42

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ 2. DRD NO.: **988CD-001**
3. DATA TYPE: 2 4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Information Technology Security Plans
7. DESCRIPTION/USE: To document information technology security risk management and safeguards for protection of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.
8. OPR: AD33 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 45 days after contract award
12. SUBMISSION FREQUENCY: Revise as required
13. REMARKS: The information technology security plans must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in NFS 1852.204-76.
14. INTERRELATIONSHIP: PWS paragraphs 1.2.D (Performance Summary table), 1.2.D, 1.2.I.2.a.(12)
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** Information Technology Security Plans shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications, based on the contractor's assessment of risks.
 - 15.2 **APPLICABLE DOCUMENTS:**

NPG 2810.1	<i>Security of Information Technology</i>
NFS 1804.470-3	<i>Security Plan for unclassified Federal Information Technology systems</i>
NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources</i>
 - 15.3 **CONTENTS:** The Information Technology Security Plan shall meet the requirements of the applicable documents in 15.2 and document how the contractor and subcontractor personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The plan shall describe the contractor's processes for implementing information security including personnel background screening, personnel awareness and training, information protection, and security incident response.

Additionally, a separate system-level Information Technology System Security Plan shall be prepared for each Federal general support computer system or major software application managed by the contractor and/or subcontractor personnel in the performance of this contract. The Information Technology System Security Plans shall meet the requirements of the applicable documents in 15.2. NPG 2810.1 defines "general support computer systems" and "major applications" and provides plan requirements for both.
 - 15.4 **FORMAT:** Contractor format is acceptable.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988CD-002 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: On-Site Employee Location Listing
7. DESCRIPTION/USE: To assist NASA in conducting contractor floor checks.
8. OPR: PS10 9. DM: AD40
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 FAR 52.212-5, *Federal Acquisition Regulation Clause: Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items.*
14. INTERRELATIONSHIP: PWS paragraph 1.2.D
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide NASA 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 list 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.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-001 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Environmental Operations Plan
7. DESCRIPTION/USE: To describe the contractor's method of operations for environmental activities.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Thirty (30) days after contract award
12. SUBMISSION FREQUENCY: Update annually
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.A
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Environmental Operations Plan shall provide the Government with detailed procedures of how the contractor will perform environmental activities.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|------------|--|
| MPD 8500.1 | <i>MSFC Environmental Management Policy</i> |
| MPG 8500.1 | <i>MSFC Environmental Management Program</i> |
- 15.3 **CONTENTS:** The Environmental Operations Plan shall meet the requirements of MPD 8500.1 and MPG 8500.1 and contain the following:
1. Hazardous and Controlled Waste Operations, including inspection program that includes identifying new waste streams, tracking, issuing containers, container pickup, screening waste, sampling waste, characterizing waste, moving waste, segregating waste, maximizing storage efficiency, battery storage, used oil storage, empty container management, technical assistance, manifesting waste, transporting waste, training requirements, and a written plan to maintain compliance with Subpart CC emission standards.
 2. Pollution Prevention and Hazardous Materials Operations, including collecting data, training, inspecting storage areas, inventorying, managing, tracking, controlling, and reporting hazardous material usage at MSFC, pollution prevention activities.
 3. Spill Response Operations, including spill response procedures, spill response equipment and supplies, team members listing, reporting, and training.
 4. Storm water management, including storm water inspection procedures, inspection records, reporting, and training.
 5. Air management, including air management plans, environmental notifications, reporting, database management, environmental inspections, and training.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Update as necessary to comply with regulations and operating changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988EE-002**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/2
6. TITLE: Environmental Monthly Report
7. DESCRIPTION/USE: To report the results of the environmental activities.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 15th of the first full month after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Monthly; by the 15th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.B
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The Environmental Monthly Report documents the results of hazardous and controlled waste, pollution prevention and hazardous materials, spill response, storm water management, and air management activities.
 - 15.2 APPLICABLE DOCUMENTS:

MPG 8500.1	<i>MSFC Environmental Management Program</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Compliance</i>
MWI 8550.5	<i>Hazardous Material Management</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmental Preferable Products</i>
40 CFR	<i>Protection of the Environment</i>
ADEM Administrative Code 335 <i>Alabama Department of Environmental Management Regulations</i>	
 - 15.3 CONTENTS: The Environmental Monthly Report shall meet the requirements of the documents listed in 15.2 and include:
 - a. Hazardous and controlled waste generated and disposed by profile and cost.
 - b. Running total by each waste stream for the calendar year.
 - c. Inspection of satellite accumulation.
 - d. Weekly inspection of the Hazardous Waste Storage Facility (HWSF).
 - e. Inspection of waste haulers.
 - f. Inspection of hazardous material storage areas.
 - g. Waste minimization efforts performed.
 - h. Summary of additional efforts.

DRD Continuation Sheet

TITLE: Environmental Monthly Report

DRD NO.: **988EE-002**

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**
- i. Pollution prevention activities.
 - j. New waste streams identified.
 - k. Storm water inspections performed.
 - l. Air inspection activities.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Update as necessary to comply with regulations and operating changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988EE-003**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Treatment, Storage, Disposal, Recycling Facilities Audit Reports
7. DESCRIPTION/USE: To ensure treatment, storage, and disposal facilities are acceptable for use.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after site visit
12. SUBMISSION FREQUENCY: For each site visit
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.C
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Treatment, Storage, Disposal, Recycling (TSDR) Facilities Audit report provides statistical data for each property management area or grid and overall results for the complete inventory.
 - 15.2 **APPLICABLE DOCUMENTS:**
 AD10-OWI-002 *Compliance Audit Plan for Resource, Consideration, and Recovery Act Treatment, Storage and Disposal Facilities*
 - 15.3 **CONTENTS:** This report shall contain the information identified in AD10-OWI-002.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988EE-004**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Tier II Report
7. DESCRIPTION/USE: Informs regulatory agencies of chemicals at MSFC.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: February 10 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by February 10
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.I
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Tier II Report provides annual chemical data required by 40 CFR 355.
 - 15.2 **APPLICABLE DOCUMENTS**
40 CFR 355 *Emergency Planning and Notification*
 - 15.3 **CONTENTS:** This report shall be prepared in accordance with the instructions in 40 CFR 355.
 - 15.4 **FORMAT:** The format shall be in accordance with the requirements of 40 CFR 355.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|--|--|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-005 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Toxic Release Inventory Report | | |
| 7. DESCRIPTION/USE: To notify the Environmental Protection Agency (EPA) and the Alabama Department of Environmental Management (ADEM) of toxic release activities. | | |
| 8. OPR: AD10 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: June 5 after Authority to Proceed (ATP) | | |
| 12. SUBMISSION FREQUENCY: Annually; by June 5 | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 3.3.J | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 <u>SCOPE</u> : The Toxic Release Inventory Report documents hazardous substances activity. | | |
| 15.2 <u>APPLICABLE DOCUMENTS</u> : | | |
| MPG 8500.1 | <i>MSFC Environmental Management Program</i> | |
| MWI 8550.5 | <i>Hazardous Materials Management</i> | |
| 40 CFR 372 | <i>Toxic Chemical Release Reporting: Community Right-to-Know</i> | |
| 15.3 <u>CONTENTS</u> : This report shall be prepared in accordance with the instructions in 40 CFR 372. The report shall meet the requirements of MPG 8500.1 and MWI 8550.5. | | |
| 15.4 <u>FORMAT</u> : The format shall be in accordance with the requirements of 40 CFR 372. | | |
| 15.5 <u>MAINTENANCE</u> : None required | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|--|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-006 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Biennial Hazardous Waste Report | | |
| 7. DESCRIPTION/USE: To report the disposal of hazardous waste activity to Alabama Department of Environmental Management (ADEM). | | |
| 8. OPR: AD10 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: February 1 of the first even-numbered year after Authority to Proceed (ATP) | | |
| 12. SUBMISSION FREQUENCY: Bi-annually; by February 1 of even numbered years | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 3.3.D | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 SCOPE: The Biennial Hazardous Waste Report details disposal of hazardous waste for a two-year period. | | |
| 15.2 <u>APPLICABLE DOCUMENTS:</u> | | |
| MPG 8500.1 | <i>MSFC Environmental Management Program</i> | |
| ADEM 335-14 | <i>Hazardous Waste Program</i> | |
| 15.3 <u>CONTENTS:</u> The report shall be prepared in accordance with the instructions in ADEM 335-14. The report shall meet the requirements of MPG 8500.1. | | |
| 15.4 <u>FORMAT:</u> The format shall be in accordance with ADEM 334-14. | | |
| 15.5 <u>MAINTENANCE:</u> None required | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|--|---|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-007 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Polychlorinated Biphenyl Annual Report | | |
| 7. DESCRIPTION/USE: To report the results of Polychlorinated Biphenyl disposal activities. | | |
| 8. OPR: AD10 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: May 15 th after Authority to Proceed (ATP) | | |
| 12. SUBMISSION FREQUENCY: Annually; by May 15 th | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 3.3.E | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 <u>SCOPE</u> : The PCB Annual Report provides PCB's disposal data. | | |
| 15.2 <u>APPLICABLE DOCUMENTS</u> : | | |
| 40 CFR 761 | <i>Polychlorinated biphenyls (PCBs) manufacturing, processing, distribution in commerce, and use prohibitions</i> | |
| 15.3 <u>CONTENTS</u> : The PCB Annual Report shall provide details of PCB disposal from the previous year. The report shall meet the requirements of 40 CFR 761. | | |
| 15.4 <u>FORMAT</u> : The format shall be in accordance with 40 CFR 761. | | |
| 15.5 <u>MAINTENANCE</u> : Updates as necessary to comply with regulations and operating changes. | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-008 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Special Waste Permits
7. DESCRIPTION/USE: To allow MSFC to dispose of special waste materials.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: January 1 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by January 1. As directed by the Environmental Engineering Department
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.F
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** Special Waste Permits allow MSFC to dispose of abrasive materials, spray on foam insulation debris and petroleum waste.
- 15.2 **APPLICABLE DOCUMENTS**
ADEM 335-13 *Solid Waste Program*
- 15.3 **CONTENTS:** The permit application shall be prepared in accordance with the requirements of ADEM 335-13. Special waste permits are required for spray-on foam insulation, abrasives and petroleum contaminated soil waste streams.
- 15.4 **FORMAT:** The format shall be in accordance with ADEM 335-13.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** RFQ
2. **DRD NO.:** **988EE-009**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Notification of Regulated Waste Activity (ADEM Form 8700-12)
7. **DESCRIPTION/USE:** To provide to the Alabama Department of Environmental Management (ADEM) information regarding types of waste disposal at MSFC.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** March 15 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by March 15
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.G
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** This notification provides details of hazardous waste disposal at MSFC.
 - 15.2 **APPLICABLE DOCUMENTS:**
ADEM 335-14 *Hazardous Waste Program*
 - 15.3 **CONTENTS:** The permit application shall be completed in accordance with the instructions for ADEM Form 8700-12 and the requirements of ADEM 335-14.
 - 15.4 **FORMAT:** The format shall be in accordance with ADEM Form 8700-12.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988EE-010**
3. DATA TYPE: 1
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Hazardous and Solid Waste Management Plan
7. DESCRIPTION/USE: To describe the contractor's method for accomplishing a comprehensive plan for management of hazardous and solid waste.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: September 30 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by September 30. Update as necessary to comply with regulations and operating changes.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.H
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Hazardous and Solid Waste Management Plan provide all hazardous and solid waste management procedures.
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.4 **CONTENTS**: The Hazardous and Solid Waste Management plan shall encompass hazardous waste, medical waste, special waste, asbestos waste, trash disposal, etc.
 - 15.4 **FORMAT**: Contractor format is acceptable.
 - 15.5 **MAINTENANCE**: Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988EE-011**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Process Safety Report
7. DESCRIPTION/USE: To document safety information for processes involving hazardous chemicals.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: May 1 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by May 1
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.K
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Process Safety Report provides information about processes involving hazardous chemicals.
 - 15.2 **APPLICABLE DOCUMENTS**
29 CFR 1910.119 *Process Safety Management of Highly Hazardous Chemicals*
 - 15.3 **CONTENTS:** The Process Safety Report shall contain the information required by 29 CFR 1910.119.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-012 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Pollution Prevention Plan
7. DESCRIPTION/USE: To report the results of the Pollution Prevention Program activities.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: March 15 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by March 15. Update as requested by EED.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.L
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The plan documents implemented pollution prevention activities that have occurred and new pollution prevention opportunities.
- 15.1 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The plan shall include:
- a. Description of environmental program (structure, commitment, communication & outreach, resources and training, program evaluation, planning and risk management).
 - b. Objectives and targets.
 - c. Pollution prevention accomplishments and opportunities.
 - d. Implementation plan.
 - e. Appendices addressing each of the following items:
 1. Appendix A: Pollution Prevention Projects.
 2. Appendix B: Best Management Practices.
 3. Appendix C: Environmental Program Improvements.
 4. Appendix D: Pollution Prevention Opportunity Assessment Methodology.
 5. Appendix E: Pollution Prevention Project Scoring Methodology
 6. Appendix F: Pollution Prevention Baseline Data.
 7. Appendix G: Affirmative Procurement Program.
 8. Appendix H: Ozone Depleting Chemicals.
 9. Appendix I: EPA/NASA Priority Chemicals.
 10. Additional appendices as needed.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-013 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Storm Water Inspection Log
7. DESCRIPTION/USE: To document storm water inspections and releases.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: January 30 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by January 30
13. REMARKS: The Storm water inspection logs shall be available for review as requested by EED and other environmental inspectors.
14. INTERRELATIONSHIP: PWS paragraph 3.3.M
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The Storm Water Inspection Log documents storm water inspections and releases.
- 15.2 APPLICABLE DOCUMENTS:
AD10-OWI-001 *Consolidated Environmental Response Plan*
- 15.3 CONTENTS: The inspection log shall contain storm water inspection and release information required by AD10-OWI-001.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: Update log for each inspection.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** RFQ
2. **DRD NO.:** **988EE-014**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Vapor Balance Test Report
7. **DESCRIPTION/USE:** To provide information on compliance with MSFC Title V Air Permit.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** January 15 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by January 15
13. **REMARKS:** The Vapor Balance Test logs shall be available for review as requested by EED and other environmental inspectors.
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.N
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Vapor Balance Test Report documents compliance with MSFC's Title V permit.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall comply with MSFC's Title V Air Permit requirements. The report shall provide data indicating MSFC gas station vapor balance system compliance.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** RFQ
2. **DRD NO.:** **988EE-015**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** Hazardous Air Pollutant (HAP) Reports
7. **DESCRIPTION/USE:** To provide Hazardous Air Pollutant (HAP) usage data to be tracked at MSFC for planning purposes or during development of new regulations by EPA.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** June 1 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by June 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.K
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The HAP reports provide data on hazardous air pollutant usage at MSFC.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The HAP reports shall identify specific HAP, quantity used, purpose for use, quality/grade required, specific usage requirements, and replacements possible.
 - 15.4 **FORMAT:** Contractor format is acceptable pending MSFC/NASA approval.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988EE-016 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Air Emission Estimate Reports
7. DESCRIPTION/USE: To provide annual air emission data required by the MSFC Title V Permit.
8. OPR: AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: June 1 after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by June 1
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.K
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Air Emission Estimate Report provides annual air emission estimate data required by the Alabama Department of Environmental Management (ADEM).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Air Emission Estimate Report shall comply with the requirements specified in the ADEM call letter and include estimates of each emission type (e.g., MEK, Toluene, Trichlorethylene, Xylene, NO₂, particulate matter, volatile organic compounds, CO, CO₂, SO₂, etc.) and source (e.g., generators and pumps, fuel storage and dispensing, Test Range, parts cleaning/degreasing each paint booth/building, specific boilers, etc.).
- 15.4 **FORMAT:** Format shall be in accordance with the specific format required by the ADEM call letter.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988LS-001**
3. DATA TYPE: 2
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Government Property Management Plan
7. DESCRIPTION/USE: To describe the method of controlling and managing Government property.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Preliminary three months after Authority To Proceed (ATP)
12. SUBMISSION FREQUENCY: Final one year after ATP, revise as required
13. REMARKS: This document shall be the official contract requirements document for the control and identification of all Government property.
14. INTERRELATIONSHIP: PWS paragraph 1.3.G
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
 - 15.2 **APPLICABLE DOCUMENTS**

FAR	<i>Federal Acquisition Regulation, Part 45</i>
NPG 5100.4B	<i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i>
 - 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-002 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/2 |
6. TITLE: Maintenance Plan
7. DESCRIPTION/USE: To provide the contractor's approach for maintaining the Research, Development, Test and Evaluation (RDT&E); Special Purpose Equipment (SPE); and other equipment types (listed in PWS paragraphs 5.2.A and 6.2.A) for which the contractor is responsible.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Within 90 days after contract award
12. SUBMISSION FREQUENCY: Update annually and as required
13. REMARKS: The Maintenance Plan shall be accepted by the COTR prior to phase-in completion. Contents requirements for this plan will be tailored if the Government exercises the option not requiring Reliability Centered Maintenance (RCM). See item 15.3 of this DRD for specific tailoring instructions.
14. INTERRELATIONSHIP: PWS paragraphs 5.2.A (Performance Summary table), 5.2.A.1.a.(1), 5.2.A.1.a.(1).i, 6.2.A (Performance Summary table), 6.2.A.3.(1), 6.2.A.3.(1).i
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The plan provides the contractor's approach for maintaining the equipment for which the contractor is responsible.
- 15.2 APPLICABLE DOCUMENTS
NPG 8831.2 *Facilities Maintenance Management*
- 15.3 CONTENTS: The plan shall describe the contractor's method of applying maintenance techniques by using inspection, testing, systematic and preventive maintenance, criticality of equipment, and replacement cost. The plan shall describe the contractor's method for achieving the optimum balance of equipment reliability and maintenance and repair costs as required in NPG 8831.2. The plan shall specifically address:
- a. List of equipment for which the contractor is responsible.* The equipment list shall include the following, as a minimum, for each equipment item:
 1. Equipment Control Number (ECN).
 2. Description.
 3. Manufacturer.
 4. Model number.
 5. Organization code of equipment user.
 6. Reliability centered maintenance (RCM) category.**

DRD Continuation Sheet

TITLE: Maintenance Plan

DRD NO.: 988LS-002

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**
- b. Method for implementing the requirements listed in NPG 8831.2.**
 - c. Work control procedures to avoid disruption to mission tests and operations.
 - d. Measures for energy and water conservation where appropriate.
 - e. Performance measures for evaluating the success of Maintenance and Repair (M&R) activities.
- * **NOTE:** The contractor is responsible for all equipment types listed in PWS paragraphs 5.2.A and 6.2.A, even if the contractor inadvertently excludes items from the contractor's equipment list.
- ** **NOTE:** The contractor shall address these items in the plan unless the normal maintenance repair option is exercised (i.e., RCM is not implemented).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 988 ISSUE: RFQ</p> <p>3. DATA TYPE: 2</p> <p>6. TITLE: Equipment Inventory Schedule</p> <p>7. DESCRIPTION/USE: To develop a written schedule and plan to accomplish the inventory, coordinating with other on-site contractors.</p> <p>8. OPR: AD41 9. DM: AD40</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: Forty-five (45) days prior to commencing inventory</p> <p>12. SUBMISSION FREQUENCY: Update as required</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: PWS paragraph 7.2.B.2.a.(7)</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 <u>SCOPE</u>: The equipment inventory schedule will encompass all MSFC tagged property managed by the Contractor.</p> <p>15.2 <u>APPLICABLE DOCUMENTS</u>
 NPG 4200.1 <i>NASA Equipment Management Manual</i></p> <p>15.3 <u>CONTENTS</u>: The schedule shall meet the requirements in NPG 4200.1 (Section 5.1.5) and include all tagged property scheduled for inventory under the contract.</p> <p>15.4 <u>FORMAT</u>: Contractor format acceptable as agreed by NASA, MSFC.</p> <p>15.5 <u>MAINTENANCE</u>: Changes shall be incorporated by change page or complete reissue.</p> | <p>2. DRD NO.: 988LS-003</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: 988LS-004 |
| 3. DATA TYPE: 3 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. **TITLE:** Inventory Progress Reports
7. **DESCRIPTION/USE:** To provide progress reports and inventory results of a property management area.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Five (5) days after start of inventory
12. **SUBMISSION FREQUENCY:** Weekly during scanning period and biweekly through close of inventory
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(7)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The inventory progress reports shall provide statistical data for each property support assistant or organization account and overall results for the complete inventory.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide statistical data and overall results for the complete inventory for organizational accounts. This includes the start and completion dates; number and value of recorded items found in the area; number and value of recorded items charged to another account found in the area and not covered by documented loans; number and value of recorded items charged to the account which were not found in the area and not covered by documented loans; and number and value of unrecorded items found in the area which meet the criteria for control.
- 15.4 **FORMAT:** Contractor format is acceptable with Government approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|-------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-005 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Annual Inventory Report | | |
| 7. DESCRIPTION/USE: To provide data for reporting inventory results to Center Director and NASA Headquarters. | | |
| 8. OPR: AD41 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: At conclusion of inventory | | |
| 12. SUBMISSION FREQUENCY: Annually; by March 1 | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 7.2.B.2.a.(7) | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 <u>SCOPE</u> : The Annual Inventory Report indicates the results of the previous year's physical inventory. | | |
| 15.2 <u>APPLICABLE DOCUMENTS</u> | | |
| NPG 4200.1 <i>NASA Equipment Management Manual</i> | | |
| 15.3 <u>CONTENTS</u> : The Annual Inventory Report shall contain the data required by NPG 4200.1, Section 5.3.4. | | |
| 15.4 <u>FORMAT</u> : The report format shall be in accordance with NPG 4200.1. | | |
| 15.5 <u>MAINTENANCE</u> : None required | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|-------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-006 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Monthly Move Services Progress Report | | |
| 7. DESCRIPTION/USE: To provide progress reports and move service results of a property management area. | | |
| 8. OPR: AD41 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP) | | |
| 12. SUBMISSION FREQUENCY: Monthly; 5 calendar days after the end of the month being reported | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: PWS paragraph 8.1.N | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 <u>SCOPE</u> : The Monthly Move Services Progress Report is the comprehensive assessment of personnel and special move requests. | | |
| 15.2 <u>APPLICABLE DOCUMENTS</u> : None | | |
| 15.3 <u>CONTENTS</u> : The comprehensive report of all customer move activity for the report period shall include: | | |
| a. Unique tracking number for each request. | | |
| b. Customers' names/organization codes. | | |
| c. Total move hours. | | |
| d. Customer specified/actual begin and completion move dates. | | |
| e. Other comments. | | |
| 15.4 <u>FORMAT</u> : Contractor format is acceptable. | | |
| 15.5 <u>MAINTENANCE</u> : None required | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-007 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Warehouse/Storage Requirements Plan
7. DESCRIPTION/USE: To provide data for planning, management, and control of warehouse facilities.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Within 30 to 60 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Quarterly for first year and biannually thereafter. Update as new requirements are determined.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 7.2.B.2.b
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The plan provides current detailed warehousing plans and location schemes.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The plan shall contain the following:
- a. Warehouse space layout and current usage measured in square feet for supplies and materials, program stock, custodial storage, and other.
 - b. Usage in square feet by account for program stock, custodial storage, and other.
 - c. Narrative of known problems, issues, future requirements, and recommended solutions.
 - d. Other data as requested by the COTR.
- 15.4 FORMAT: Contractor format is acceptable with MSFC approval.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988LS-008**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Performance Measures for Equipment Support Services Report
7. DESCRIPTION/USE: To provide management oversight of equipment support services status.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: April 15th or October 15th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Semiannually; by October 15th and April 15th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 7.2.B.2.a.(2)
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The report provides details of equipment support services.
 - 15.2 APPLICABLE DOCUMENTS: None
 - 15.3 CONTENTS: The report shall provide a status of equipment found on station, new procurements, transfers, heritage assets, reports of survey and equipment recovery rate.
 - 15.4 FORMAT: Contractor format is acceptable.
 - 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988LS-009**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Performance Measures Physical Inventory Accuracy Report
7. DESCRIPTION/USE: To provide data on physical inventory accuracy.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: April 15th or October 15th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Semiannually; by October 15th and April 15th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 7.2.B.2.a.(5)
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Performance Measures Report shall provide the comprehensive results on all inventories performed.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The report shall cover the contractor's performance of inventory activities under this contract. The report shall contain the information required by NASA Form 1619.
 - 15.4 **FORMAT:** The format shall be in accordance with NASA Form 1619.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: 988LS-010 |
| 3. DATA TYPE: 3 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. TITLE: Annual Walk-Thru Report
7. DESCRIPTION/USE: To provide management with data and significant information regarding, among other things, the use and condition of property assets accountable to the different MSFC organizations.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Within 10 days following the first Annual Walk-Thru
12. SUBMISSION FREQUENCY: Annually, within 10 days after the annual walk-thru has been accomplished.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 7.2.B.2.a.(4)
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: This report provides the detailed results of annual walk-thru inspections.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The report shall include the following:
- a. List of items identified as unused, excess or damaged (item name, equipment control number and/or national stock number).
 - b. Locations(s) of identified items.
 - c. Actions(s) taken for each identified item.
 - d. Action accomplished date.
 - e. Other data as requested by Contracting Officer's Technical Representative (COTR) or Property Management Group (PMG).
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** RFQ
2. **DRD NO.:** **988LS-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D - Remarks, Cost of Sales
7. **DESCRIPTION/USE:** To provide management oversight of disposal sales operations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 9.2.A.1.d, 9.2.A.1.i
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The report provides the comprehensive report on cost to NASA for the sale of NASA property.
 - 15.2 **APPLICABLE DOCUMENTS:**

NPG 4300.1	<i>NASA Personal Property Disposal Procedures and Guidelines</i>
NPD 4300.1	<i>NASA Personal Property Disposal Policy</i>
 - 15.3 **CONTENTS:** The report shall meet the requirements of NPG 4300.1 and NPD 4300.1.
 - 15.4 **FORMAT:** The format shall be in accordance with NPG 4300.1.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988LS-012**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Government Furnished Equipment (GFE) Inventory
7. DESCRIPTION/USE: To provide management with data and significant information regarding the use and condition of GFE utilized by the contractor in the performance of the contract.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Within 10 days following the Joint Inventory
12. SUBMISSION FREQUENCY: Annually, by October 31
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.4.A.3
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: This report provides a complete listing of all GFE utilized by the contractor in the performance of the contract.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The report shall include the following information:
 - a. List of items.
 - b. Locations(s) of items.
 - c. Usage data for items.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-013 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Government Furnished Equipment (GFE) Discrepancy Report
7. **DESCRIPTION/USE:** To provide management with data and significant information regarding changes to the condition or the quantity of GFE utilized by the contractor in the performance of the contract.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** As required; within 5 days of the reported discrepancy and upon completion of any joint inventory yielding discrepancies.
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4.B
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This report provides a detailed report of GFE discrepancies.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall include the following information:
- a. List of items.
 - b. Last known location(s) of items.
 - c. Details of discrepancy.
 - d. Corrective actions taken, if applicable.
 - e. Recommended corrective action plan with completion date.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** RFQ
2. **DRD NO.:** **988LS-014**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Solid Waste Disposal Report
7. **DESCRIPTION/USE:** To provide management oversight of disposal operations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 9.2.A.1.j
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the comprehensive report of solid waste disposed of by MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall contain the following data for all items incoming to disposal operations:
 - a. Date of pickup.
 - b. Truck number.
 - c. Ticket number.
 - d. Net weight.
 - e. Accumulated totals.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-015 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Annual Recyclables Report
7. DESCRIPTION/USE: To provide management oversight of recycling operations.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: October 5th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually, by October 5th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 9.2.A.1.j, 9.2.A.1.k
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The report provides the comprehensive report on items recycled by MSFC.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The report shall contain the following data for all items recycled through the disposal operations:
- a. Name of item (i.e., toner cartridges, scrap metal).
 - b. Date of pickup.
 - c. Net weight.
 - d. Method of recycling.
 - e. Accumulated totals.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-016 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Annual Affirmative Procurement Report
7. DESCRIPTION/USE: To provide management oversight of affirmative procurement activities.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: October 5th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually, by October 5th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.1.6
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The report provides the comprehensive report on all affirmative procurement items purchased for MSFC customers.
- 15.2 **APPLICABLE DOCUMENTS:**
 MWI 8540.2 *Affirmative Procurement Program for Environmentally Preferable Products*
- 15.3 **CONTENTS:** The report shall detail the contractor's procurement of products which meet the Environmental Protection Agency's (EPA's) Comprehensive Procurement Guidelines (CPG). Specific criteria for the designated product categories are described on the EPA's CPG site at: <http://www.epa.gov/cpg/products.htm>. The report shall meet the requirements of MWI 8540.2 and detail the procurement of products in the following categories:
- a. Construction.
 - b. Landscaping.
 - c. Nonpaper office.
 - d. Paper.
 - e. Park and recreation.
 - f. Transportation.
 - g. Vehicular.
 - h. Miscellaneous.
- 15.4 **FORMAT:** The report shall be input into the NASA Environmental Tracking System (NETS) software program, using the format provided within NETS.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-017 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Report of Activities Generating Precious Metals
7. DESCRIPTION/USE: To provide information pertaining to precious metals recovered in personal property disposal activities.
8. OPR: AD41 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: October 5 following Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually on October 5 for period October 1 through September 30
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 9.2.A.1.m
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** This report indicates precious metals recovered from scrap material.
- 15.2 **APPLICABLE DOCUMENTS**
 FPMR 101-45.1002-2(a) *Federal Property Management Regulations*
 NPG 4300.1 *NASA Personal Property Disposal Procedures and Guidelines*
- 15.3 **CONTENTS:** The report contents shall be in accordance with FPMR 101-45.1002-2(a) and NPG 4300.1.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-018 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Packaging and Crating Services Report
7. DESCRIPTION/USE: To provide quarterly statistics for packaging and crating services activities.
8. OPR: AD42 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First scheduled report due date (January 10, April 10, July 10, or October 10) after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Quarterly on the following schedule: January 10 (for October - December reporting period); April 10 (for January - March reporting period); July 10 (for April - June reporting period); October 10 (for July - September reporting period)
13. REMARKS: This report may be combined with the Traffic Management Workload Report.
14. INTERRELATIONSHIP: DRD 988LS-019, *Traffic Management Workload Report*. PWS paragraph 7.2.A.5.f.
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The report covers quarterly packaging and crating services workload.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The report shall provide:
- a. Number and amount of crates constructed.
 - b. Number and amount of other packages used.
 - c. Number and amount of shipments packed (overnight letters, small package shipment, LTL and Air, and T/L).
 - d. Number and amount of pounds packed.
 - e. Number of hazardous materials packed.
 - f. Number of quality sensitive, flight hardware and program critical shipments packed.
 - g. Number of pre-priced lots performed.
 - h. Other data as requested by the COTR.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-019 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Traffic Management Workload Report
 7. DESCRIPTION/USE: To provide quarterly statistics for traffic management services activities.
 8. OPR: AD42 9. DM: AD40
 10. DISTRIBUTION: Per Contracting Officer's letter
 11. INITIAL SUBMISSION: First scheduled report due date (January 10, April 10, July 10, or October 10) after Authority to Proceed (ATP)
 12. SUBMISSION FREQUENCY: Quarterly on the following schedule: January 10 (for October - December reporting period); April 10 (for January - March reporting period); July 10 (for April - June reporting period); October 10 (for July - September reporting period)
 13. REMARKS: This report may be combined with the Packaging and Crating Services Report.
 14. INTERRELATIONSHIP: DRD 988LS-018, *Packaging and Crating Services Report*. PWS paragraph 7.2.A.5.f.
 15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The report covers quarterly traffic management workload.
 - 15.2 APPLICABLE DOCUMENTS: None
 - 15.3 CONTENTS: The report shall provide:
 - a. Number of all outbound/inbound overnight letter and small package shipments.
 - b. Number of shipments by motor (LTL and T/L), air, water, and rail.
 - c. Number of shipment records researched for carrier payments, transportation discrepancy reports, and tracer actions.
 - d. Number of Carrier Service failures.
 - e. Number of shipments for foreign and domestic.
 - f. Number of shipments of hazardous materials.
 - 15.4 FORMAT: Contractor format is acceptable.
 - 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|------------------------|------------|-------------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-020 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Personnel Transport System Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for personnel transport system activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 10, April 10, July 10, or October 10) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 10 (for October - December reporting period); April 10 (for January - March reporting period); July 10 (for April - June reporting period); October 10 (for July - September reporting period)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.2.A.1.f
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly personnel transport system workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
- a. Number of personnel transported on the scheduled/routine transport system on a weekly basis.
 - b. Number of personnel transported in the Group Transport per the customer request, requesting organization, date of request, date of service, origin/destination, and actual utilization.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|------------------------|------------|-------------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-021 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Mail Operations/Courier Services Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for desk top courier services activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 10, April 10, July 10, or October 10) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 10 (for October - December reporting period); April 10 (for January - March reporting period); July 10 (for April - June reporting period); October 10 (for July - September reporting period)
13. **REMARKS:** This report may be combined with the Mail Services Report.
14. **INTERRELATIONSHIP:** DRD 988LS-023, *Mail Services Report*. PWS paragraph 4.4.A.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly desk top courier services workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
- a. Number of desk top deliveries by origin/destination.
 - b. Chart detailing frequency of requests.
 - c. Number of items/pieces delivered.
 - d. Response time average on a weekly basis.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-023 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Mail Services Report
7. DESCRIPTION/USE: To report the results of all Mail Services activities.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First scheduled report due date after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Quarterly on the following schedule: January 10 (for October-December reporting period); April 10 (for January - March reporting period); July 10 (for April-June reporting period); October 10 (for July - September reporting period)
13. REMARKS: This report may be combined with the Mail Operations/Courier Services Report.
14. INTERRELATIONSHIP: DRD 988LS-021, *Mail Operations/Courier Services Report*.
PWS paragraph 4.3
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE**: The Mail Services Report documents mail services statistics.
- 15.2 **APPLICABLE DOCUMENTS**: None
- 15.3 **CONTENTS**: The Mail Services Reports shall contain the following:
- a. Mail (USPS): Number of incoming pieces, incoming weight (in pounds), number of outgoing pieces, meter usage, meter addition, number of certified mail items, cost of certified mail, number of registered mail items, and cost of registered mail.
 - b. Internal mail: pieces distributed and weight (in pounds) distributed.
 - c. Special mailings (a subset of the mail & internal mail information): Subject, pieces distributed.
- 15.4 **FORMAT**: Contractor format is acceptable.
- 15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|--------------------|-------------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988LS-024 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
| 6. TITLE: Explosives and Propellants Inventory List | | |
| 7. DESCRIPTION/USE: To report information required under the Inter-service support Agreement between the Army and MSFC. | | |
| 8. OPR: AD41 | 9. DM: AD40 | |
| 10. DISTRIBUTION: Per Contracting Officer's letter | | |
| 11. INITIAL SUBMISSION: Fifth day of the month following the first month to be reported after Authority to Proceed (ATP) | | |
| 12. SUBMISSION FREQUENCY: Monthly, due no later than the 5 th of the month following the monthly reporting period | | |
| 13. REMARKS: | | |
| 14. INTERRELATIONSHIP: Inter-service Support Agreement Between the Army and MSFC. PWS paragraph 7.2.B.2.b. | | |
| 15. DATA PREPARATION INFORMATION: | | |
| 15.1 SCOPE: This list provides an inventory of the contents stored in Army igloos and storage areas in accordance with the Inter-service Support Agreement Between the Army and MSFC. | | |
| 15.2 APPLICABLE DOCUMENTS: None | | |
| 15.3 CONTENTS: The list shall provide a comprehensive inventory of the contents stored in all Army igloos and storage areas assigned to MSFC for explosive and propellant storage. The list shall include all information identified by the Army, in accordance with the Inter-service Support Agreement Between the Army and MSFC. | | |
| 15.4 FORMAT: Contractor format is acceptable unless otherwise specified by agreement. | | |
| 15.5 MAINTENANCE: None required | | |

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: 988MA-001 |
| 3. DATA TYPE: 1 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. TITLE: Management Operating 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: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Revise as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C (Performance Summary table)
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Management Operating Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The plan shall include 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 III WBS task level. The plan shall also include 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.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ 2. DRD NO.: **988MA-002**
3. DATA TYPE: 2 4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Risk Management Plan, Analysis, and Tracking Reports
7. DESCRIPTION/USE: To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's risk management program.
8. OPR: QS10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Plan, Analysis and Tracking Report -30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Update Analysis and Tracking Report as part of Preliminary Design Review (PDR), Critical Design Review (CDR) and Acceptance Review (AR) data packages. Update Plan as required.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Risk Management Plan addresses how NASA risk management requirements are to be implemented throughout the program's life cycle. Risk Analysis identifies, evaluates, prioritizes and classifies the identified risks. The Risk Tracking Report provides risk metrics, verifies risk mitigation actions and documents risk decisions.
 - 15.2 **APPLICABLE DOCUMENTS**
NPG 7120.5 *Program and Project Management Processes and Requirements*
 - 15.3 **CONTENTS:** The Risk Management Plan shall specify how the contractor will satisfy the risk management requirements of NPG 7120.5. The plan shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the Government. The Risk Analysis shall contain the following data: 1) References to source data for identified risk areas such as test data, lessons learned, FMEA, hazard analysis and technical analysis; 2) Catalog of all program/project risks; 3) Risk evaluation data that identifies the impact, probability and time frame for each risk; 4) Risk classification and prioritization data.

The Risk Tracking Report shall contain the following data: 1) Status of all risks and risk metrics; 2) Risk mitigation plans and verification of completed mitigation plans; 3) Risk decision summaries that will document replan of unsuccessful mitigation plans and risk acceptance/closures.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988MA-003**
3. DATA TYPE: 2
4. DATE REVISED:
5. PAGE: 1/2
6. TITLE: Personnel Certification and Training Plan
7. DESCRIPTION/USE: To establish the contractor's certification requirements for personnel working in potentially hazardous situations.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Update annually thereafter
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.F (Performance Summary table), 1.2.F
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Personnel Certification and Training Plan provides for training, certification, and re-certification of personnel engaged in hazardous operations and performance of critical processes. The purpose of a certification program is to assure that all personnel are capable of performing their duties and work assignments without endangering themselves, fellow employees, equipment and/or facilities.
- 15.2 **APPLICABLE DOCUMENTS**

MWI 3410.1	<i>Personnel Certification Program</i>
NPG 8715.3	<i>NASA Safety Manual</i>
- 15.3 **CONTENTS:** The Personnel Certification and Training Plan shall include criteria which relate to work classification and skills, education, experience, training, and other qualifications necessary to assure safe and efficient operation and maintenance of test stand systems and high quality workmanship. The plan shall address the controls in place to assure only qualified personnel will be used on critical work elements. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - a) Program description.
 - b) Program administration.
 - c) Certification duration.
 - d) Definitions.
 - e) Job description summaries.

DRD Continuation Sheet

TITLE: Personnel Certification and Training Plan

DRD NO.: 988MA-003

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- f) Task assignments per job description.
- g) Skills required per job description.
- h) Plan for providing required training for contractor employees.
- 2. Certification requirements/skills:
 - a) Education.
 - b) Experience/work history.
 - c) Specialized training.
 - d) Physical condition/attitude.
- 3. Certification process:
 - a) Supervision responsibilities.
 - b) Certifying authority.
 - c) Formal/informal examination.
 - d) Proficiency demonstration.
- b. Certification documentation.

Specific skills requiring certification and proficiency include the following:

- a. Forklift, crane and hoist operators.
- b. High pressure tubing fabrication and assembly.
- c. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- d. Cryogenic/solid propellant system operators.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping and wire wrap.
 - 2. Shield cable termination.
 - 3. Soldering.
- f. Control system operations.
- g. Hazardous chemical/toxic material handling.
- h. Schematic drawing comprehension.
- i. Confined space entry.
- j. Welding inspection and nondestructive evaluation (NDE).

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Monthly Status Report
7. DESCRIPTION/USE: To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical, schedule and safety requirements.
8. OPR: AD42 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. SUBMISSION FREQUENCY: 10 days following the end of each month
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The Monthly Status Report provides data for the assessment of technical and schedule progress. This data should summarize the results of the entire contract for the month.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The Monthly Status Report shall include quantitative descriptions of overall technical, cost, schedule and administrative progress and status of significant accomplishments, problems encountered, and corrective actions. The report shall be of sufficient depth and clarity to permit understanding and evaluation of progress made. Supporting data in the form of charts, graphs, etc., may be included as appropriate. The report shall also contain:
- a. Number of incidents (i.e. performance requirements not met) and self performance rating listed by contract requirements (performance requirements summary).
 - b. Work planned for next reporting period.
 - c. Potential problems, which may impede performance or impact program schedule or cost, and proposed corrective action.
 - d. Safety metrics (e.g. accidents, injuries, lost time incidents, etc.).
 - e. Work Breakdown Structure value for period.
 - f. Other information that may assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
- 15.4 FORMAT: Contractor format is acceptable.
- 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988MA-005 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
6. TITLE: Contractor Cost Report
7. DESCRIPTION/USE: To provide reports for monitoring contractor costs for fixed-price contracts.
8. OPR: RS40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 15th day of the month following the incurrence of the cost
12. SUBMISSION FREQUENCY: No later than 15 working days following the end of the contractor's accounting month
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Contractor Cost Report (CCR) provides contractor cost data for the performance evaluation period.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Each CCR shall contain reports for both Lump Sum and H-Order/Indefinite Delivery Indefinite Quantity (IDIQ). The reports shall contain the data required by the formats in Attachments 1 and 2.
- 15.4 **FORMAT:** The CCR shall be submitted in hardcopy and electronic format (Microsoft Excel preferred) in accordance with Attachments 1 and 2.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT 1
Format for Lump Sum Contractor Cost Report

CONTRACTOR COST REPORT (LUMP SUM)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter)			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY	ALLOWABLE AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By CLIN (list each CLIN)								
CLIN Total								
Expenses								
Gas								
Telephones								
IT Support								
Miscellaneous								
Expense Total								
TOTAL (CLINs less expenses)								
Add Backs (list Examples: interest or equitable adjustments)								
ADD BACK TOTAL								
TOTAL								

Legend:

- CLIN Contract Line Item Number
- CSI Cost Since Inception
- CUM Cumulative
- IT Information Technology
- ODN Obligation Document Number

ATTACHMENT 2
Format for H-Order/Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Cost Report

CONTRACTOR COST REPORT (H-ORDER/IDIQ)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter)			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY								
COMPLETIONS	APPROVED AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By SO # (list each SO)								
TOTAL COMPLETIONS								
PARTIAL PAYMENTS								
By SO # (list each SO)								
TOTAL PARTIAL PAYMENTS								
TOTAL H-Order								

Legend:

- CSI Cost Since Inception
- CUM Cumulative
- ODN Obligation Document Number
- SO Service Order

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988QE-001 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. TITLE: Quality Control/Assurance Plan
7. DESCRIPTION/USE: To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality control/assurance plan requirements of this contract.
8. OPR: AD40 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Preliminary with technical proposal
12. SUBMISSION FREQUENCY: Baseline 30 days following Authority to Proceed (ATP); update as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.G (Performance Summary table), 1.2.G
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Quality Control/Assurance Plan shall describe the objectives, implementing policies and procedures, and control systems utilized.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quality Control/Assurance Plan shall include:
- a. Inspection system covering all services required by this contract.
 - b. Areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
 - c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable, including assessment of customer satisfaction surveys.
 - d. Method of documenting and enforcing quality control/assurance operations.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ 2. DRD NO.: **988SA-001**
3. DATA TYPE: 2 4. DATE REVISED:
5. PAGE: 1/3
6. TITLE: On-site Safety and Health Plan
7. DESCRIPTION/USE: To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.
8. OPR: AD60/QS50/AD10 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Preliminary with proposal
12. SUBMISSION FREQUENCY: Ten days after Authority to Proceed (ATP); update as required
13. REMARKS:
14. INTERRELATIONSHIP: NFS 1852.223-70, *Safety and Health*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*. PWS paragraphs 1.2.A (Performance Summary table), 1.2.A
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 APPLICABLE DOCUMENTS: Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.
- | | |
|---|---|
| 29 CFR 1910 | <i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i> |
| 29 CFR 1926 | <i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)</i> |
| 40 CFR | <i>Protection of the Environment</i> |
| ANSI Standards applicable to the scope of this contract | |
| <i>ASME Boiler and Pressure Vessel Code</i> | |
| MPG 8500.1 | <i>MSFC Environmental Management Program</i> |
| MPG 1040.3 | <i>MSFC Emergency Plan</i> |
| MPG 1840.3 | <i>MSFC Hazardous Chemicals in Laboratories Protection Program</i> |
| MPG 1840.1 | <i>MSFC Confined Space Entries</i> |
| MPD 1860.2 | <i>MSFC Radiation Safety Program</i> |
| MPG 1810.1 | <i>MSFC Occupational Medicine</i> |
| MPD 1840.3 | <i>MSFC Respiratory Protection Program</i> |
| MPD 1840.2 | <i>MSFC Hearing Conservation Program</i> |
| MPD 1840.1 | <i>MSFC Environmental Health Program</i> |

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: **988SA-001**

DATA TYPE: 2

PAGE: 2/3

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

MPG 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPG 1800.1	<i>Bloodborne Pathogens</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPG 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>
NFPA Standards	<i>National Fire Codes</i>
NPG 8715.3	<i>NASA Safety Manual</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>

15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:

- a. Management commitment and employee involvement in the safety and health program:
 1. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
 2. Provision for top-level management monthly safety and health committee meetings.
 3. Descriptions of safety and health awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Safety meeting statistics documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
 5. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
 6. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
- b. System and worksite hazard analysis:
 1. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
 2. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
 3. Requirements for formal safety inspections and correction of deficiencies.
 4. Requirements for documented safety visits (e.g., one per month per supervisor) documented in the Supervisors Safety Web page.
 5. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
- c. Hazard prevention and control:
 1. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
 2. Controls over the procurement, storage, issuance, and use of hazardous substances and

procedures for recycling and disposal of hazardous waste.

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 988SA-001

DATA TYPE: 2

PAGE: 3/3

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

3. Method of ensuring a documented emergency management program. Include a list of emergency points of contact. (Note: on-site contractors may use MPG 1040.3.)
 4. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
 5. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
 6. Provision for suspending work where safety or environmental conditions warrant such action.
- d. Safety and health training:
1. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
 2. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified. Personnel Certification for the identified job categories shall be tracked in the MSFC Certification Database (CERTRAK) in accordance with MWI 3410.1, "Personnel Certification Program."
- e. Environmental compliance - Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: 988SA-002 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/2 |
6. TITLE: Mishap and Safety Statistics Reports
7. DESCRIPTION/USE: To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. OPR: QS50 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION:
- a. Mishaps and Close Calls:
 1. Type A or B mishaps only: Immediate telephone notification (256-544-0046)
 2. Type A, B and C mishaps (applicable to onsite contractors only): Flash Report within 4 hours of knowledge on MSFC Form 4370, submitted either electronically (at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm) or by telephone [Call 256-544-4357 (4-HELP); ask operator to fill out MSFC Form 4370 or Flash Report].
 3. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 within 6 calendar days of Mishap
 4. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 - b. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, etc.) submitted on MSFC Form 4371 by the 10th of each month following contract award.
12. SUBMISSION FREQUENCY:
- a. MSFC Form 4370 - Each occurrence of a mishap except as identified in section 11.a.2.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.A.5, 1.2.A.6
15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE**: The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPG 8621.1.
- 15.2 **APPLICABLE DOCUMENTS**
- | | |
|------------|---|
| NPG 8621.1 | NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping |
| MWI 8621.1 | Close Call and Mishap Reporting and Investigation Program |

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 988SA-002

DATA TYPE: 3

PAGE: 2/2

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

15.3 **CONTENTS:** The reports shall contain the information required by NPG 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

15.4 **FORMAT:** The following formats shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
- d. Mishap Board Report using the format provided in NPG 8621.1.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: RFQ
2. DRD NO.: **988SW-001**
3. DATA TYPE: 2
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Flight Hardware Support Request System Operations Manual and Users Guide
7. DESCRIPTION/USE: Provide overall system documentation to include, but not limited to configuration documentation, system maintenance requirements, and users guide for the electronic database Flight Hardware Support Request System (FHSRS).
8. OPR: AD42 9. DM: AD40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Three months after contract award
12. SUBMISSION FREQUENCY: Update annually and as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 7.2.A.6.a (2)
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The documentation must fully document the FHSRS.
 - 15.2 APPLICABLE DOCUMENTS: None
 - 15.3 CONTENTS: The document shall provide:
 - a. Hardware/Software Configuration
 - b. Applications and operating system configuration and control mechanisms
 - c. Backup and restore, performance monitoring and tuning processes
 - d. Procurement, issue, and inventory management processes
 - 15.4 FORMAT: Contractor format is acceptable.
 - 15.5 MAINTENANCE: As required.

The Request for Quotation with Six Amendments is in Four volumes

Attachment 3

PERFORMANCE REQUIREMENTS SUMMARY

The Contract Requirements listed in this Performance Requirements Summary (PRS) summarize specific firm fixed price and IDIQ tasks that are to be performed under this contract.

Attachment 3

The Performance Requirements associated with each Contract Requirement are as shown in the PRS and include:

- A. Work Requirements. A series of subtasks associated with each particular Contract Requirement is listed in column 1 of the PRS.
- B. Performance Measure and Performance Standards. Specific measures and standards associated with each Work Requirement are listed in columns 2 and 3.
- C. Maximum Allowable Defect Rate (MADR). The MADR for each Work Requirement is identified in column 4 of the PRS. The MADR is the defect rate for a monthly population of services which, when exceeded, indicates that the Contractor's quality control is unsatisfactory. The MADR is expressed as a percentage of the total population per period of time or as a number of defects per period of time. Incidents reflect a one to one relationship with defects (i.e. they are the same).
- D. Method of Surveillance. Column 5 outlines the evaluation tools and techniques utilized to assess Contractor performance of Work Requirements to established measures and standards. The Government is not limited to the tools and techniques listed, others may be implemented as required.
- E. Weight. The value of each Work Requirement is specified as a percentage of the Contract Requirement with which it is associated in column 6 of the PRS. The percentages are based on the costs incurred by the Contractor in carrying out a particular Work Requirement, the visibility of the service, and the detriment to the Government if the Work Requirement is not satisfied. The Weight multiplied by the total order period value for Lump Sum FFP (as provided in the Order Structure, Section 2), or the associated delivery order value for each IDIQ will be the primary basis for deducting for partially performed, unsatisfactorily performed, and non-performed work. However, the total monthly deduct is capped at 10% of the order period value for the Lump Sum FFP requirements.
- F. The following notes apply to the entire PRS.
 1. Timeliness MADR for all work. The MADR reflects units of work per period of time (daily, monthly, quarterly, semi-annual, etc.) and allotted response/completion time. Example: If a response time of 4 hours is required, a MADR of 1 incident would allow for one late response during the performance period.

Attachment 3

For report submissions, each day the report is late is counted as an additional incident. Example: If the report is due the 15th of the month and it is submitted on the 19th, four incidents will be noted.

2. Quality or documentation MADR for all work. The MADR reflects work units that do not meet specified requirements and standards. Example: If the MADR allows 2 incidents, when the 3rd incident occurs deductions will be made.
3. Clause Relationships. See Clause 12, Method of Deductions, for relationship to the PRS.
4. IDIQ. The Performance Requirements Summary for IDIQ applies to each individual IDIQ order.

(End of Clause)

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ATTACHMENT 3
EXAMPLES OF CONTRACTOR DEDUCTIONS USING THE BID STRUCTURE AND THE PRS

FROM THE PRS:

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
General Requirements					20%
Contractor Program Management (PWS 1.2.A, 1.2.C, 1.2.D, 1.2.E, 1.2.F, 1.4, 1.5, and 1.6)	Quality of Management Commitment and Employee Involvement in the MOP	Managing Day-to-Day Operations as Specified in the Management Operating Plan (MOP) (DRD 988MA-001), Handling All Employment Matters (including training and security) relating to Contractor Employees, Ensuring that the Contractor Employee Relationship with National Aeronautics and Space Administration (NASA) Government Employees is In Accordance With (IAW) the Contractor's MOP, and that all Delivered Services meet the Performance Standards Identified in the Contract.	2 Incidents Incidents include but are not limited to each safety mishap, failure to provide quality control of program activities, failure to implement an element of the MSFC or LSD values, recurrence of process problems, failure to meet requirements of food services and retail store, and failure of employees to comply with applicable regulations and directives. <u>Percent Deduct for Defect Rate</u> 3 defects = Loss of 25% deduct 4 defects = Loss of 50% deduct 5 or more defects = Loss of 100% deduct	Customer Comments, Periodic Inspections, Audit Findings, Monthly Reports	60%
		No Management Practices Different from the Activities Specified in Contractor's MOP.			
		Balance and Implementation of MSFC and Logistics Service Values into Management Program and Plan.			
Reports (DPD 988, excluding (988-EE DRD's))	Quality	Reports meet the content requirements as specified in DPD 988 and are error free.	5 Incidents Incidents include but are not limited to each late submission of reports and each error discovered in reports. <u>Percent Deduct for Defect Rate</u> 6-10 defects = Loss of 25% deduct 11-15 defects = Loss of 50% deduct 16 or more defects = Loss of 100% deduct	Periodic Inspections, Review of Monthly Reports	5%
	Timeliness	Reports are submitted per DPD 988 or as required in Attachment 1.			
Environmental Services					9%
Hazardous & Controlled Waste Management (PWS 3.2.A.1)	Timeliness of Inspection Program-Hazardous Waste Storage Facility (HWSF) Inspection	Every Seven (7) Calendar Days	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 Defect = Loss of 100% of deduct	Monthly reports and spot checks	5%

Note: Paragraphs and requirements column refer to Attachment 1.

ATTACHMENT 3

Example 1

Assume the contractor submits a report (DRD 988MA-005, Contractor Cost Report) three (3) days late. Upon review by the Government, four (4) errors are noted in a report (DRD 988MA-005, Contractor Cost Report). The timeliness standard is per DPD 988. The quality requirement is no errors. The MADR for General Requirements (Reports) is 5 incidents per reporting period. A total of 7 incidents are noted for the evaluation period. Since seven incidents exceed the MADR, the Contractor will be assessed deductions as follows:

Total Contract Billing for One Year is \$11,000,000 (excluding IDIQ).
 Total Contract Billing for One Month is \$11,000,000/12 Months is \$917,000 per month.
 Maximum total deduct is \$917,000 X 0.10 = \$91,700/month
 Value for General Requirements is \$917,000 x 20% (overall PWS section weight) = \$183,400

Total Deduction for this requirement is as follows:

Price for Requirement	x	Weight	x	Percent Deduct for Defect Rate	=	Total Deduction For This Requirement
\$183,400	x	5%	x	25%		\$2,292.50

The \$2,292.50 deduct is within the 10% cap and will be included as a full deduct.

Example 2

Assume the Contractor performs the Hazardous Waste Storage Facility (HWSF) Inspection on the 8th day. The performance standard requires inspections every 7 days. Therefore, the timeliness MADR was exceeded. The Contractor will be assessed deductions as follows:

Total Contract Billing for One Year is \$11,000,000 (excluding IDIQ).
 Total Contract Billing for One Month is \$11,000,000/12 Months is \$917,000 per month.
 Maximum total deduct is \$917,000 X 0.10 = \$91,700/month
 Value for Environmental Services is \$917,000 x 9% (weight) = \$82,530

Total Deduction for this requirement is as follows:

Price for Requirement	x	Weight	x	Percent Deduct for Defect Rate	=	Total Deduction For This Requirement
\$82,530	x	5%	x	100%		\$4,126.50

The \$4,126.50 deduct is within the 10% cap and will be included as a full deduct.

ATTACHMENT 3

Example 3

Assume the contractor has 1 security incident (parking ticket), 1 safety mishap (car accident), and 1 employee whose certification expired. The MADR is 2 incidents per period. A total of 3 incidents are noted for the evaluation period. Since 2 incidents exceed the MADR for General Requirements (Contractor Program Management), the Contractor will be assessed deductions as follows:

Total Contract Billing for One Year is \$11,000,000 (excluding IDIQ).
Total Contract Billing for One Month is \$11,000,000/12 Months is \$917,000 per month.
Maximum total deduct is \$917,000 X 0.10 = \$91,700/month

Value for General Requirements is \$917,000 x 20% (overall PWS section weight) = \$183,400

Total Deduction for this requirement is as follows:

Price for Requirement	x	Weight	x	Percent Deduct for Defect Rate	=	Total Deduction For This Requirement
\$183,400	x	60%	x	25%		\$27,510

The \$27,510 deduct is within the 10% cap and will be included as a full deduct.

Example 4

The examples in 1, 2 and 3 above occurred in the same month.

The deducts are \$2,292.50 + \$4,126.50 + \$27,510 = \$33,929.00.

The \$33,929.00 deduct is within the 10% cap and will be included as a full deduct.

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: General Contract Requirements to Include Program Management Efforts

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
General Requirements					20%
Contractor Program Management (PWS 1.2.A, 1.2.C, 1.2.D, 1.2.E, 1.2.F, 1.4, 1.5, and 1.6)	Quality of Management Commitment and Employee Involvement in the MOP	Managing Day-To-Day Operations As Specified In The Management Operating Plan (MOP) (DRD 988MA-001), Handling All Employment Matters (Including Training And Security) Relating To Contractor Employees, Ensuring That The Contractor Employee Relationship With National Aeronautics And Space Administration (NASA) Government Employees Is In Accordance With (IAW) The Contractor's MOP, And That All Delivered Services Meet The Performance Standards Identified In The Contract.	2 Incidents Incidents include but are not limited to each safety mishap, failure to provide quality control of program activities, failure to implement an element of the MSFC or LSD values, recurrence of process problems, failure to meet requirements of food services and retail store, and failure of employees to comply with applicable regulations and directives. <u>Percent Deduct for Defect Rate</u> 3 defects = Loss of 25% deduct 4 defects = Loss of 50% deduct 5 or more defects = Loss of 100% deduct	Customer Comments, Periodic Inspections, Audit Findings, Monthly Reports	60%
		No Management Practices Different From The Activities Specified In Contractor's MOP.			
		Balance And Implementation Of MSFC And Logistics Service Values Into Management Program And Plan.			
Reports (DPD 988, excluding (988-EE DRD's))	Quality	Reports Meet The Content Requirements As Specified In DPD 988 And Are Error Free.	5 Incidents Incidents include but are not limited to each late submission of reports and each error discovered in reports. <u>Percent Deduct for Defect Rate</u> 6-10 defects = Loss of 25% deduct 11-15 defects = Loss of 50% deduct 16 or more defects = Loss of 100% deduct	Periodic Inspections, Review of Monthly Reports	5%
	Timeliness	Reports Are Submitted Per DPD 988 Or As Required In Attachment 1.			

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: General Contract Requirements to Include Program Management Efforts

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Contractor Quality Control (QC) Program/Quality Assurance (QA) (PWS 1.2.G)	Management Commitment and Employee Involvement in the QC Program	Perform QC As Specified In QC/QA Plan (DRD 988QE-001). No Major QC Audit Findings. No QC Activity Differences From QC/QA Plan.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 defect = Loss of 50% deduct 2 defects = Loss of 75% deduct 3 or more defects = Loss of 100% deduct	Customer Comments, Periodic Inspections, Audit Findings, Monthly Reports	20%
	Recurrence Control	Root Cause Analysis Performed And Implemented To Prevent Nonconformances.			
	Quality	95 Percent Customer Satisfaction From Survey Assessments In Determining Service Performance For All Contracted Tasks.			
Work Control System (PWS 1.2.I)	Input into a Provided Work Control System for all LSD	Provides Single Source Of Customer Assistance For All LSD.	2 incidents <u>Percent Deduct for Defect Rate</u> 3-5 defect = Loss of 50% deduct 6-8 defects = Loss of 75% deduct 9 or more defects = Loss of 100% deduct	Periodic Inspections, Audit Findings, Monthly Reports	15%
		98 Percent Accuracy Of Entries.			
	Development/Maintenance of Required Databases	Meets Requirements By Providing Problem Determination And Resolution; Service Processing, Dispatching, Tracking, And Staturing; Management Notification And Escalation Of Problems; And Work Order Metrics And Customer Satisfaction Statistics.			
	Timeliness	System Is Maintained Current.			

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY					
Function: Environmental Services					
FFP					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Environmental Services					9%
Hazardous & Controlled Waste Management (PWS 3.2.A.1)	Timeliness of Hazardous Waste Storage Facility (HWSF) Inspection	Every Seven (7) Calendar Days.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct	Monthly reports and spot checks	5%
	Timeliness of Satellite Accumulation Areas (SAA) Inspections	Every Thirty (30) Calendar Days.	2 Incidents <u>Percent Deduct for Defect Rate</u> 3 Defects = Loss of 25% of deduct 4 Defects = Loss of 50% of deduct 5 or more Defects = Loss of 100% of deduct	Monthly reports and spot checks	5%
	Timeliness of Container Pickup and Issue	Within 48 Calendar Hours Of Request.	1 Incident <u>Percent Deduct for Defect Rate</u> 2 Defects = Loss of 25% of deduct 3 Defects = Loss of 50% of deduct 4 or more Deducts = Loss of 100% of deduct	Monthly reports and spot checks	5%
	Quality	No Notice Of Violations Or Other Deficiencies.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 or more Defect = Loss of 100% of deduct	Regulatory or other inspections	10%
Hazardous & Controlled Waste Disposal (PWS 3.2.A.1.b)	Quality and Timeliness of Disposal	All Hazardous Disposal Actions Complete Within Ninety (90) Calendar Days And Controlled Waste Within One-Hundred Twenty (120) Calendar Days And No Notice Of Violations.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct	Monitor manifests & spot checks	15%
Spill Response Training (PWS 3.2.A.1.c)	Quality and Timeliness	Perform At Agreed Dates And Meets OSHA 29 CFR 1910.120 Requirements.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct	Monitor & spot checks	5%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Environmental Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Hazardous Material Management (PWS 3.2.A.2)	Timeliness of Hazardous Material Approvals	Provide Approval With 48 Hours Of Request.	2 Incidents <u>Percent Deduct for Defect Rate</u> 3 Defect = Loss of 100% of deduct	Customer Feedback and Spot Checks	5%
	Quality	95% Accuracy of Documentation And Data Captured In Database.	3 Incidents <u>Percent Deduct for Defect Rate</u> 4-6 Defects = Loss of 50% of deduct 7 or more Defects = Loss of 100% deduct	Spot Checks	5%
Pollution Prevention Support (PWS 3.2.A.3)	Quality and Timeliness	Three (3) Projects Implemented Annually.	0 Incidents <u>Percent Deduct for Projects not implemented annually</u> 1 or more Defects= Loss of 100% of deduct	Monthly Reports and Spot Checks	10%
Storm Water Management (PWS 3.2.A.4)	Quality and Timeliness	No Deviations From AD10-Organizational Work Instructions (OWI)-001.	3 Incidents <u>Percent Deduct for Defect Rate</u> 4-6 Defects = Loss of 50% of deduct 7 or more Defects=Loss of 100% of deduct	Annual Reports and Spot Checks	10%
Air Management (PWS 3.2.A.5)	Quality and Timeliness	100 Percent Of Sources Included In Title V Permit.	1 Incidents <u>Percent Deduct for Defect Rate</u> 2 Defects = Loss of 50% of deduct 3 or more Defects=Loss of 100% deduct	Spot Checks	5%
		No Notice Of Violations Or Other Deficiencies.	0 Incidents <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct	Regulatory or other inspections	10%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Environmental Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Reports (PWS 3.3)	Timeliness & Quality	On Time Submission And Error Free.	0 <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct	Report submissions	10%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Environmental Services

IDIQ

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Hazardous and Controlled Waste Transportation and Disposal (PWS 3.2.B.1)	Timeliness	Work Is Started And Completed On Schedule.	0 <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct Evaluated for each IDIQ.	Spot checks and monthly reports	50%
	Quality	Work Meets All Specification Requirements In The Job Package.	0 <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct Evaluated for each IDIQ.	Spot checks and monthly reports	50%
Spill Response (PWS 3.2.B.2)	Quality and Timeliness	Respond Within 15 Minutes For Normal Duty Hours Or 1 Calendar Hour For Other And Meet Regulatory Requirements For Cleanup.	0 <u>Percent Deduct for Defect Rate</u> 1 or more Defects = Loss of 100% of deduct Evaluated for each IDIQ.	Spot Checks	100%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Mail Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight			
Mail Service Operations					2%			
Receive and Deliver U.S. Postal and Internal MSFC Mail (PWS 4.3.A through 4.3.M)	Receipt and Delivery Timeliness	Process All Mail Designated For The USPS Daily Before 2:45 P.M. Except Holidays And Weekends. Incoming USPS Mail Shall Be Delivered Within Eight (8) Normal Duty Hours Of Receipt. Incoming Internal Mail Shall Be Delivered No Later Than The Next Working Day. Place Daily Planet In Holders By 8:00 A.M.	10 Incidents <u>Percent Deducted</u> 11-15 Defects = Loss of 20% of deduct 16-20 Defects = Loss of 40% of deduct 21-25 Defects = Loss of 60% of deduct 26-30 Defects = Loss of 80% of deduct 31 or more Defects= Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	50%			
		Quality	Process All Mail IAW USPS Specifications.			0 Incidents <u>Percent Deducted</u> 1 or more Defects = Loss of 100% of deduct	Customer Surveys, Customer Comments	30%
		Instances of Lost or Damaged Mail	No Instances Of Lost Or Damaged Mail While In Contractor Possession.			0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct	Customer Comments and Periodic Inspections	10%
Maintain MSFC Mailing Lists, SDL and Other Mail Operations Data (PWS 4.3.N)	Quality	All Lists Are Maintained Current.	2 Incidents <u>Percent Deducted</u> 3 Defects = Loss of 30% of deduct 4 Defects = Loss of 65% of deduct 5 Defects = Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	10%			

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Mail Services

IDIQ

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Courier Service (PWS 4.4.A)	Timeliness	Work Is Started And Completed On Schedule.	0 <u>Percent Deduct for Defect Rate</u> 1Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Spot checks, Customer Comments, and monthly reports	50%
	Quality	Work Meets All Specification Requirements In The Job Package.	0 <u>Percent Deduct for Defect Rate</u> 1Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Spot checks, Customer Comments and monthly reports	50%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Equipment Maintenance and Repair Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
					22%
Perform Approved Maintenance Plan (DRD 988LS-002) for each Equipment Type (PWS 5.2.A.1.a)	Timeliness	Maintenance Actions Performed On Schedule.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	25%
	Quality	Designated Work Procedures Followed.	2 Incidents <u>Percent Deducted</u> 3 Defects = Loss of 30% of deduct 4 Defects = Loss of 65% of deduct 5 Defects = Loss of 100% of deduct	Customer Comments and Periodic Inspections	15%
		Equipment Operations Result In Required Outputs And Availability.			
		Equipment Operations Meet The Requirements Of NPG-8831.2.			
Problems Corrected And No Repeat Call As A Result Of First Service.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	13%		
Provide Remedial M&R Services (PWS 5.2.A.1.b)	Timeliness	Respond To Routine Trouble Call (TC's) Within Twenty-Four (24) Normal Duty Hours And Complete Within Fourteen (14) Normal Duty Days.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	20%
		Respond To Emergency TC's Within Thirty (30) Minutes And Complete Within Twenty-Four (24) Calendar Hours.			
	Quality	Problems Corrected And No Repeat Call As A Result Of First Service.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	12%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Equipment Maintenance and Repair Services					
FFP					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Perform Repair of Office Furniture (PWS 5.2.A.1.c)	Response	Respond Within Twenty-Four (24) Normal Duty Hours And Completed Within Five (5) Normal Duty Days From Receipt Of Request.	3 Incidents <u>Percent Deducted</u> 4 Defects = Loss of 20% of deduct 5 Defects = Loss of 40% of deduct 6 Defects = Loss of 60% of deduct 7 Defects = Loss of 80% of deduct 8 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	10%
	Quality	Problem Corrected-No Repeat Calls As A Result Of Poor Service.			
	Timeliness	No More Than Thirty (30) Minutes Per Item For In The Field Repair.	3 Incidents <u>Percent Deducted</u> 4 Defects = Loss of 30% of deduct 5 Defects = Loss of 50% of deduct 6 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	5%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Equipment Maintenance and Repair Services

IDIQ

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Execute Order Requirements (PWS 5.2.B)	Timeliness	Work Is Started And Completed Per Negotiated Schedule.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	50%
	Quality	Work Meets All Specification Requirements In The Job Package As To Materials And Workmanship.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Contractor Reports, Customer Comments, and Periodic Inspections	50%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Motor Pool Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Motor Pool					12%
Transportation Services (PWS 6.2.A.1)	Timeliness/Quality of Personnel Service	Waiting Time Shall Not Exceed Fifteen (15) Minutes With Clean Equipment Operated By Courteous, Knowledgeable, Uniformed Personnel.	15 Incidents <u>Percent Deducted</u> 16-21 Defects = Loss of 20% of deduct 22-31 Defects = Loss of 40% of deduct 32-36 Defects = Loss of 60% of deduct 37-41 Defects = Loss of 80% of deduct 42-46 Defects = Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	
	Timeliness/Quality of Group Transport Service	Meet Customer's Requirements With Clean And Correct Size Vehicle Operated By Courteous, Knowledgeable, Uniformed Personnel.			
	Timeliness/Quality of Temporary Service (TDY)	TDY Services: Meet Customer's Requirements With Clean, Correct Size Vehicle, Fully Fueled.			
	Compliance with Federal And State Transportation Regulations	Meets Government Regulatory Requirements And Performed By Trained/Certified Personnel Including MWI 3410.1.			
Motor Pool Operations (PWS 6.2.A.2)	Timeliness	All PCH SPE And GPE Checked Within Thirty-Six (36)-Forty-Eight (48) Calendar Hours Of Scheduled Move.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	5%
	Timeliness	Meet The GSA Schedule For Vehicle Transport For Warranty And Maintenance Work By Others.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct		
		Fuel Distribution: Establish Negotiated Schedule For Fueling And For Call-In Requests Within 24 Calendar Hours. Establish Schedule For Fuel Operations. Respond To Call-In Requests Within 24 Calendar Hours.			
Quality	Fuel Operations Meet Government Regulations And NASA/MSFC Specific Requirements (NASA-STD-8719.9, MWI 6430.1, MPG 6700.1, MWI 8540.1, NFPA (National Fire Protection Association) 54, MPG 8500.1, MWI 8550.4).	2 Incidents <u>Percent Deducted</u> 3 Defects = Loss of 30% of deduct 4 Defects = Loss of 65% of deduct 5 Defects = Loss of 100% of deduct	Customer Comments and Periodic Inspections	10%	

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Motor Pool Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Perform Approved Maintenance Plan, DRD 988LS-002 for each equipment type (PWS 6.2.A.3.a)	Timeliness	Maintenance Actions Performed On Schedule IAW The Approved Maintenance Plan.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, Customer Comments, and Periodic Inspections	15%
	Quality	Problems Corrected- No Repeat Call As A Result Of First Service Designated Work Procedures Followed Equipment Operations Result In Required Outputs And Availability IAW The Approved Maintenance Plan Operations Meet Government Regulations And NASA/MSFC Specific Requirements (NASA-STD-8179.9, MWI 6430.1, MPG 6700.1, MWI 8540.2, MPG 8500.1, MWI 8550.4)	2 Incidents <u>Percent Deducted</u> 3 Defects = Loss of 30% of deduct 4 Defects = Loss of 65% of deduct 5 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, Customer Comments, and Periodic Inspections	15%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Motor Pool Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Provide Remedial M&R Services (PWS 6.2.A.3.b)	Response	For Compressors, Construction Equipment, Forklifts, Generators, Personnel Lifts, Scooters, Welders Within Twenty-Four (24) Normal Duty Hours And Complete Within Seven (7) Normal Duty Days. For Mobile Cranes And Special Purpose Vehicles Within Twenty-Four (24) Normal Duty Hours And Complete Within Fourteen (14) Normal Duty Days. Respond To Emergency TC's: Within Two (2) Calendar Hours And Complete Within Forty-Eight (48) Calendar Hours.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, and Customer Comments	15%
	Quality	Problem Corrected And No Repeat Call As A Result Of First Service.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	15%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Motor Pool Services					
IDIQ					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Execute Order Requirements. (PWS 6.2.B.1)	Timeliness	Work Is Started And Completed On Schedule.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	50%
	Quality	Work Meets All Specification Requirements In The Job Package As To Materials And Workmanship.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Contractor Reports, Customer Comments, and Periodic Inspections	50%
PCH/Test Dedicated Support (PWS 6.2.B.2.a, PWS 6.2.B.2.b, and PWS 6.2.B.2.c)	Quality and Timeliness	Mechanics On-Hand For Support And Work Meets All Specification Requirements In The Job Package As To Materials And Workmanship.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	100%
Transportation Services for MSFC Personnel (PWS 6.2.B.2.d)	Timeliness/Quality of Group Transport Services	Meet Customer's Requirements With Clean And Correct Size Vehicle Operated By Courteous, Knowledgeable, And Uniformed Personnel.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	100%

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ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Property Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Property					20%
Receive and Deliver Goods (PWS 7.2.A.4)	Compliance	All Actions Comply With MPG 4200.1E, Chapter 3 And MWI 6220.1.	5 Incidents <u>Percent Deducted</u> 6 Defects = Loss of 20% of deduct 7 Defects = Loss of 40% of deduct 8 Defects = Loss of 60% of deduct 9 Defects = Loss of 80% of deduct 10 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, Periodic Inspections, and Customer Comments	20%
		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.			
	Timeliness	From Receipt Of Goods To Delivery: <ul style="list-style-type: none"> • Overnights- 100% Same Day Delivery • All Others- 95% Within Three (3) Normal Duty Days 			
	Quality	Incorrect/Incomplete Addressed Teams 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.					

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Property Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Shipment of Goods (PWS 7.2.A.5)	Compliance	All Actions Comply With NPG 6200.1 And Meet State And Federal Hazardous Material Shipment Regulations.	0 Incidents for PCH or Hazmat Shipments <u>Percent Deducted</u> 1 Defects = Loss of 100% of deduct	Work Order System, Contractor Reports, Periodic Inspections, and Customer Comments	10%
	Timeliness	Overnight Shipments Received By 1:00 P.M. Shipped The Same Day. Other Shipments (Including Large Or Specialized Material And Equipment Shipments) Meet Customer Required Shipment Date.	or 7 Incidents for other shipments <u>Percent Deducted</u> 8 Defects = Loss of 20% of deduct 9 Defects = Loss of 40% of deduct 10 Defects = Loss of 60% of deduct 11 Defects = Loss of 80% of deduct 12 Defects = Loss of 100% of deduct		
	Quality/Database Accuracy	98% Accurate Documentation And Data Captured On Shipping Documentation And In Database.			

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Property Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Property Management & Accountability (PWS 7.2.B)	Compliance	All Property Management And Accountability Actions Comply With The Following Regulations And There Are No Unsatisfactory Major Findings Found By Audit Teams: 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	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Property Activities, Audit Reports, and Review of Database to verify accuracy of information.	25%
	Audit and review team findings	No Major Audit Findings Found By Audit Teams.			

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Property Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Controlled Property (PWS 7.2.B.2.a)	User Signature on Controlled Property	100 Percent Signature Accountability Within Three (3) Normal Duty Days Of User Assignment Or Reassignment.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Property Activities, and Review of Database to verify accuracy of information.	30%
	NEMS Database Accuracy	98 Percent Accuracy Of Data.	4 Incidents <u>Percent Deducted for Defect Rate</u> 5-9 Defects = Loss of 30% of Deduct 10-14 Defects = Loss of 50% of Deduct 15 Defects = Loss of 100% of Deduct		
	Quality	100 Percent Traceability From Receipt To Delivery To Customer For Customer Supplied Products.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct		
100 Percent Reconciliation Annually Of Physical Inventory.					

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Property Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Warehousing (PWS 7.2.B.2.b)	Quality	All Stored Assets And Used And Open Warehouse Space Are 98% Accurately Documented In Database.	4 Incidents <u>Percent Deducted for Defect Rate</u> 5-9 Defects = Loss of 30% of Deduct 10-14 Defects = Loss of 50% of Deduct 15 Defects = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Property Activities, and Review of Database to verify accuracy of information.	15%
	Maximum Utilization of Assigned Warehouse Space	90 Percent Of Available Square Footage In Any Given Building Is Utilized.			
Furniture Assets (PWS 7.2.B.2.c)	Timeliness	95% of Furniture Items Excessed By Customers Are Redeployed Or Disposed Of Within Thirty (30) Normal Duty Days Of Receipt In Warehouse.			
	Quality	All Items Delivered To Customers Are Clean And Operational.			
		No Loss Or Damage To Property.			

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Property Services					
IDIQ					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Execute Task Order Requirements for Fuel Support, Retail Store, Purchases over the Credit Card threshold, Flight Hardware Dedicated Support, Packaging and Crating Dedicated Support (PWS 7.2.A.6.a.(1), 7.2.A.6.a. (3), 7.2.A.6.a.(4), 7.2.A.6.a.(5), and 7.2.B.3)	Timeliness	Work Is Started And Completed On Schedule.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	50 %
	Quality	Work Meets All Specification Requirements In The Job Package As To Materials And Workmanship.	0 Incidents <u>Percent Deducted</u> 1 Defect = Loss of 100% of deduct Evaluated for each IDIQ.	Work Order System, Contractor Reports, and Customer Comments	50%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Property Services					
IDIQ					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Customer Comments, Work Order system, FHSRS, PDTS system, and Periodic Inspections	Timeliness	Meet The Established Delivery Date (Between The MSFC Customer And The Contractor).	4 Incidents <u>Percent Deducted</u> 5 Defects = Loss of 30% of deduct 6 Defects = Loss of 65% of deduct 7 Defects = Loss of 100% of deduct		40%
		MSFC Safety And Mission Assurance Office (S&MA) Inspection Items: Three (3) Normal Duty Days After Receipt, Deliver To S&MA For Inspection (Building 4705).			
		Two (2) Normal Duty Days After Acceptance From MSFC S&MA Issue To Customer Or Warehouse.			
		Issue Parts, Materials, Or Hardware From Warehouse One (1) Day After Customer Request.			
	Quality	All Flight Hardware Actions IAW, NPG 4100.1, MWI 4530.1, And NPG 6200.1.	4 Incidents <u>Percent Deducted</u> 5 Defects = Loss of 30% of deduct 6 Defects = Loss of 65% of deduct 7 Defects = Loss of 100% of deduct	Customer Comments, Work Order system, FHSRS, PDTS system, and Periodic Inspections	50%
		Work Meets All Specification Requirements In The Job Package.			
	Maintain FHSRS Database	98 Percent System Availability And Data Accuracy.	3 Incidents <u>Percent Deducted</u> 4 Defects = Loss of 30% of deduct 5 Defects = Loss of 65% of deduct 6 Defects = Loss of 100% of deduct	Customer Comments, FHSRS, and Periodic Inspections	10%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Move Services					
FFP					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Move					10%
Perform Customer Requested People Moves (PWS 8.2.A.1.a)	Timeliness and Quality	Complete All Moves On The Daily Agreed To Schedule Up To 7 People Per Day With No Damage Or Loss To Furniture Or Property During Moves.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Move Activities, and Review of Database to verify accuracy of information.	55%
Perform Customer Requested Special Event Moves (PWS 8.2.1.b)	Timeliness and Quality	Start And Complete All Work On Agreed To Schedule With No Loss Or Damage To Property During Event Set Up Or Take Down. All Furniture Items Delivered And Set Up For Events Are Clean And Operational.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Move Activities, and Review of Database to verify accuracy of information.	30%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Move Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Perform Customer Requested Property Moves (PWS 8.2.A.1.c)	Timeliness and Quality	Complete Move Within Two (2) Normal Duty Days After Receipt Of Customer's Request With No Damage Or Loss Of Property During Moves.	2 Incidents <u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 50% of Deduct 4 Defect s= Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Move Activities, and Review of Database to verify accuracy of information.	15%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Move Services

IDIQ

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Provide People, Special Event, and Property Move Support Beyond FFP Scope (PWS 8.2.B.1)	Timeliness Quality	Start And Complete All Work On Agreed To Schedule And Meet All Specification Requirements In The Job Package With No Loss Or Damage To Property During Moves. All Furniture Items Delivered And Set Up For Special Events Are Clean And Operational.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct Evaluated for each IDIQ.	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Move Activities, and Review of Database to verify accuracy of information.	100%

ATTACHMENT 3

PERFORMANCE REQUIREMENTS SUMMARY

Function: Disposal Services

FFP

Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Disposal					5%
Perform Disposal Operations (PWS 9.2.A.1.a)	Quality Timeliness	Disposal Actions Comply With CFR 41, NPG 4300.1A, And NPG 4310.1A And There Are No Unsatisfactory Major Findings Found By Audit Teams. All Property Is Disposed Of Within Sixty (60) Calendar Days Of Receipt Of Customer's Request With No Damage Or Loss To Property. Track All Disposal Actions Utilizing The NPDMS with 98% Accuracy.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct -OR- 4 Incidents <u>Percent Deducted for Defect Rate</u> 5-9 Defects = Loss of 30% of Deduct 10-14 Defects = Loss of 50% of Deduct 15 Defects = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Disposal Activities, and Review of Database to verify accuracy of information.	15%
Pickup and Deliver Excess Property to Disposal Warehouse (PWS 9.2.1.b, 9.2.1.c, 9.2.1.j, 9.2.1.k, 9.2.1.l, and 9.2.1.m)	Timeliness Quality	Items Are Picked Up And Delivered Within Ten (10) Normal Duty Days Of Customer's Request. Receive User Signature For All Excess Controlled Equipment Items Picked Up And Leave Customer Hand Receipts For All Excess Items Picked Up.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Disposal Activities, and Review of Database to verify accuracy of information.	40%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Disposal Services					
FFP					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Receive, Store and Document Excess Property (PWS 9.2.1.g and 9.2.1.h)	Timeliness Quality	Property Is Received, Stored And Warehoused Within Two (2) Normal Duty Days Of Receipt At The Warehouse In A Safe Manner That Is Easily Accessible For Visual Reutilization Screening. Obtain Signature And Date On Pickup Document Acknowledging Receipt Of Items In Disposal Warehouse.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Disposal Activities, and Review of Database to verify accuracy of information	15%

ATTACHMENT 3

<u>PERFORMANCE REQUIREMENTS SUMMARY</u>					
Function: Disposal Services					
FFP					
Work Requirement	Performance Measure	Performance Standards	Maximum Allowable Defect Rate	Method of Surveillance	Weight
Perform Property Screening (PWS 9.2.A.1.d, 9.2.A.1.e, and 9.2.A.1.f)	Timeliness Quality	NPDMS And Other Government Databases Are Screened Within Two (2) Normal Duty Days Of Customer's Request For Reutilization And Items Located Are Deliver To Customer Within Ten (10) Normal Duty Days Of Customer's Acceptance Of The Item. Signed Customer Hand Receipt For Items Returned To The Center For Reutilization.	2 Incidents for failure of reutilization screening/delivery <u>Percent Deducted for Defect Rate</u> 3 Defect = Loss of 50% of Deduct 4 Defect = Loss of 100% of Deduct - OR - 0 Incidents for failure to obtain hand receipt <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Disposal Activities, and Review of Database to verify accuracy of information	5%
Schedule Property Sales, and Provide Sales Support (PWS 9.2.A.1.i)	Quality Timeliness	At Least Eighteen (18) Sales Per Year And Published In The Center Media Two (2) Weeks Prior To The Scheduled Sale Date. Items Reported For Sale Are Staged, Lotted, And Inventoried To Meet Scheduled Sales Date And Items Available On The Date Of Sale.	0 Incidents <u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of Deduct	Contractor Reports, Customer Feedback, General Observation, Periodic Inspections, Monitoring Disposal Activities, and Review of Database to verify accuracy of information	25%

Attachment 4
Draft Award-Term Plan
Logistics Services

DRAFT AWARD TERM PLAN
FOR
LOGISTICS SERVICES
NASA Delivery Order H-_____ with _____
Under GSA Contract _____

APPROVED BY:

Steven P. Beale
Procurement Officer

Date

Attachment 4
Draft Award-Term Plan
Logistics Services

**DRAFT AWARD TERM PLAN
FOR
LOGISTICS SERVICES**
NASA Delivery Order H-_____ with _____
Under GSA Contract _____

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Attachment 11
Draft Award-Term Plan
Logistics Services

I. Introduction

1. This plan covers the administration of the award term provisions (Clause 22, Award Term) of the Marshall Space Flight Center Logistics Services Order H-_____ with _____, dated _____ under GSA Contract _____. The order was awarded in accordance with the provisions of RFQ No. 8-1-1-A4-00155.
2. The following matters, among others, are covered in the order:
 - a. The contractor is required to provide logistics services at the Marshall Space Flight Center. Services are predominantly provided on site with some near-site (within a 50-mile radius) requirements.
 - b. The term of the order core period is 3 years plus 2 one-year options.. Additional periods extend the order through 3 additional years.
 - c. The available award term periods are shown in Attachment III-A. The award term earned will be determined by the Award Term Determination Official (ATDO) in accordance with this plan.
 - d. NASA may unilaterally change the matters in this plan, as covered in Part V and not otherwise requiring mutual agreement under the order, provided the contractor receives notice of the changes prior to the beginning of the evaluation period to which the changes apply.

II. Organizational Structure for Award Term Administration

The following organizational structure is established for administering the award term provisions of the order.

1. **Award Term Determination Official (ATDO)**
 - a. The ATDO is the Associate Center Director.
 - b. Primary ATDO responsibilities are as follows:
 - (1) Determine the evaluation rating and award term earned for each evaluation period as addressed in Part IV. The annual evaluation will be comprised of two successive 6-month "interim" evaluations, which will be averaged to obtain the "final" annual score.
 - (2) Changing the matters covered in this plan as addressed in Part V.

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2. Performance Evaluation Board (PEB)

a. The Chair of the PEB is the Procurement Officer or alternate. Other voting members include the Chief Financial Officer or alternate, the Director of Center Operations Directorate or alternate, the Director, Safety and Mission Assurance Office or alternate and the Manager, Logistics Services Department or alternate. Other voting members may be appointed by the PEB chair from MSFC Program and Staff Offices and Directorates, as appropriate.

b. The following non-voting members shall assist the PEB in performing its functions:

Technical Coordinator is the Contracting Officer's Technical Representative (COTR).

Contracting Officer (CO).

Secretary is the Alternate COTR.

c. Primary responsibilities of the PEB are:

(1) Conducting semiannual evaluations of contractor performance and submitting a Performance Evaluation Board Report (PEBR) covering the PEB's findings and recommendations for each "interim" evaluation period, as addressed in Part IV.

(2) Recommending changes to the Award Term Plan (ATP) that the PEB determines appropriate for adoption by the ATDO, as addressed in Part V.

3. Performance Monitors

a. A Performance Monitor (PM) will be assigned to each performance area covered by the PWS. The assignment will be made by the COTR as addressed in Part IV.

b. Each PM will be responsible for complying with the General Instructions for Performance Monitors, Attachment IV-B, and any specific instructions of the COTR or PEB Chair, as addressed in Part IV. Primary PM responsibilities are:

(1) Monitoring, evaluating, and assessing contractor performance in assigned functional areas.

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- (2) Preparing a Performance Monitor Report (PMR) for their assigned functional area that serves as the basis for preparation of a single comprehensive PMR by the COTR for the PEB, or others as appropriate.
- (3) Recommending appropriate changes to this plan for consideration, as addressed in Part V.

III. Evaluation Requirements

The applicable evaluation requirements are attached as indicated below.

<u>Requirement</u>	<u>Attachment</u>
Evaluation Periods and Available Award Term Periods.....	III-A
Grading Table.....	III-B
Performance Categories and Evaluation Criteria	III-C
Performance Requirements Summary.....	Included in Delivery Order
Quality Assurance Plan	Provided separately

IV. Method For Determining Award Term

The PEB will recommend the evaluation rating for each 6-month "interim" evaluation period, and the ATDO will determine the award term earned at the end of each order year. The method to be followed in monitoring, evaluating, and assessing contractor performance during the period, as well as for determining the award term earned, is described below. Attachment IV-A summarizes the principle actions and schedules involved. If the Contractor has any major breach of safety or security as defined in Clause 33 of the order, the score will be zero for the yearly evaluation period.

1. The COTR will designate Performance Monitors to oversee performance in each of the functional areas reflected in the PWS. Monitors will be selected on the basis of their expertise relative to functional area emphasis. Performance Monitors will obtain performance information for their functional area based on the surveillance method detailed in the Performance Requirements Summary. The COTR may change monitor assignments at any time without ad-

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vance notice to the contractor. The COTR will notify the contractor promptly of all such monitor assignments and changes.

2. The COTR will ensure that each monitor receives the following:
 - a. A copy of this plan and any changes made in accordance with Part V.
 - b. Appropriate orientation and guidance.
 - c. Specific instructions applicable to the monitor's assigned performance area.
3. Performance Monitors will evaluate and assess contractor performance and discuss the results with the contractor management, in accordance with Attachment IV-B, entitled General Instructions for Performance Monitors, and any specific instructions and guidance furnished by the COTR. Regularly scheduled monthly meetings will be conducted between appropriate Government oversight personnel and contractor management personnel in order to discuss all significant aspects of order performance. These discussions will address strong and weak points, significant issues, problems and concerns, and any other matters deemed pertinent to effective order performance.
4. Performance Monitors will prepare and submit formal semi-annual Performance Monitor Reports (PMR's) to the COTR in accordance with Attachment IV-B. These reports will address and fully substantiate strong and weak points and all significant issues, problems, and concerns that should be brought to the attention of the PEB.
5. The COTR will consider the input reflected in the PMR's and compile a single PMR that addresses technical performance and technical management to be presented to the PEB. This report will also reflect the COTR's personal perspective based on contractor input, personal observations, and dialogue with appropriate Government and contractor personnel.
6. The contractor shall also prepare and submit a written 6-month self-evaluation that addresses perceived strengths and weaknesses, significant issues, accomplishments, problems, and concerns applicable to the period being evaluated. The self-evaluation shall be limited to 25 pages.
7. After the end of each "interim" evaluation period, the PEB will meet to consider all the performance information provided by the COTR. The PEB Chair shall determine whether enough voting members are present to constitute a quorum. At the beginning of the PEB meeting the Contractor will be allowed

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- a period of time to address its performance during the evaluation period under consideration. The PEB may ask questions to clarify any relevant issues with the Contractor. The Contractor will then be excused from the meeting. The COTR will present to the PEB relevant details of their reports as appropriate. Performance Monitors and other Government personnel, as appropriate, will attend the meeting and provide any necessary details of the Contractor's performance. After the PEB decides that they have sufficient information, all participants except the PEB, the COTR, and the CO shall be excused from the meeting. The PEB will then determine the score and adjective ratings for the two performance evaluation factors detailed in Attachment III-C and any designated emphasis areas. For evaluation periods for which an award term is available, the PEB will consider the performance score from the preceding "interim" evaluation period along with the score for the current "interim" period to develop a rating for the order year. The PEB will summarize its preliminary findings and recommendations for coverage in the Performance Evaluation Board Report (PEBR).
8. The PEB Chair, COTR, and CO will then meet with the contractor to discuss the PEB's preliminary findings and recommendations. As requested by the PEB Chair, the PEB, Performance Monitors, and other personnel involved in performance evaluation will attend the meeting and participate in discussions. At this meeting, the contractor will be given an opportunity to represent itself and dialog on its behalf. After meeting with the contractor, the PEB will consider the contractor's input and finalize its findings and recommendations for the PEBR.
 10. The COTR will prepare the PEBR package for the "interim" evaluation period for approval of the PEB chair. The COTR will forward the original PEBR to the CO for the official file. For evaluation periods for which an award term is available, the COTR will submit the original PEBR and a copy of the PEBR for the preceding "interim" evaluation period to the ATDO for use in determining the award term earned. The reports will include an adjectival rating and a recommended performance score with supporting documentation. The contractor will be notified of the PEB evaluation and recommended rating and score for each "interim" evaluation period. The contractor may provide additional information for consideration by the ATDO for award term evaluation periods. When submitting the PEBR's, the COTR will inform the ATDO as to whether the contractor desires to present any matters to the ATDO prior to award term determination.
 11. The ATDO will consider the PEBR and discuss it with the PEB Chair and other personnel, as appropriate.

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12. The ATDO will consider the recommendations of the PEB, any information provided by the contractor, and other pertinent information in determining whether the award term will be earned for the period. The ATDO's determination of award term earned and the basis for this determination will be stated in the Award Term Determination Letter (ATDL).
13. The Contractor will be notified by the Contracting Officer (CO) of the ATDO's determination.

V. Changes in Plan Coverage

1. Right to Make Unilateral Changes

Any matters covered in this plan not otherwise requiring mutual agreement under the order, may be changed unilaterally by NASA Marshall Space Flight Center prior to the beginning of an evaluation period by timely notice to the contractor in writing. The changes, including designating emphasis areas, will be made without formal modification of the order.

2. Steps to Change Plan Coverage

The following is a summary of the principal actions involved in changing plan coverage.

<u>Actions</u>	<u>(Schedule)</u>
COTR drafts proposed change.....	Ongoing
COTR submits recommended changes..... through the CO to the ATDO	Prior to end of current evaluation period
ATDO notifies contractor through the CO of changes	Prior to the start of the applicable evaluation period

3. Method for Changing Plan Coverage

The method to be followed for changing the plan coverage is described below:

- a. Personnel involved in the administration of the award term provisions of the order are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels or improving the award term determination process. Rec-

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ommended changes should be sent to the COTR for consideration and drafting.

- b. Prior to the end of each evaluation period, the COTR will submit recommended changes, if any, applicable to the next evaluation period for approval by the ATDO with appropriate comments and justification.
- c. Prior to the beginning of each evaluation period, the CO will notify the contractor in writing of any changes to be applied during the next period. If the contractor is not provided with this notification, or if the notification is not provided before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period.
- d. This plan may be changed at any time during the evaluation period, provided that (1) the Government submits the changes to the contractor in writing and (2) the contractor agrees in writing to accept the changes. Both the Government and the contractor shall agree on the date that the changes will be effective, and from that date forward the revised plan will be in effect.

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ATTACHMENT III-A TO ATP FOR

NASA Delivery Order H-_____ with _____
Under GSA Contract _____

**EVALUATION PERIODS AND
AVAILABLE AWARD TERM PERIODS**

Evaluation Period	Performance Required for Award Term	Available Award Term
Year 1	n/a	n/a
Year 2	Very Good or Excellent (81 - 100)	7 months
Year 3	Very Good or Excellent (81 - 100)	7 months
Year 4	Excellent (91 -100)	7 months
Year 5	Excellent (91 -100)	7 months
Year 6	Excellent (91 -100)	8 months

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ATTACHMENT III-B TO ATP FOR

NASA Delivery Order H-_____ with _____
Under GSA Contract _____

GRADING TABLE

The following grading table is to be used for this order. The overall evaluation rating is calculated by applying the numerical scores from each performance category and weighting them appropriately as identified in Attachment III-C, "Performance Categories and Evaluation Criteria." The table below lists the adjectival ratings with their corresponding evaluation rating ranges.

Adjectival Rating	Range of Evaluation Rating	Description
Excellent	(91-100)	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	(81-90)	Very effective performance, fully responsive to order; order requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	(71-80)	Effective performance; fully responsive to order requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	(61-70)	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	(less than 61)	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas, which adversely affect overall performance.

In addition, any major breach of safety or security as defined in Clause 33 will result in a score of zero for the yearly evaluation period.

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ATTACHMENT III-C TO ATP FOR

NASA Delivery Order H-_____ with _____
Under GSA Contract _____

PERFORMANCE CATEGORIES

The performance categories to be evaluated are identified below. The evaluation criteria for each performance category are contained in Attachment III-C1 .

Performance Category	Evaluation Weight
Technical Performance	60
- Environmental Services	
- Mail Services	
- Equipment Maintenance & Repair Services	
- Motor Pool Services	
- Property Services	
- Move Services	
- Disposal Services	
- Food Services	
- Number of breakthrough innovations implemented	
- Safety- Compliance to MSFC and regulatory requirements. Lost time incident rating	

Performance Category	Evaluation Weight
Program Management	40
- Program Management and Control	
- Quality Management Program	
- Business Management	
- Socioeconomic Goals	
- Work Control System	

Special Emphasis

As determined by the Government, areas requiring special attention may be designated as emphasis areas and may be assigned a portion of the above evaluation weights for special evaluation periods. This portion of the evaluation weight will be evaluated based on performance in the designated emphasis area.

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ATTACHMENT III-C1 TO ATP FOR
NASA Delivery Order H-_____ with _____
Under GSA Contract _____

EVALUATION CRITERIA FOR PERFORMANCE
Factor No. 1 Technical Performance
Factor Weight 60

Description of Factor: The Technical Performance factor is used to reflect the accomplishment achieved by the contractor in the functional areas addressed in the Statement of Work (SOW).

Basis or Standard for Measuring Performance: The effectiveness of the Contractor's overall technical performance will be evaluated. All areas that are addressed in the SOW will be evaluated in obtaining an overall technical performance rating for the contractor. Performance evaluations will be based on the metrics provided in the Performance Requirements Summary (PRS), which is separately attached. On the basis of these metrics, as well as any relevant positive or negative assessments provided by the PM's, a numerical score and the associated adjective rating will be determined for each functional area of the SOW. (See Attachment III-B, Grading Table.) These scores will be totaled and weighted to develop the overall recommended score and adjective rating for technical performance. The PEB will consider this recommendation, along with any other pertinent performance factors, to derive a final performance score and rating.

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ATTACHMENT III-C1 TO ATP FOR
NASA Delivery Order H-____ with _____
Under GSA Contract _____

EVALUATION CRITERIA FOR PERFORMANCE
Factor No. 2 Program Management
Factor Weight 40

Description of Factor: The Program Management factor is used to reflect the management accomplished in support of the Technical and Business areas of the order.

Basis or Standard for Measuring Performance: The effectiveness of the contractor's overall management will be evaluated on the basis of the Performance Requirements Summary, which is separately attached. The effectiveness and amount of innovation enacted by the contractor's implementation. Innovation is based upon business case/return on investment analysis. Effectiveness is measured. Innovations are documented per MSFC procedures. PM's will consider any other actions that significantly contribute to or detract from effective management.

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ATTACHMENT IV-A TO ATP FOR
NASA Delivery Order H-_____ with _____
Under GSA Contract _____

ACTIONS AND SCHEDULES FOR AWARD TERM DETERMINATIONS

<u>Action</u>	<u>Schedule</u> <u>(Calendar Days)</u>
1. PEB Chair and members appointed.....	Prior to order start
2. COTR appoints PM's and informs Contractor	Prior to order start
3. PM's receive orientation and guidance	Prior to order start
4. Coordinators and PM's assess performance	Ongoing and discuss results with Contractor
5. Contractor submits self-assessment report to.....	NLT 15 days after end of both Technical and Business Coordinators each evaluation period
6. PM's submit individual Performance Monitor.....	NLT 18 days after end of Reports (PMRs) to Technical Coordinator each evaluation period
7. Time added to order based on	NLT 60 days after end of contractor quality and cost performance each award term period

The PEB will establish lists of subsidiary actions and schedules as necessary to meet the above schedule.

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ATTACHMENT IV-B TO ATP FOR
NASA Delivery Order H-_____ with _____
Under GSA Contract _____

GENERAL INSTRUCTIONS FOR PERFORMANCE MONITORS

1. Monitoring and Assessing Performance

- a. Performance Monitors will prepare outlines of their assessment plans based on the PRS and discuss them with appropriate contractor management to assure complete understanding of the evaluation and assessment process, including the relative importance of each metric.
- b. Performance Monitors will plan and carry out on-site assessment visits.
- c. Performance monitors will provide appropriate guidance to Government personnel to facilitate performance-based contracting.
- d. Performance Monitors will conduct all assessments in an open, objective, and cooperative spirit so that a fair and accurate evaluation is obtained. This will ensure that the contractor receives accurate and complete information from which to plan improvements in performance. Positive performance accomplishments should be emphasized just as thoroughly as deficiencies.
- e. Performance Monitors will discuss assessments with contractor management noting any observed accomplishments and deficiencies. This affords the contractor an opportunity to clarify possible misunderstandings regarding areas of poor performance and to correct or resolve deficiencies.
- f. Performance Monitors must remember that contacts and visits with contractor personnel are to be accomplished within the context of official contractual relationships. Monitors will avoid any activity or association that might cause, or give the appearance of, a conflict of interest.
- g. Performance Monitor discussions with contractor personnel are not to be used as an attempt to instruct, to direct, to supervise, or to control these personnel in the performance of the order. The role of each task area monitor is to monitor, assess, and evaluate – the Performance Monitor shall not manage the contractor's effort.

2. Documenting Contractor Evaluation and Assessment

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Evaluations and assessments conducted and discussions with contractor personnel shall be documented as follows:

- a. Performance Monitors will maintain accurate records reflecting the substance of their significant interactions with contractor personnel. This will be extremely important in the event of any possible misunderstandings.
- b. Minutes of regularly scheduled monthly meetings will be prepared by the PEB secretary and maintained by the CO as part of the official file.

3. Performance Evaluation Reports

- a. Performance Monitors must remain fully cognizant of the minimum requirements for acceptable performance as addressed in the Performance Requirements Summary. Furthermore, Performance Monitors must ensure that these requirements are understood by any other Government point of contact (POC) who provides input to the PM concerning contractor performance. The PM and POC shall maintain a working familiarity with the grading table as reflected in Attachment III-C, for it is critical that the adjective ratings and grades be assigned in strict accordance with corresponding descriptions.
- b. Performance Monitors shall provide informal monthly performance evaluations to the COTR for compilation. Submissions to the COTR shall be in the current version of MS Word for Windows format. The COTR will forward the compiled report to all PM's as the basis of monthly performance discussion with the contractor.
- c. Notification of deficiencies and weaknesses shall be made as soon as possible after identification of the deficiency so that corrective action may be taken.
- d. Performance Monitors shall prepare formal semi-annual Performance Monitor Reports (PMR's) and submit them to the technical coordinator for review and consolidation into a single PMR for the PEB. Performance Monitor Reports shall include an evaluation for each function contained within the PM's functional area. Evaluation of any areas included in the PWS or any IDIQ tasks that are not explicitly covered by an existing performance requirement may be evaluated by an individual write up on the event. Individual events that are covered by an existing performance requirement may also be written up separately if the significance of

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the event warrants it. Applicable strong and weak points, significant issues, accomplishments, problems, concerns, and any other appropriate matters will be addressed. This report will in turn be summarized and presented at the functional area level along with a recommended overall adjective rating and grade.



ATTACHMENT 5

**SERVICE CONTRACT ACT
WAGE DETERMINATION REQUIREMENTS
WD NO.: 1994-2008 Revision 17
(Covers all occupations not covered by Collective Bargaining Agreements)
(applicable to all Statement of Work Sections)
Pages 5-2 through 5-12**

**SERVICE CONTRACT ACT-4(c)
WD No.: 1983-0504 Revision 27
(Covers all occupations under the Collective Bargaining Agreements)
Page 5-13**

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

ORIGINAL SIGNED BY:
William W. Gross Division of
Director Wage Determinations

Wage Determination No.: 1994-2008
Revision No.: 17
Date Of Last Revision: 01/28/2002

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

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

OCCUPATION TITLE **MINIMUM WAGE RATE**

Administrative Support and Clerical Occupations

Accounting Clerk I	8.76
Accounting Clerk II	10.55
Accounting Clerk III	13.41
Accounting Clerk IV	16.77
Court Reporter	13.58
Dispatcher, Motor Vehicle	14.03
Document Preparation Clerk	12.18
Duplicating Machine Operator	12.18
Film/Tape Librarian	10.72
General Clerk I	8.65
General Clerk II	9.73
General Clerk III	10.42
General Clerk IV	12.19
Housing Referral Assistant	16.22
Key Entry Operator I	9.37
Key Entry Operator II	11.16
Messenger (Courier)	7.39
Order Clerk I	10.22
Order Clerk II	13.88
Personnel Assistant (Employment) I	9.17
Personnel Assistant (Employment) II	12.09
Personnel Assistant (Employment) III	13.51
Personnel Assistant (Employment) IV	13.73
Production Control Clerk	16.25
Rental Clerk	10.72
Scheduler, Maintenance	11.51
Secretary I	11.51
Secretary II	13.58
Secretary III	16.22
Secretary IV	19.75
Secretary V	21.92
Service Order Dispatcher	11.89
Stenographer I	13.44

Stenographer II	15.24
Supply Technician	19.75
Survey Worker (Interviewer)	13.58
Switchboard Operator-Receptionist	8.57
Test Examiner	13.58
Test Proctor	13.58
Travel Clerk I	8.22
Travel Clerk II	8.71
Travel Clerk III	9.29
Word Processor I	11.10
Word Processor II	12.46
Word Processor III	13.93

Automatic Data Processing Occupations

Computer Data Librarian	9.81
Computer Operator I	12.14
Computer Operator II	13.55
Computer Operator III	17.17
Computer Operator IV	17.91
Computer Operator V	19.83
Computer Programmer I (1)	16.22
Computer Programmer II (1)	19.10
Computer Programmer III (1)	22.79
Computer Programmer IV (1)	27.57
Computer Systems Analyst I (1)	24.64
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.14

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	17.50
Automotive Glass Installer	15.94
Automotive Worker	15.94
Electrician, Automotive	16.73
Mobile Equipment Servicer	14.45
Motor Equipment Metal Mechanic	17.50
Motor Equipment Metal Worker	15.94
Motor Vehicle Mechanic	15.98
Motor Vehicle Mechanic Helper	12.52
Motor Vehicle Upholstery Worker	15.22
Motor Vehicle Wrecker	15.94
Painter, Automotive	15.28
Radiator Repair Specialist	15.94
Tire Repairer	12.75
Transmission Repair Specialist	17.50

Food Preparation and Service Occupations

Baker	9.96
Cook I	7.87
Cook II	8.85

Dishwasher	6.95
Food Service Worker	6.95
Meat Cutter	9.99
Waiter/Waitress	6.82

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	17.56
Furniture Handler	13.94
Furniture Refinisher	17.56
Furniture Refinisher Helper	14.41
Furniture Repairer, Minor	15.98
Upholsterer	17.56

General Services and Support Occupations

Cleaner, Vehicles	7.99
Elevator Operator	8.06
Gardener	10.22
House Keeping Aid I	7.13
House Keeping Aid II	8.62
Janitor	8.06
Laborer, Grounds Maintenance	8.44
Maid or Houseman	6.63
Pest Controller	9.09
Refuse Collector	8.44
Tractor Operator	10.19
Window Cleaner	8.24

Health Occupations

Dental Assistant	10.98
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.88
Licensed Practical Nurse I	11.17
Licensed Practical Nurse II	12.54
Licensed Practical Nurse III	14.04
Medical Assistant	9.81
Medical Laboratory Technician	12.53
Medical Record Clerk	11.28
Medical Record Technician	13.60
Nursing Assistant I	7.75
Nursing Assistant II	8.71
Nursing Assistant III	9.50
Nursing Assistant IV	10.66
Pharmacy Technician	12.24
Phlebotomist	11.28
Registered Nurse I	14.90
Registered Nurse II	18.23
Registered Nurse II, Specialist	18.23
Registered Nurse III	22.05
Registered Nurse III, Anesthetist	22.05
Registered Nurse IV	26.43

Information and Arts Occupations

Audiovisual Librarian	21.15
Exhibits Specialist I	17.77
Exhibits Specialist II	21.76
Exhibits Specialist III	26.45
Illustrator I	17.77
Illustrator II	21.76
Illustrator III	26.45
Librarian	19.27
Library Technician	14.28
Photographer I	13.01
Photographer II	15.02
Photographer III	17.99
Photographer IV	22.00
Photographer V	26.70

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	6.94
Counter Attendant	6.94
Dry Cleaner	7.29
Finisher, Flatwork, Machine	6.94
Presser, Hand	6.94
Presser, Machine, Drycleaning	6.94
Presser, Machine, Shirts	6.94
Presser, Machine, Wearing Apparel, Laundry	7.32
Sewing Machine Operator	7.64
Tailor	8.36
Washer, Machine	7.46

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	18.68
Tool and Die Maker	22.78

Material Handling and Packing Occupations

Forklift Operator	14.82
Fuel Distribution System Operator	16.43
Material Coordinator	16.25
Material Expediter	16.25
Material Handling Laborer	9.58
Order Filler	10.87
Production Line Worker (Food Processing)	11.57
Shipping Packer	10.89
Shipping/Receiving Clerk	10.51
Stock Clerk (Shelf Stocker; Store Worker II)	12.11
Store Worker I	8.93
Tools and Parts Attendant	12.44
Warehouse Specialist	11.57

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	18.38
Aircraft Mechanic Helper	14.41
Aircraft Quality Control Inspector	20.21
Aircraft Servicer	15.98
Aircraft Worker	16.75
Appliance Mechanic	17.56
Bicycle Repairer	14.66
Cable Splicer	18.38
Carpenter, Maintenance	17.56
Carpet Layer	16.75
Electrician, Maintenance	20.61
Electronics Technician, Maintenance I	14.82
Electronics Technician, Maintenance II	25.55
Electronics Technician, Maintenance III	26.62
Fabric Worker	15.98
Fire Alarm System Mechanic	18.38
Fire Extinguisher Repairer	15.72
Fuel Distribution System Mechanic	18.38
General Maintenance Worker	16.43
Heating, Refrigeration and Air Conditioning Mechanic	18.38
Heavy Equipment Mechanic	18.38
Heavy Equipment Operator	17.87
Instrument Mechanic	18.38
Laborer	8.89
Locksmith	17.56
Machinery Maintenance Mechanic	20.72
Machinist, Maintenance	16.92
Maintenance Trades Helper	14.41
Millwright	18.38
Office Appliance Repairer	17.56
Painter, Aircraft	17.56
Painter, Maintenance	17.56
Pipefitter, Maintenance	18.38
Plumber, Maintenance	17.56
Pneudraulic Systems Mechanic	18.38
Rigger	18.38
Scale Mechanic	16.75
Sheet-Metal Worker, Maintenance	18.38
Small Engine Mechanic	16.75
Telecommunication Mechanic I	18.38
Telecommunication Mechanic II	20.21
Telephone Lineman	18.38
Welder, Combination, Maintenance	18.38
Well Driller	18.38
Woodcraft Worker	18.38
Woodworker	16.43

Miscellaneous Occupations

Animal Caretaker	7.19
Carnival Equipment Operator	7.70

Carnival Equipment Repairer	8.09
Carnival Worker	6.38
Cashier	6.50
Desk Clerk	6.90
Embalmer	18.01
Lifeguard	9.46
Mortician	17.26
Park Attendant (Aide)	10.21
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.87
Recreation Specialist	11.14
Recycling Worker	10.10
Sales Clerk	8.87
School Crossing Guard (Crosswalk Attendant)	7.12
Sport Official	8.87
Survey Party Chief (Chief of Party)	12.11
Surveying Aide	7.45
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	10.21
Swimming Pool Operator	9.72
Vending Machine Attendant	8.48
Vending Machine Repairer	9.72
Vending Machine Repairer Helper	8.48
Personal Needs Occupations	
Child Care Attendant	6.95
Child Care Center Clerk	8.68
Chore Aid	6.82
Homemaker	11.01
Plant and System Operation Occupations	
Boiler Tender	18.86
Sewage Plant Operator	17.56
Stationary Engineer	18.86
Ventilation Equipment Tender	14.41
Water Treatment Plant Operator	17.56
Protective Service Occupations	
Alarm Monitor	11.60
Corrections Officer	12.80
Court Security Officer	10.88
Detention Officer	12.80
Firefighter	9.62
Guard I	8.73
Guard II	12.11
Police Officer	15.64
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	13.48
Hatch Tender	13.48
Line Handler	13.68

Stevedore I	11.66
Stevedore II	14.13

Technical Occupations

Air Traffic Control Specialist, Center (2)	28.33
Air Traffic Control Specialist, Station (2)	19.54
Air Traffic Control Specialist, Terminal (2)	21.51
Archeological Technician I	15.69
Archeological Technician II	17.56
Archeological Technician III	21.76
Cartographic Technician	22.32
Civil Engineering Technician	20.75
Computer Based Training (CBT) Specialist/ Instructor	24.00
Drafter I	13.99
Drafter II	15.69
Drafter III	17.77
Drafter IV	21.76
Engineering Technician I	12.79
Engineering Technician II	15.89
Engineering Technician III	19.09
Engineering Technician IV	26.34
Engineering Technician V	30.74
Engineering Technician VI	37.17
Environmental Technician	16.67
Flight Simulator/Instructor (Pilot)	26.49
Graphic Artist	19.39
Instructor	19.27
Laboratory Technician	14.09
Mathematical Technician	21.61
Paralegal/Legal Assistant I	13.59
Paralegal/Legal Assistant II	17.18
Paralegal/Legal Assistant III	20.96
Paralegal/Legal Assistant IV	25.37
Photooptics Technician	19.16
Technical Writer	23.07
Unexploded (UXO) Safety Escort	19.14
Unexploded (UXO) Sweep Personnel	19.14
Unexploded Ordnance (UXO) Technician I	19.14
Unexploded Ordnance (UXO) Technician II	23.15
Unexploded Ordnance (UXO) Technician III	27.74
Weather Observer, Combined Upper Air and Surface Programs (3)	16.72
Weather Observer, Senior (3)	17.08
Weather Observer, Upper Air (3)	16.72

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	12.67
Parking and Lot Attendant	8.18
Shuttle Bus Driver	11.97
Taxi Driver	9.91
Truckdriver, Heavy Truck	14.71
Truckdriver, Light Truck	11.97

Truckdriver, Medium Truck	13.56
Truckdriver, Tractor-Trailer	15.01

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

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 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

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) **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) **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 on sensitive ordnance, explosives and incendiary materials. All operations involving regarding 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.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the

"Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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.

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

ORIGINAL SIGNED BY: | Wage Determination No.: 1983-0504
William W. Gross | Division of | Revision No.: 27
Director | Wage determinations | Date of Last Revision: 09/19/2002

State: Alabama

Area: Alabama County of Madison

Employed on NASA Contracts for Logistics Services for the George C. Marshall Space Flight Center, AL

Collective Bargaining Agreement between Cortez III Service Corporation and International Union of Electronic, Electrical, Salaried, Machine and Furniture Workers, AFL-CIO, Local 783, effective June 1, 1999 through May 31, 2003.

Collective Bargain Agreement between Cortez III Service Corporation, LESCO, Inc., and Communications Workers of America, AFL-CIO, Local 3905, effective September 1, 2000 through June 30, 2003.

Collective Bargaining Agreement between Southern Food Service Management, Inc. and Hotel Employees and Restaurant Employees Union, Local 719, effective March 1, 2001 through February 28, 2004.

Collective Bargaining Agreement between EG&G Technical Services and International Union of Operating Engineers Local 320 effective June 1, 2001 and May 31, 2004.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement(s).

ATTACHMENT 6

**SMALL BUSINESS SUBCONTRACTING PLAN
(To Be Submitted by Contractor)**

ATTACHMENT 7

**SAFETY AND HEALTH PLAN
(To Be Submitted by Contractor)**

ATTACHMENT 8

TERMS AND CONDITIONS FOR OPERATIONS OF RETAIL STORE, BUILDING 4752

1. The property/premises (herein used interchangeably), consisting initially of approximately 29,260 net square feet of floor space, and described more particularly in Attachment 1 is provided to the contractor under the following terms and conditions. The square footage and services provided will be assessed and adjusted on an annual basis with the first assessment being the week of order start date and subsequent assessments in 12-month increments thereafter.
2. The Government will retain use of the overhead crane.
3. Costs for services based on number of occupants (telephone and network connections) will be determined by applying the rates established in Attachment 2 to the projected occupancy for each annual period. No adjustments will be made for fluctuations in occupancy within plus or minus 10% of the projections. For fluctuations in excess of 10% of the projections, reconciliation will be made during the next annual evaluation period. Other services, such as computer systems, will be ordered and paid for on an as needed basis with the cost pre-defined in Attachment 2.
4. At the effective date of the order, the Contractor and the Government will conduct a pre-occupation walkthrough of the property to document the pre-occupation condition. That Contractor has inspected and knows the condition of the property and accepts same on effective date of this order, and releases the Government from any obligation to make any alterations, repairs, or additions thereto, except as specifically provided in the terms and conditions of this attachment. At the expiration or termination of this order a physical survey and condition report of the premises shall be prepared by a representative of the Government and a representative of Contractor and submitted to the Government and Contractor. Said report will constitute the basis for settlement by Contractor with the Government for property under this Order shown to be lost, damaged, or destroyed; any such property to be either replaced or restored to the conditions required by term and condition hereof, or at the election of the Government, reimbursement made thereof by Contractor at the then current market value thereof.
5. Government covenants said premises are provided "as is", and hereby agrees to keep such premises in good and tenable condition and to make at Government's own expense such repairs/maintenance to any portion of said building as may be deemed necessary by the Government.
6. Contractor shall conduct an annual chemical inventory and provide the results to the Government. The first inventory shall be due within one month of the signing of this order and annually in October thereafter unless otherwise directed.
7. Contractor shall not introduce new chemicals to the site without approval from the Government and providing the proper Material Safety Data Sheets.
8. Contractor shall be fully responsible for disposal of any hazardous waste it generates. If the Government responds to a chemical spill caused by Contractor, Contractor shall be responsible for reimbursing the Government for consumable items expended and labor and material consumed by the Government for the spill response (including clean up).

9. All chemical containers shall be provided with secondary containment to minimize storm water pollution. Contractor shall comply with MWI 8550.3, Wastewater Compliance for any discharges to the Storm Sewer.
10. Contractor shall coordinate all wastewater releases to the sanitary sewer with the Government. (Normal sanitary sewage, such as from bathrooms, is excluded).
11. Contractor shall not introduce any additional combustion devices to MSFC (i.e., boilers, back up emergency generators) without the prior approval of the Government.
12. Contractor shall report its solid waste streams. Waste streams shall be identified and reported to the Government in accordance with MWI 8540.2. Contractor shall collect and dispose of all waste. Contractor shall provide recycling of paper, aluminum cans, plastic bottles, and printer toner cartridges as a minimum, and shall be responsible for any other recyclables.
13. Contractor shall fully comply with all requirements of NASA's safety programs (including but not limited to latest versions of NPD 8710.2, MPG 8715.1, and MWI 8715.9).
14. Contractor shall fully comply with the Government's employee certification program for any employees operating Government-provided equipment. All affected employees shall be certified in accordance with the requirements of MWI 3410.1. Certifications shall be maintained current and documented in the Government's CERTRAK database.
15. Parking for all Contractor employees shall be in the parking lot on the West, South and North sides of Building 4752.
16. Contractor shall provide a Program Manager/Point-of-Contact (POC) to be a single POC for information dissemination or resolution of safety issues.
17. The Government will provide Contractor with emergency medical services including first aid for occupational related injuries and illnesses at the medical center and ambulance support for patients requiring transport.
18. Contractor shall be responsible for providing industrial hygiene services as necessary to support its operations. The Government will provide industrial hygiene consultation support and will conduct annual industrial hygiene inspections.
19. The Government will provide Contractor with basic telephone (with the exception of Federal Telephone Service (FTS) long distance) and computer services to include the provision and maintenance of networks (including servers). Contractor shall provide actual desktop computers, laptops, technical workstations, and necessary peripherals. MSFC's Integrated Desktop Services (IDS) will not be provided nor available to Contractor.
20. Contractor will be allowed use of the US Post Office located in Building 4200 but shall not receive NASA contracted mail service (including "in plant" mail delivery and pick up).
21. The Government will provide Contractor with general security services to include:
 - 1) Badging
 - 2) Security advice and assistance,

- 3) Random building security inspections,
- 4) Armed response to emergencies,
- 5) Maintenance of current level of access control.
- 6) Investigations of theft/missing property,
- 7) Lock and key services.

If Contractor requires an increased level of security (e.g., dedicated security patrol, additional access control card readers, or Closed Circuit Television (CCTV), Contractor shall identify the requirements and provide funding to the Government to procure, install, and maintain the services or systems to ensure compatibility with the current Center infrastructure and security services contract on a case-by-case basis.

22. The Government at its discretion may allow Contractor to use certain property. If Contractor utilizes Government-owned property, it shall fully comply with all Government regulations regarding its use. It shall also participate in regular inventories to ensure its accountability.
23. Contractor will be allowed to use all "for fee" services offered by the NASA Exchange.
24. Subject to prior approval of the Government, Contractor shall have the right to alter or modify the premises covered by this Attachment 8. All fixtures added and improvements made in, on or to such structure by Contractor and any subsequent repair, replacement or renovation to such fixtures or improvements, shall be at its own expense. Any modification or alteration shall be subject to inspections, including a final inspection by the Government for conformance with the approval granted. All designs for modifications shall receive consent of the Government prior to implementation. All construction shall be according to design and comply with all building codes. Removable fixtures shall remain the property of Contractor and at its option may be removed there from at the expiration of the term or terms of this order. At order completion, the Contractor shall restore the building to its original condition or abandon any fixtures or improvements.
25. That, except for its associated, affiliated or successor companies, Contractor shall neither transfer nor assign the premises covered by this Attachment 8, nor sublet said premises or any part thereof, nor grant any interest, privilege, or license whatsoever in connection with same without permission in writing from the Government.
26. That the right is hereby reserved to the Government, its authorized officers, agents, and employees, to enter upon the said premises at any time for the purpose of inspection and inventory and when otherwise deemed necessary for the protection of the Government.
27. That the Government will not be responsible for damage to property or injury to or death of persons which may be incident to the use and occupancy of the said premises, or for damage to the property of Contractor, or for damage to the property or injury to or death of Contractor's officers, agents, servants, or employees, or others who may be on said premises at their invitation or the invitation of any one of them, and Contractor shall release and hold the Government harmless from any and all such claims, except to the extent such damage to property or injuries to persons are the result of the negligence or willful or wanton conduct of the Government, its officers, agents, servants, or employees.
28. That the said Contractor shall at all times exercise reasonable diligence in the protection of the premises against damage or destruction by fire and other causes.

29. That any property of the Government which is damaged or destroyed by Contractor incident to Contractor's use and/or occupation of the said property shall be promptly repaired or replaced by Contractor to the satisfaction of the Government or in lieu of such repair or replacement Contractor shall, if so required by the Government, pay to the Government money in an amount sufficient to compensate for the loss sustained by the Government by reason of said damages to or destruction of Government property.
30. That Contractor shall comply with all applicable laws, ordinances, and regulations of the state, county, and municipality, with regard to construction, sanitation, licenses, or permits to do business, and all other matters. In addition, no foreign nationals shall be allowed onsite without proper escort.
31. That Contractor shall not construct any advertising sign on the demised premises without the prior written consent of the Government.
32. a) Any dispute concerning a question of fact arising under this Attachment 8 which is not disposed of by mutual agreement shall be decided by the Associate Director, MSFC, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor. The decision of the Associate Director shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence.
- b) This term and condition No. 32 does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above; provided that nothing in this Attachment 8 shall be construed as making final the decision of any administrative official, or representative, on questions of law.
33. That the Government may, upon determination by the MSFC Director that in the interest of the national space program, the national defense, or the public welfare so requires, terminate this Attachment 8 at any time at no cost to the Government, by giving at least thirty (30) days prior written notice to Contractor. The Government may also terminate this Attachment 8 in the event Contractor violates any of the terms and conditions of this Attachment 8 and continues and persists therein for thirty (30) days after notice thereof in writing from Government, provided that, in case of such termination, reimbursement shall be paid on a pro-rata basis to date of termination. Any notice of termination by Contractor or Government will specify the effective date of termination. The Government will strive to provide 4 months notice of any intent to terminate the Attachment 8; however, regulatory requirements provide for a thirty (30) day termination notice and will be adhered to if necessary.
34. Upon expiration or termination of Attachment 8, Contractor shall vacate the premises within a reasonable time, remove the property of Contractor there from, and restore the premises to as good order and condition as that existing upon the date of commencement of the term of Attachment 8, ordinary wear and tear excepted. If Contractor shall fail or neglect to remove said property and so restore the premises, then, at the option of the Government, said property shall either become the property of the Government without compensation thereof, or the Government may cause it to be removed and the premises to be restored at the expense of Contractor.
35. The Government will furnish to Contractor, as part of the consideration for the basic reimbursement charge, all utilities and other services (including electrical energy for power

required to operate Contractor's equipment). These utilities and services include, heat, water, sewer, air conditioning, building maintenance, security service, fire prevention, and fire fighting arrangements (to the same extent as they may be available for the remainder of MSFC). Although the Government agrees to exert every reasonable effort to provide such services, in the event of an interruption, the Government assumes no liability for such interruptions nor for any added expenses that Contractor may incur in this connection. Order rates shall include utilities costs based on a past four-year average. The Government will make equitable adjustments to the rates after the first year if the metered utility costs vary significantly (10%) from the average of the past four years.

36. That, except as otherwise specifically provided, any reference herein to "Director" shall include his duly appointed successors and his authorized representatives.
37. Any notice required or permitted to be given hereunder to Contractor shall be sent postage prepaid to the following location:

Contractor POC
Address

38. Any notice required or permitted to be given hereunder to the Government will be sent postage prepaid to the following location:

George C. Marshall Space Flight Center Contracting Officer
PS30
Huntsville, AL 35812

That except for utility connections and Capital Equipment (which becomes Government Property pursuant to terms listed herein), all equipment and other property of Contractor shall be and remain personal property regardless of how attached to the order premises, and the same may be removed by Contractor at any time during the Attachment 8 or within a reasonable period after expiration or termination thereof.

SERVICE RATES

BASE YEAR A	BASE YEAR B	BASE YEAR C	OPTION 1	OPTION 2	AWARD TERMS 1/2	AWARD TERMS 2/3/4	AWARD TERMS 3/4
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FACILITY USE

BASED ON NET USABLE SQUARE FOOTAGE 28,280)

BASE COST PER SQUARE FOOT

Building 4752 \$3.85	112,651	116,594	120,675	124,899	129,270	133,794	138,477	143,324
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CELL PHONE (ANNUAL COST PER UNIT)

200 MINUTE PLAN	474	491	508	526	544	563	583	603
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DUPLICATING (COST PER COPY)

BLACK&WHITE	0.05	0.05	0.05	0.06	0.06	0.06	0.06	0.06
BLACK&WHITE EXPEDITED	0.09	0.09	0.10	0.10	0.10	0.11	0.11	0.11
COLOR	0.40	0.41	0.43	0.44	0.46	0.48	0.49	0.51
COLOR EXPEDITED	0.80	0.83	0.86	0.89	0.92	0.95	0.98	1.02
SELF SERVICE BLACK & WHITE LEASE	1908	1975	2044	2115	2189	2266	2345	2428

COMPUTER SYSTEMS (ANNUAL COST)

FILE 1	316	327	339	350	363	375	388	402
GP1 MAC	1974	2043	2115	2189	2265	2344	2427	2511
GP2 PC	1976	2045	2117	2191	2268	2347	2429	2514
GP3 MAC	2732	2828	2927	3029	3135	3245	3358	3476
GP3 PC	2268	2347	2430	2515	2603	2694	2788	2886
SE1 MAC	2072	2145	2220	2297	2378	2461	2547	2636
SE1 PC	1976	2045	2117	2191	2268	2347	2429	2514
SE1 UNIX	2839	2938	3041	3148	3258	3372	3490	3612
SE2 PC	3563	3688	3817	3950	4089	4232	4380	4533
SE2 UNIX	2911	3013	3118	3227	3340	3457	3578	3704
SE3 UNIX	4795	4963	5137	5316	5502	5695	5894	6101

PAGERS (ANNUAL PER UNIT)

NATIONWIDE ENHANCED 2 WAY	596	617	638	661	684	708	733	758
NATIONWIDE	277	287	297	307	318	329	341	352
NATIONWIDE STD 2-WAY	325	336	348	360	373	386	400	413
STATEWIDE	55	57	59	61	63	65	68	70

TELEPHONES (ANNUAL PER UNIT)

	260	269	279	288	298	309	320	331
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RADIOS (ANNUAL PER UNIT)

	140	145	150	155	161	166	172	178
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625

ATTACHMENT 2 (continued)

SERVICE RATES DESCRIPTION

FACILITY USE

Office Space - Approximately 1431 SQ. FT. (1431 X 3.85 = \$13,522)

Space including maintenance, custodial, and utilities for rooms in which desk type management, administration, or business activities are conducted. It also includes conference rooms and storage and miscellaneous space associated with office space.

Warehousing Space - Approximately 27,829 SQ. Ft. (27,829 X 3.85 = \$98,793)

Space including maintenance, custodial, and utilities for warehouse space whose primary use is storage. Includes existing ("as is" shelving):

Upright Frames – 138 (42" deep / ranging from 96" to 192" in height)

Pallet Rack Beams – 512 (ranging from 98" to 108" length)

Pallet Spaces – 692 (4' X 4')

CELL PHONE

Wireless telephone service, including roaming capabilities, to the NASA/MSFC Community.

Plan includes 200 minutes including. All minutes over 200 will be charged at the current rate incurred by the Information Services Department.

DUPLICATING

Black and White Duplicating - Basic support (provided by MSFC Central Reproduction, located in Building 4200, Room G34) which provides black and white reproduction, duplication, binding, and finishing services from hard copy. Routine duplication includes black and white, two sided, non-copyrighted material in small volumes (less than 5,000 copies), as well as automated address merging with document originals. All requests will be reproduced two-sided (duplex) unless a justification for single-sided copying is approved.

Black and White Expedited - Black and white reproduction that requires dedicated priority service and overtime to meet the customer-specified due date.

Self Service Black and White - Provides walk-up black and white copiers that are obtained through the MSFC Lanier contract based on copying requirements.

Color - Color reproduction, duplication, binding, and finishing services from hard copy.

Color Expedited - Color reproduction that requires dedicated priority service and overtime to meet the customer specified due date.

ATTACHMENT 2 (continued)
SERVICE RATES DESCRIPTION

COMPUTER

FILE 1 - Provides hosting services for file/group space per user request.

GP1 MAC - Entry level MAC, technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, LAN connectivity, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, desktop conferencing, and laptop loan pool management for the GP3 seats per user request.

GP2 PC - Mid level PC; typical IDS seat; and technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, LAN connectivity, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, desktop conferencing, and laptop loaner management for the GP3 seats.

GP3 MAC - GP3 MAC - MAC laptop, IDS remote services, technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, LAN connection, desktop conferencing, and laptop loaner pool management for the GP3 seats per user request.

GP3 PC - PC laptop, IDS remote services, technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, LAN connection, desktop conferencing, and laptop loaner pool management for the GP3 seats per user request. Also optional is the GP3 lightweight - laptop under 3.5 lbs.

SE1 MAC - High level MAC desktop/laptop, typical IDS seat, technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, LAN connectivity, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, desktop conferencing, and laptop loaner pool management for the GP3 seats.

SE1 PC - High level PC desktop/laptop, technology refresh, hardware maintenance, ODIN applications software maintenance, software technology refresh, relocations, LAN connectivity, help desk support, training, system administration support, network printing services, and file server space/support. Optional services include local backup and restore services, desktop conferencing, and laptop loan pool management for the GP3 seats.

SE1 UNIX - Entry level UNIX workstation, IDS software environment, technology refreshment, hardware maintenance, ODIN applications software maintenance, software technology refreshment, relocations network connectivity, help desk support, training, system administration, network printing services, and file server space/support.

SE2 PC - Ultra high level computer with multiprocessor capability. Includes all of the standard services entitled to GP1, GP2, GP#, and SE1 PC seats with the exception of ODIN applications software maintenance and ODIN applications software. These services are optional.

SE2 UNIX - Middle level UNIX workstation, technology refreshment, hardware maintenance, software technology refreshment, relocations, network connectivity, help desk support, training, system administration, network printing services, and file server space/support. IDS software environment is optional.

SE3 UNIX - High level UNIX workstation, technology refreshment, hardware maintenance, software technology refreshment, relocations, network connectivity, help desk support, training, system administration, network printing services, and file server space/support. IDS software environment is optional.

ATTACHMENT 2 (continued)

SERVICE RATES DESCRIPTION

PAGERS - Provides either local, statewide, or nationwide wireless paging services to the NASA/MSFC Community and MAF.

Nationwide Enhanced 2-Way - Alpha/numeric display, major metropolitan area coverage; ability to originate/respond to text messages from pager, date and time stamp; selective deletion of messages; ability to answer page from pager keyboard; ability to send/receive messages via internet e-mail; storage of messages when out of coverage area and delivery of them upon return; and 24 X 7 customer service line.

Nationwide - Numeric display; 10 number memory storage; major metropolitan area coverage; selectable alert; date and time stamp; selective deletion of messages; voice messaging; memory retention; and 24 X 7 customer service line.

Nationwide Standard 2-Way - Alpha/numeric display; 10 number memory storage; nationwide major metropolitan coverage; selectable alert; selective deletion of messages; voice messaging; storage of messages when out of coverage area and delivery of them upon return; ability to send/receive any one of 13 pre-programmed, selectable messages via e-mail; and 24 X 7 customer service line.

Statewide - Numeric display; 10 number memory storage; statewide coverage; selectable alert (tone or vibrate); date and time stamp; selective deletion of messages; memory retention; and 24 X 7 customer service line.

TELEPHONE - Provides infrastructure telephone services to the NASA/MSFC Community. Maintains a PABX switch for MSFC.

This support also provides Basic telephone services to the NASA/MSFC Community. This service includes providing an instrument and maintenance support services. This service also includes FTS.

RADIOS - Provides a Standard MSFC Radio with access to MSFC Talk Groups.

Features: Frequency Reuse

14 Talk Groups

Establish new MSFC Talk Groups

Approx 250 Talk Groups available

Talk Group Examples: Test Stand, Security, Safety, Taxi, etc.

Desktop Charger

Radios MUST be obtained from MSFC ISD to eliminate possibility of interference/interruption of MSFC band frequency.



ATTACHMENT 9

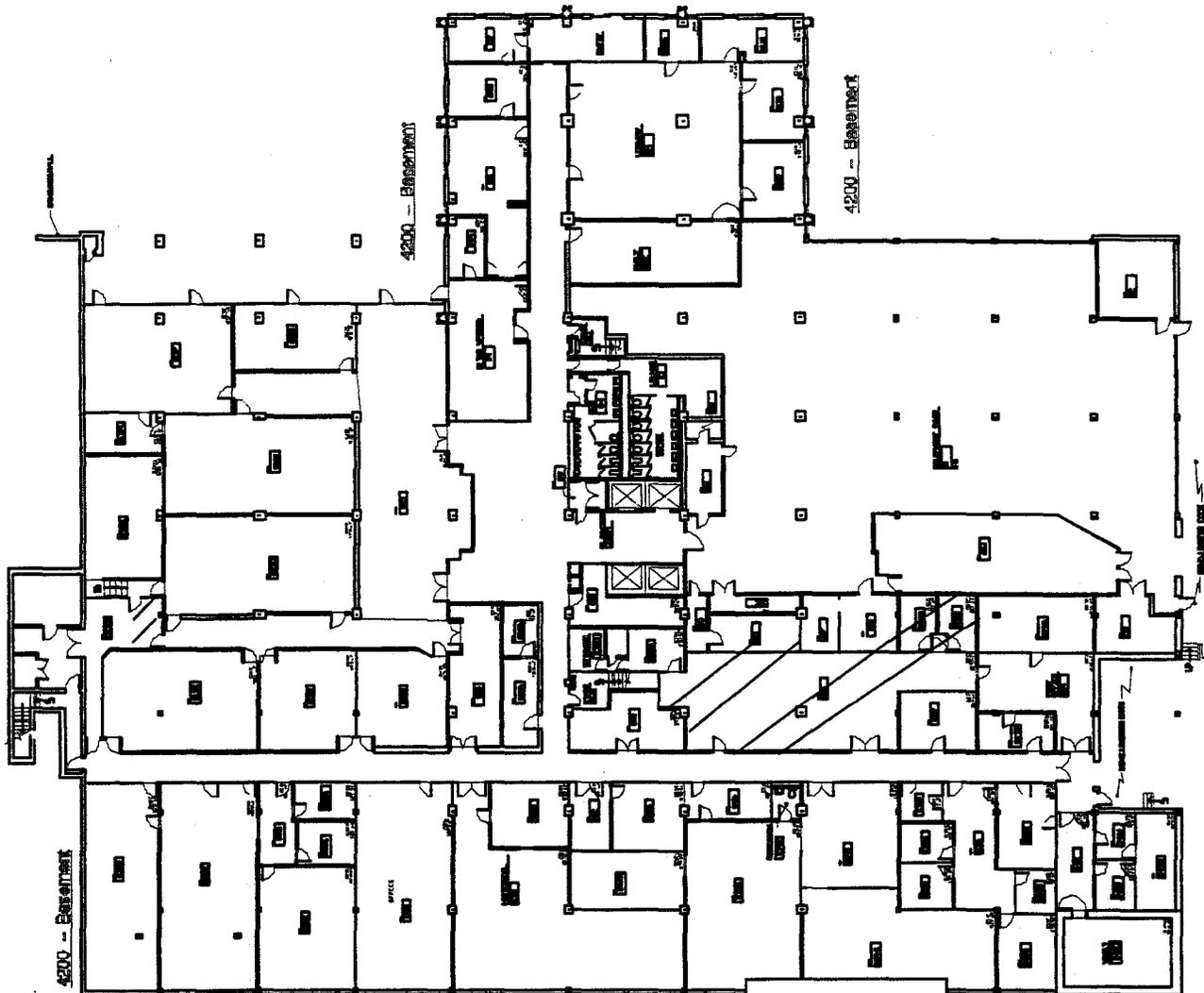
**GOVERNMENT FURNISHED
FACILITIES**

MSFC FACILITIES PROVIDED (EITHER WHOLLY OR PARTIALLY*) TO THE CONTRACTOR FOR USE ON THIS CONTRACT

1. Center Plan	
2. Building 4200*	Mail and Forms Room
3. Building 4203*	Cafeteria
4. Building 4319	Outside Storage/pre-disposal
5. Building 4465	Furniture storage
6. Building 4471*	Administrative Area/Shipping/Receiving
7. Building 4472	Shop
8. Building 4478	Equipment Shed
9. Building 4479	Cylinder Storage Shed
10. Building 4483*	Motor Pool
11. Building 4584	Storage
12. Building 4610*	Cafeteria
13. Building 4611	Gas Station
14. Building 4621	Storage Building
15. Building 4624	Warehouse/Flight Hardware
16. Building 4632, 4633	Fuel Storage
17. Building 4635-1, 2, 3, & 4	Hazardous Waste Storage Facility
18. Building 4640	HW Administrative Area
19. Building 4723	Multi-purpose
20. Building 7204	Warehouse
21. Building 7205	Warehouse
22. Building 7215*	Warehouse
23. Building 7244	Warehouse
24. Building 8010	Covered Shop
25. Building 8023	Warehouse/Storage Yard
26. Building 8025	Warehouse
27. Igloo 8301	Storage
28. Igloo 8302	Storage
29. Igloo 8306	Storage
30. Igloo 8307	Storage
31. Integraph Bldg 21*A.	Warehouse/Disposal Operations

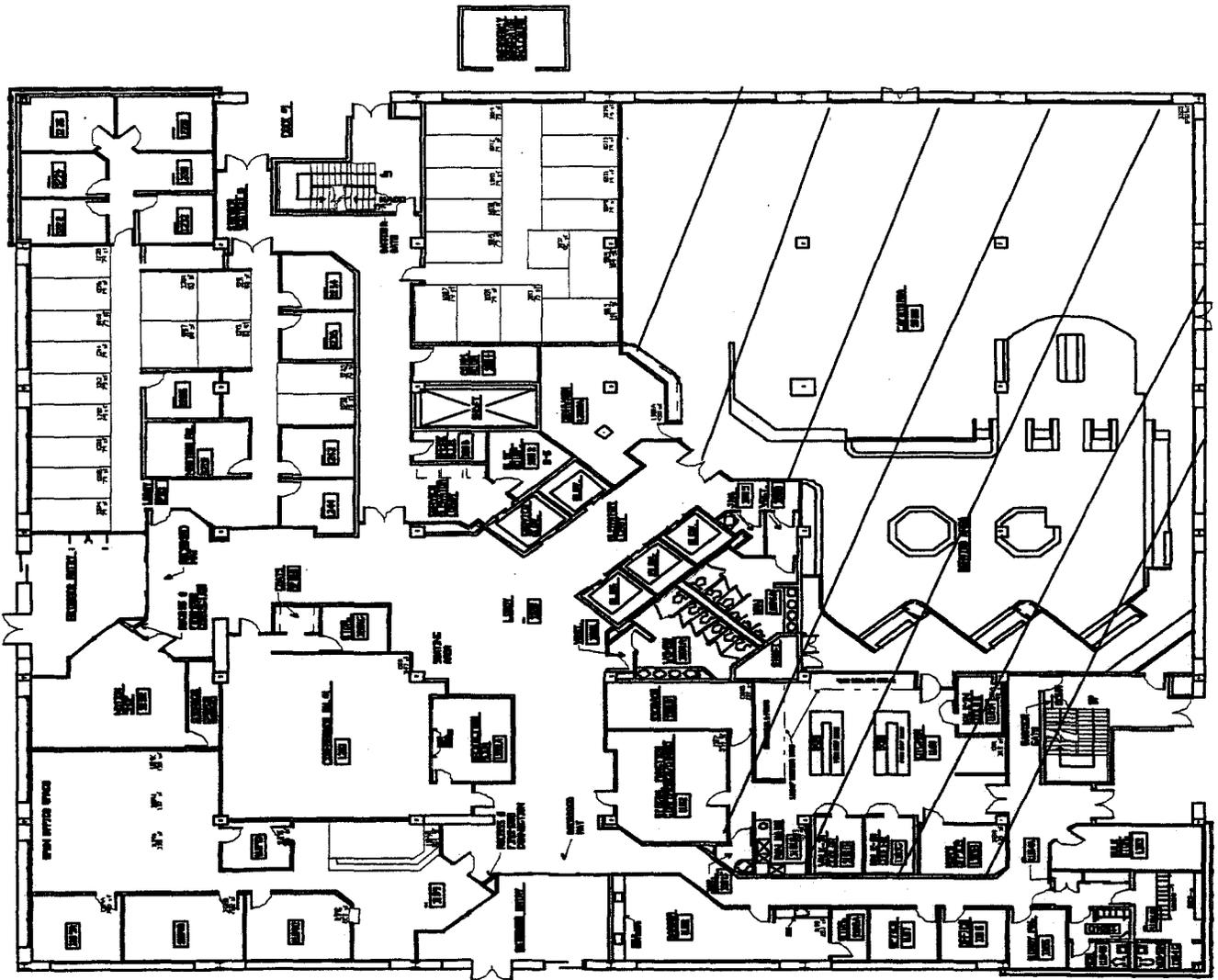
*Hashed areas of attached floor plans is space that is available to the contractor.

A. This facility is only available through December 2003.



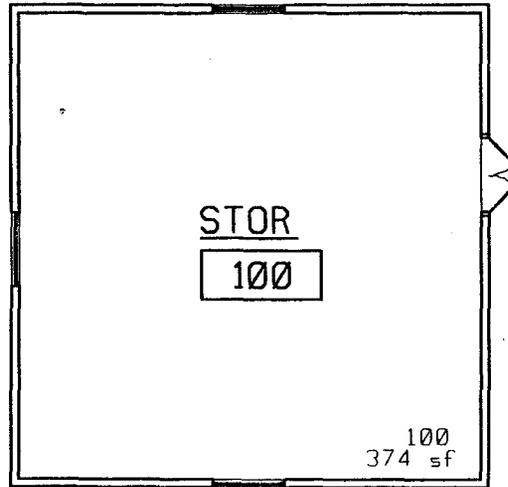
Operations in 4200 include mailroom operations and forms operations.

4203 - 1st Floor



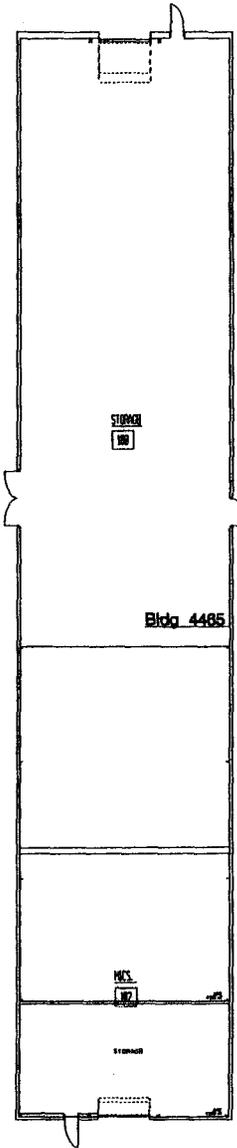
CAFETERIA IN BLDG. 4203.

Bldg 4319



4319 Storage Building

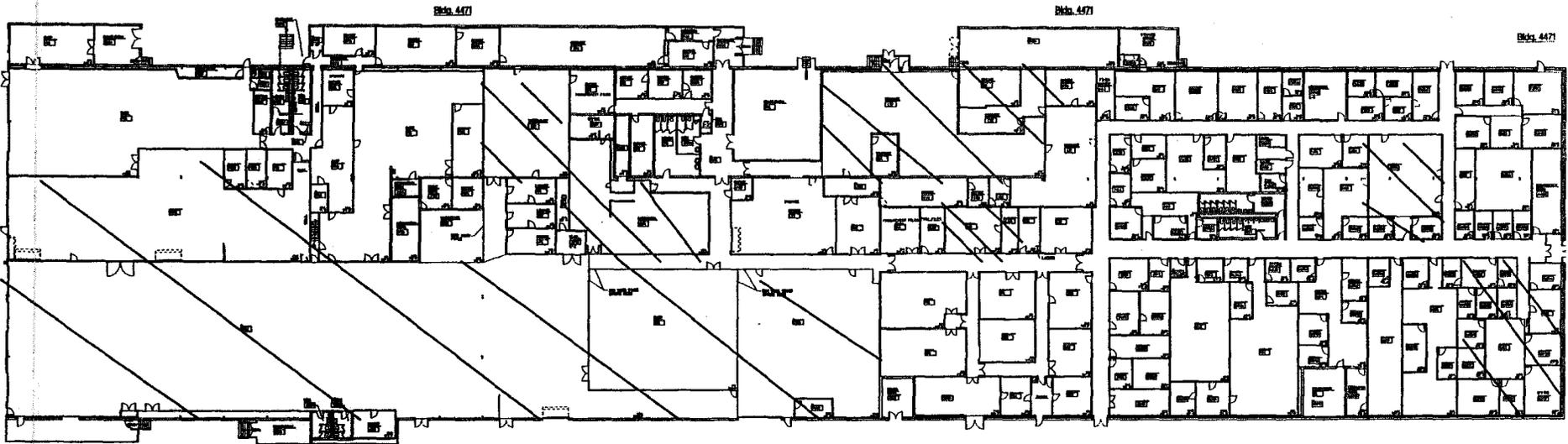
Stories: 1
Use: Storage
Year Constructed: 1943
Gross SF: 400
Net Usable SF: 374



4361 sq ft
available to
AD40

4465 Short Term Storage Building	
Stories:	1
Use:	Storage
Year Constructed:	1992
Gross SF:	6,000
Net Usable SF:	5,743
FAR:	96%
No. Of Occupants:	0

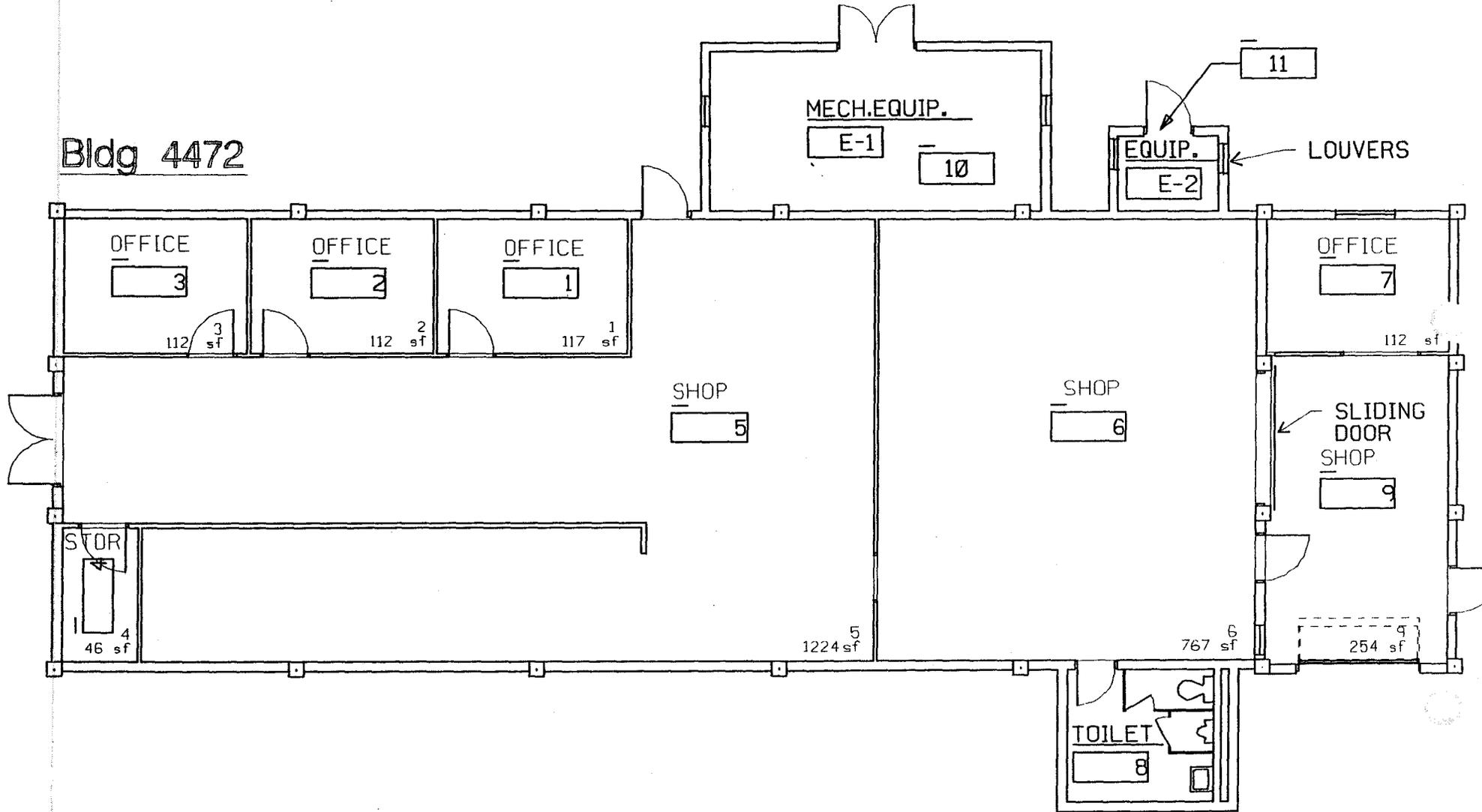
Occupants: AD, CD, QS
NASA Code: 442-10/40
MSFC Classification: Center Support Facility
Foundation: Reinforced Concrete
Floor System: Reinforced concrete, part vinyl office area and carpet, part asphalt tile
Structural Frame: Steel truss, columns, and beams



4471 Storage and Office Building

Stories: 1
Use: Storage
Year Constructed: 1943
Gross SF: 118,548
Net Usable SF: 91,469
FAR: 77%
No. Of Occupants: 184

Bldg 4472



Stories:	1	Net Usable SF:	2,744
Use:	Shop	No. Of Occupants:	2
Year Constructed:	1959		
Gross SF:	3,398		

637

Bldg 4478

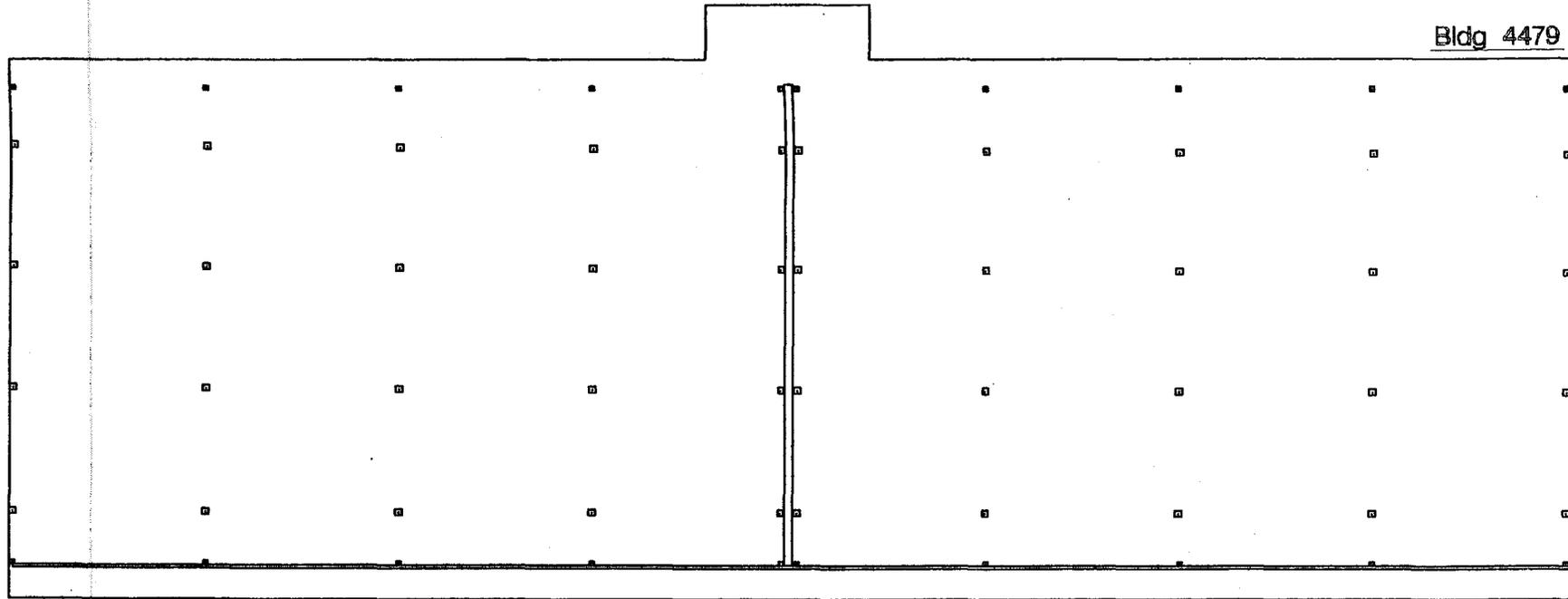
100
2813 sf

4478 Equipment Shed

Stories: 1
Use: N/A
Year Constructed: 1961
Gross SF: 3,072
Net Usable SF: 2,813
No. Of Occupants: 0

638

4479 Gas Cylinder Storage Shed



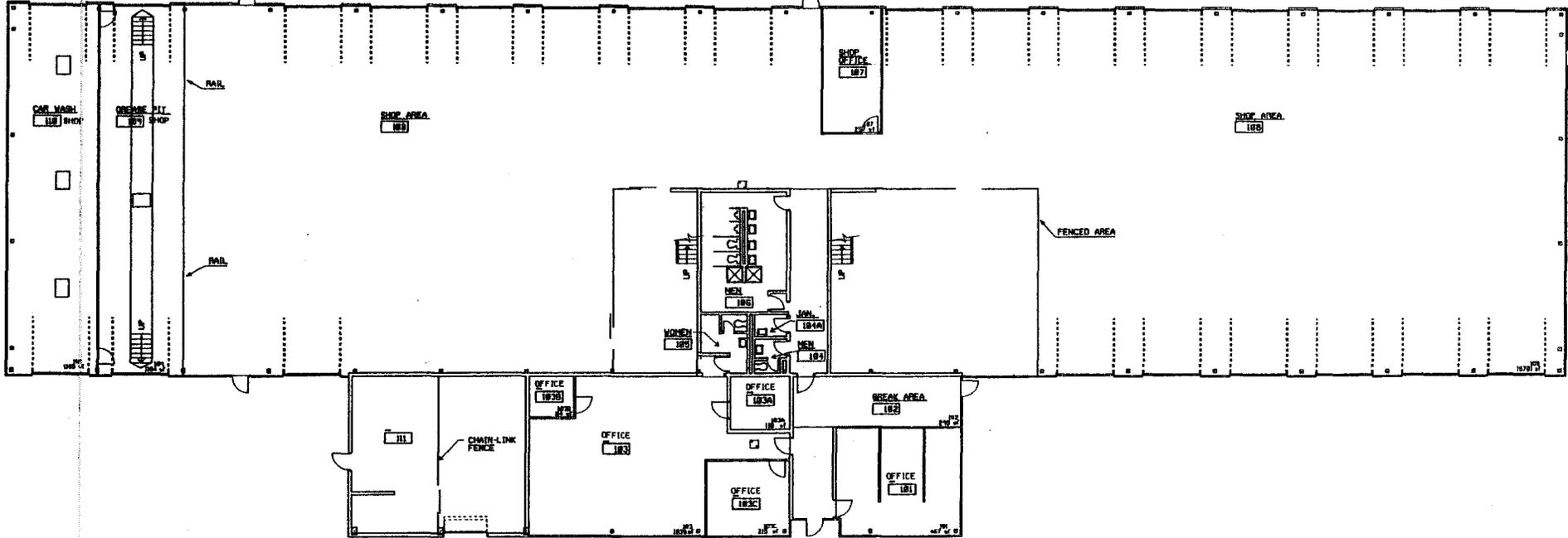
Stories:	1
Use:	Storage
Year Constructed:	1965
Gross SF:	5,112
Net Usable SF:	
No. Of Occupants:	0

4483 Vehicle Maintenance Shop

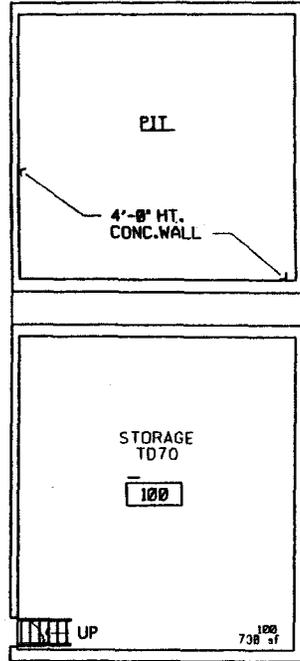
Stories: 1
Use: Maintenance garage, office, lunchroom
Year Constructed: 1961
Gross SF: 24,726
Net Usable SF: 21,414
No. Of Occupants: 20

Bldg 4483

Bldg 4483



Bldg 4584

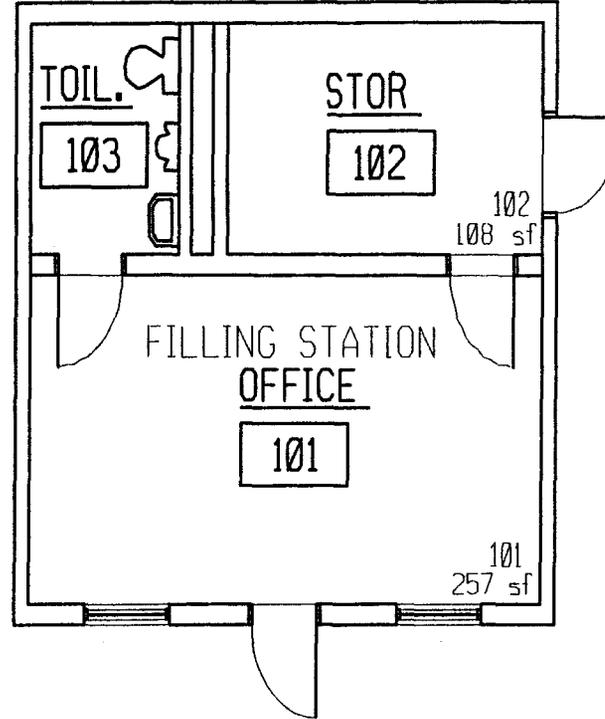


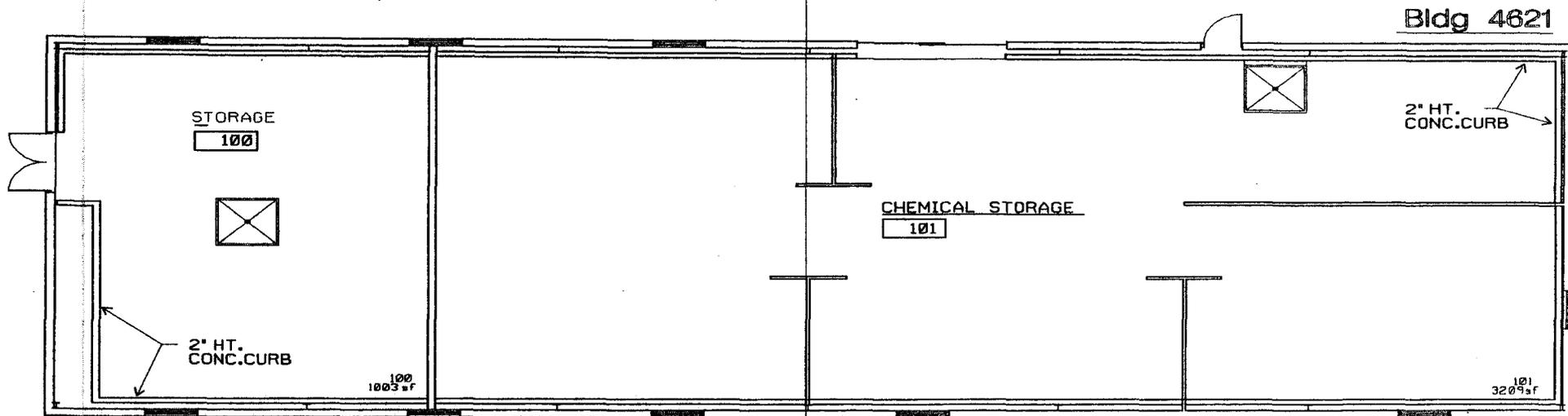
Stories: 1
Use: Storage
Year Constructed: 1957
Gross SF: 842
Net Usable SF: 730
FAR: 87%
No. Of Occupants: 0
Book Value: \$20,000
CRV: \$139,121
Type: Building

4611 Automotive Fuel Facility

Stories: 1
Use: Automotive fuel facility
Year Constructed: 1994
Gross SF: 507
Net Usable SF: 365
FAR: 72%
No. Of Occupants: 0
Book Value: \$167,420
CRV: \$190,565

Bldg 4611





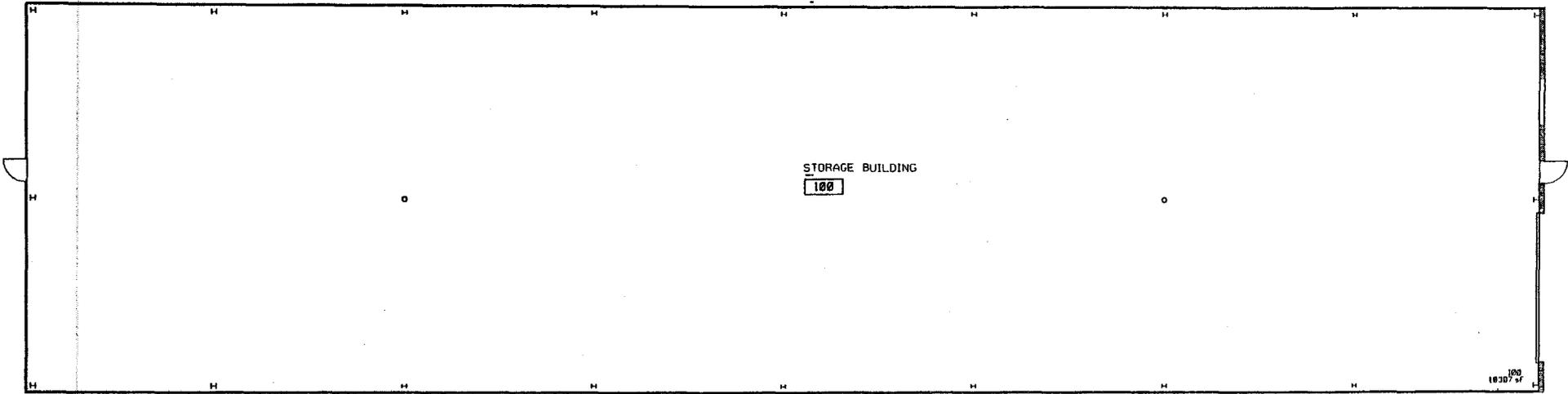
4621 Storage Building

Stories: 1
Use: Storage Building
Year Constructed: 1962
Gross SF: 4,873
Net Usable SF: 4,211
No. Of Occupants: 0

4624 Storage Building

Stories: 1
Use: Storage building
Year Constructed: 1995
Gross SF: 10,340
Net Usable SF: 10,307
No. Of Occupants: 0

Bldg 4624



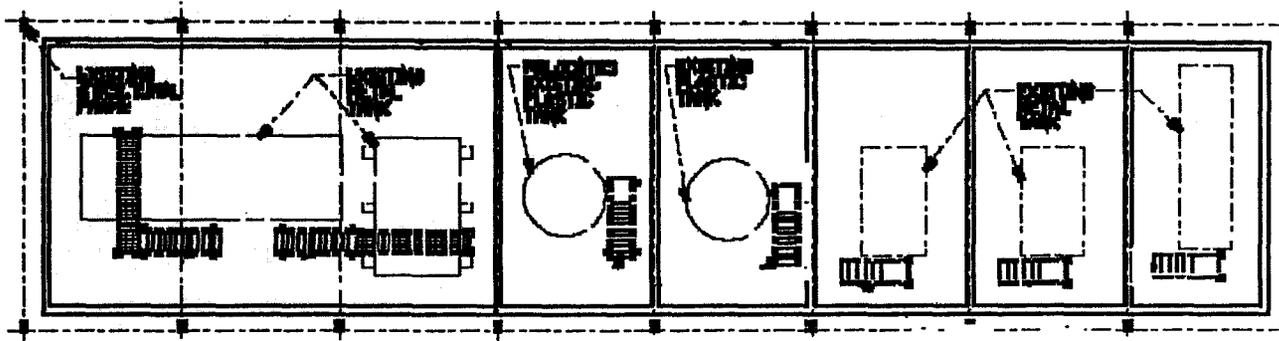
Fuel Storage Tank

Building 4632 – 20,000 gallon fuel storage tank
Building 4633 – 20,000 gallon fuel storage tank
Building 4636 – 10,000 gallon fuel storage tank

4635-1

Chemical Waste Storage Building Number 1

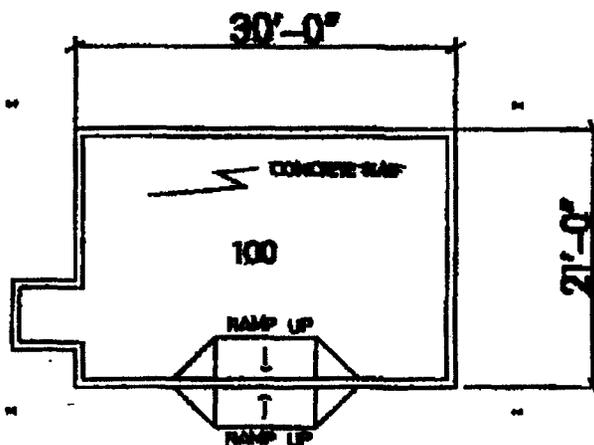
Bulk Storage Area (3000 Gallon Stainless Steel Aboveground Storage Tank (AST), 1500 Gallon Stainless Steel AST, 1500 Gallon Stainless Steel AST, 4000 Gallon High Density Polyethelene AST, 10,000 Gallon Steel AST, 7000 Gallon Steel AST)



BUILDING 4635-1 FLOOR PLAN
SCALE 1/8" = 1'-0"

4635-2

**Chemical Waste Storage Number 2
Flammable Storage Bay (700 SF)**

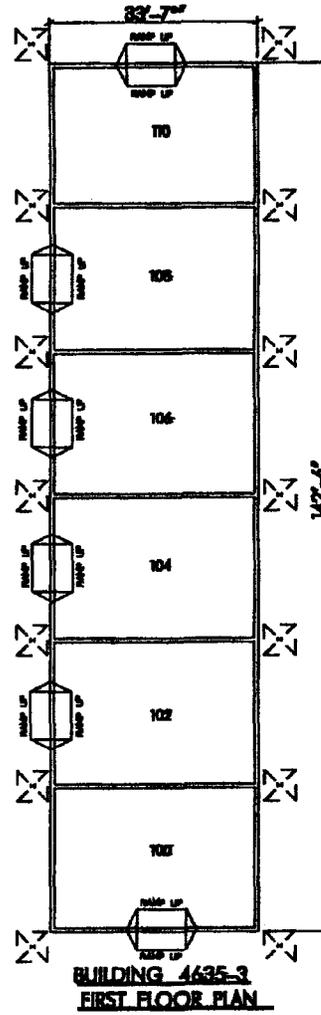


BUILDING 4635-2
FIRST FLOOR PLAN

4635-3

Chemical Waste Storage Building Number 3

Container Storage Area (4200 SF)

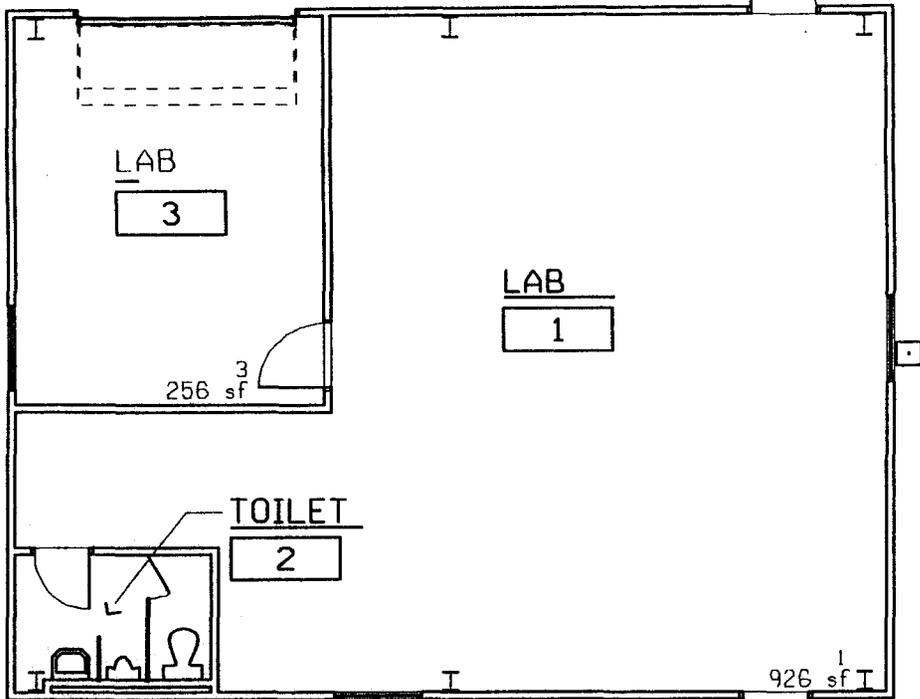


4635-4

Chemical Waste Storage Building Number 4

Container Storage Area (2940 SF)

Bldg 4640

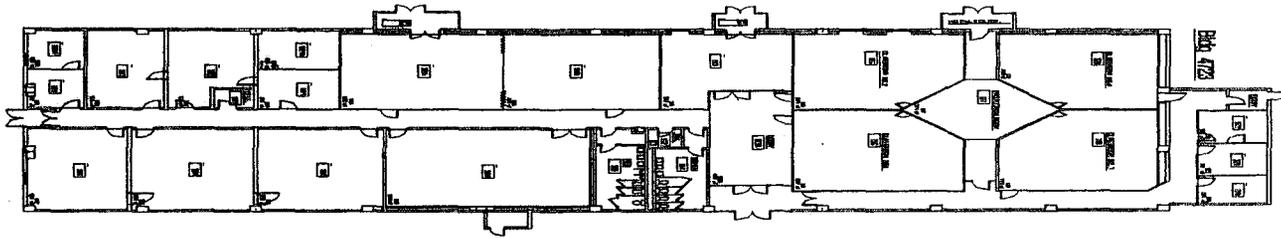


4640 Hazardous Waste Facility

Stories: 1
Use: Hazardous Waste Facility
Year Constructed: 1966
Gross SF: 1,908
Net Usable SF: 1,181
No. Of Occupants: 6

4723 Flight Hardware Parts Storage

Stories: 1
Use: Storage of flight hardware
Year Constructed: 1943
Gross SF: 14,806
Net Usable SF: 10,873
FAR: 73%
No. Of Occupants: 27

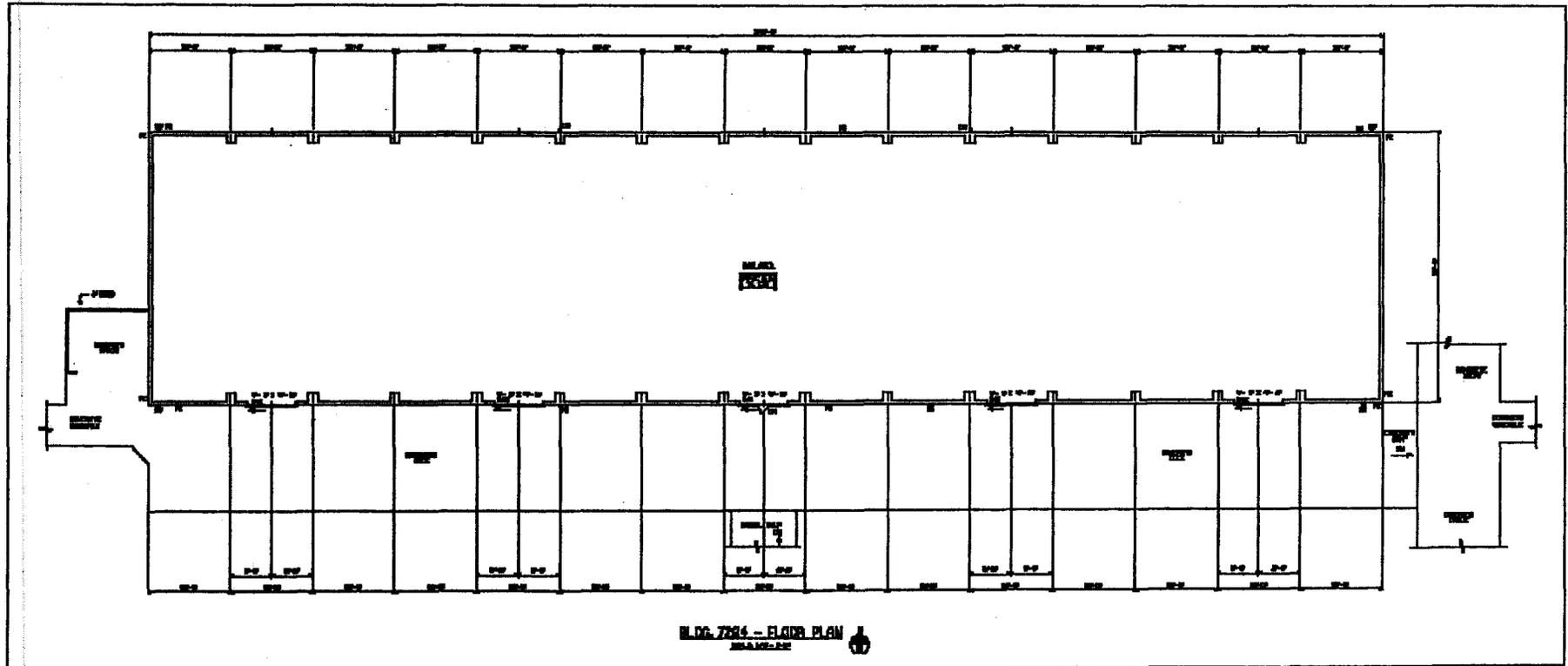


Building 7204

Building is on loan from Redstone Arsenal

Building has approximately 10,000 total sq ft

NASA is assigned tenant with 2 bays assigned with some custodial storage.

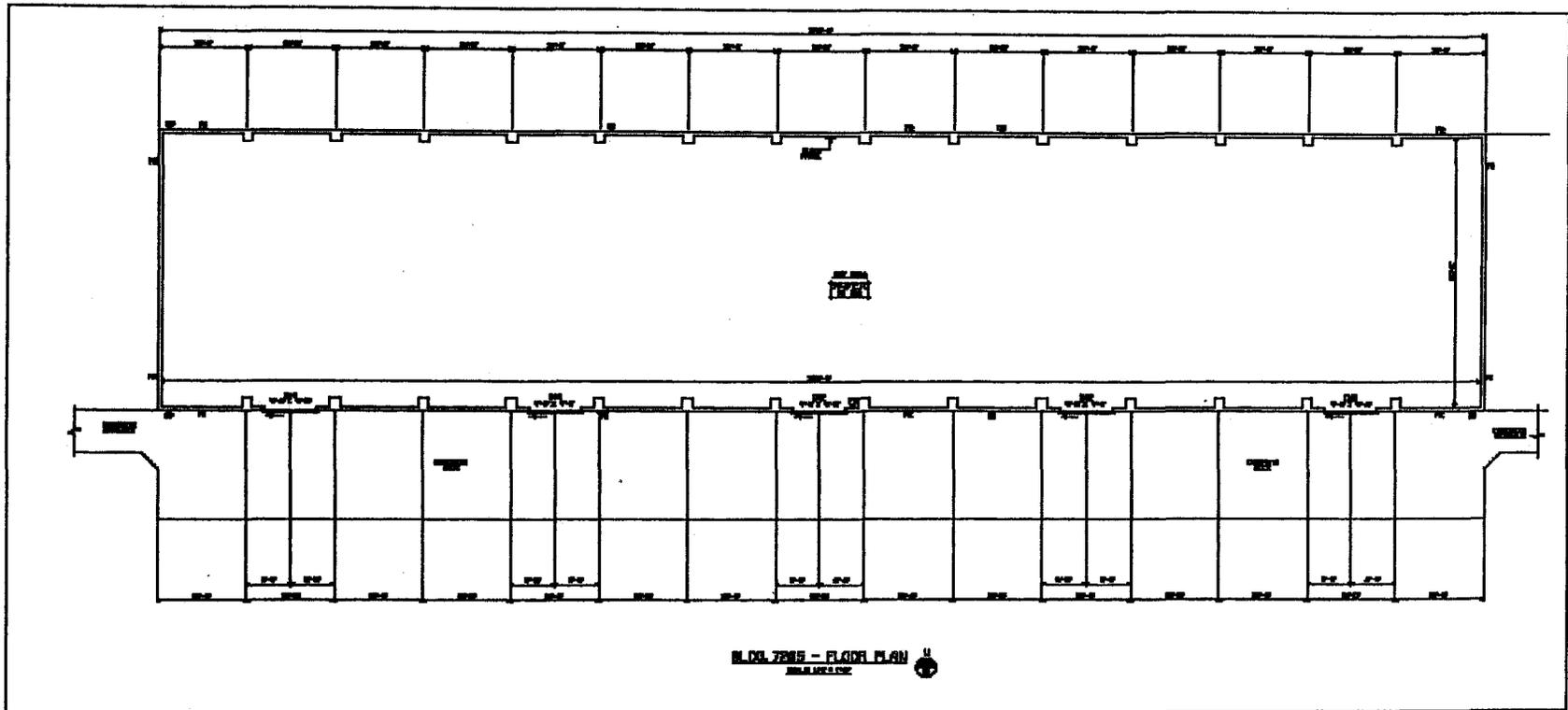


Building 7205

Building is on loan from Redstone Arsenal

Building has approximately 10,000 total sq ft

NASA is utilizing approximately 3 bays, or 6000 sq ft for custodial storage and furniture operations.



Building 7215

Building on loan from Redstone Arsenal

Building has approximately 10,000 sq ft.

NASA furniture operations has 4 bays, or approximately 8000 sq ft.

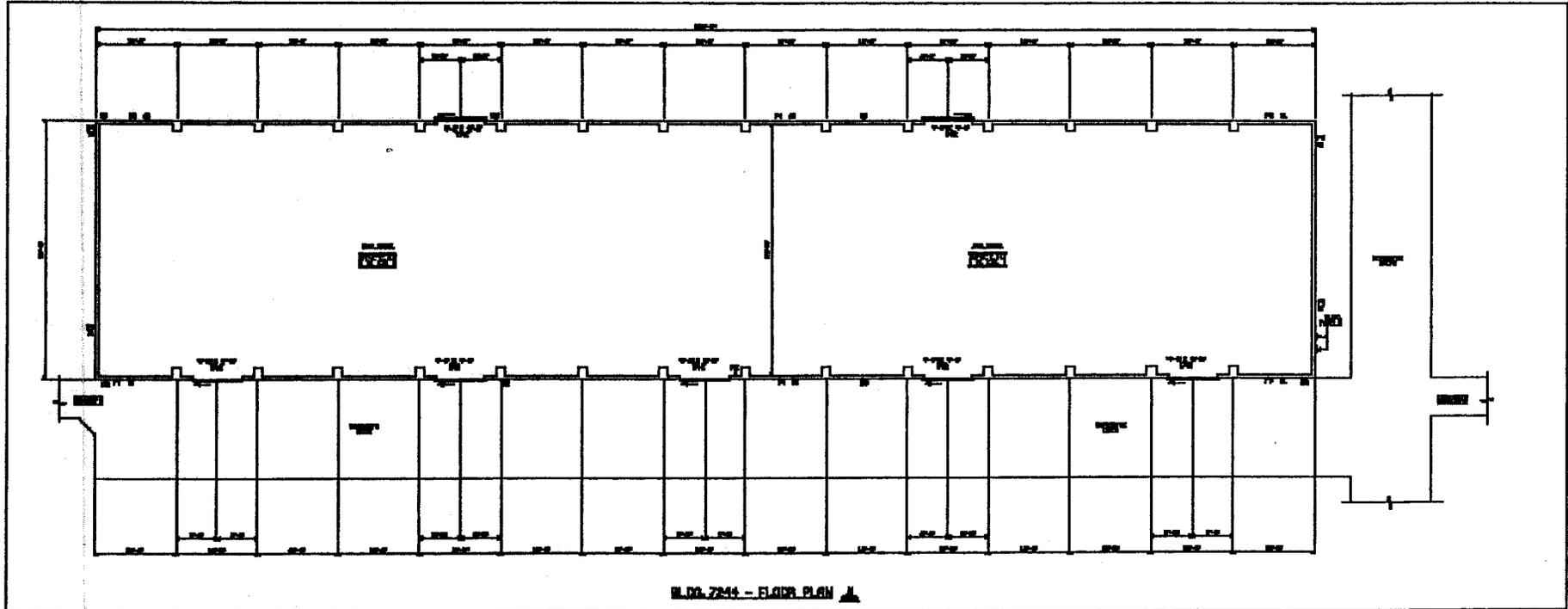
Building 7244

Building is on loan from Redstone Arsenal

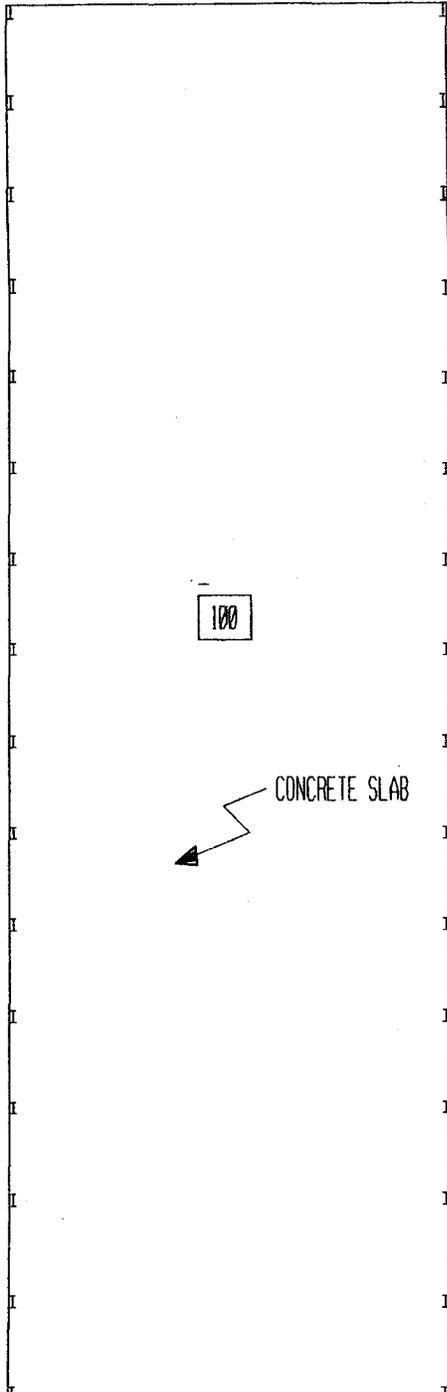
Building has approximately 10,000 total sq ft,

Army retains control of approx 6000 sq ft.

NASA is assigned with 2 bays, space is utilized for custodial / program stock storage.



Bldg 8010



8010 Shop

Stories:	1
Use:	Warehouse
Year Constructed:	1958
Gross SF:	2,530
No. Of Occupants:	0

8023 Yard

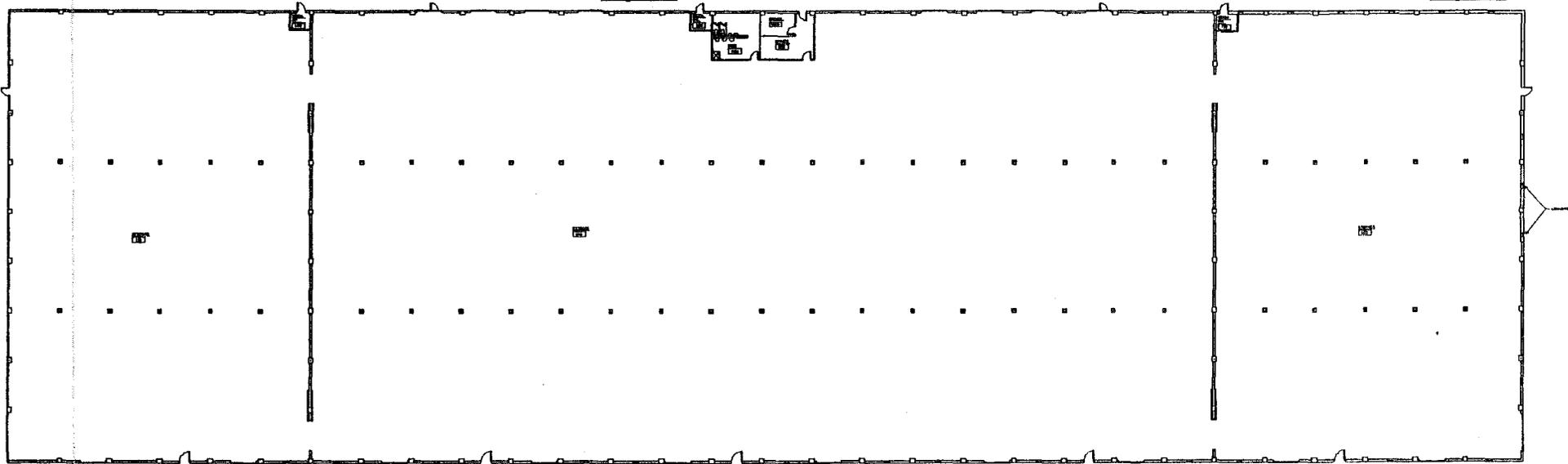
**Outside storage area covers approximately 300,000 sq ft.
Contains Program Stock and Custodial Storage items.
Located across the street from 8023.**

8023 Warehouse

Stories: 1
Use: N/A
Year Constructed: 1943
Gross SF: 110,230
Net Usable SF:
No. Of Occupants: 2

Bldg 8023

Bldg 8023



MSFC Classification: On Loan from Army
Foundation: Reinforced Concrete
Floor System: Concrete floor
Structural Frame: Structural timber

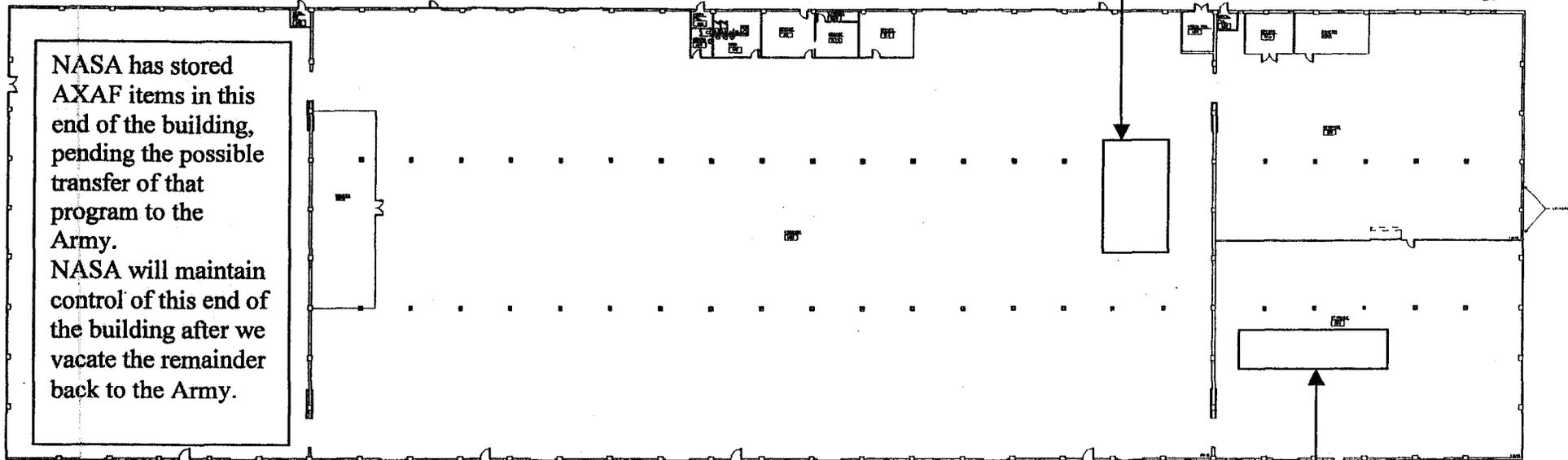
WAREHOUSE 8025:

Building is slated to be returned to the army as soon as NASA can clear some remaining assets out of the building. AD40 has coordinated with Redstone Facilities office to allow us to retain control of one end of the building and to keep access to a large walk in cooler, until such time as NASA can divest itself of the need for those areas.

Walk in Cooler used for photographic paper.

NASA will maintain control of this when building is turned back to the army.

NASA has stored AXAF items in this end of the building, pending the possible transfer of that program to the Army. NASA will maintain control of this end of the building after we vacate the remainder back to the Army.



PICTURE AND SPEC.'S OF 8025 ARE IDENTICAL TO BUILDING 8023.

NASA has one large custodial storage item left in this area. Pending transfer to the Space and Rocket Center.

IGLOO's

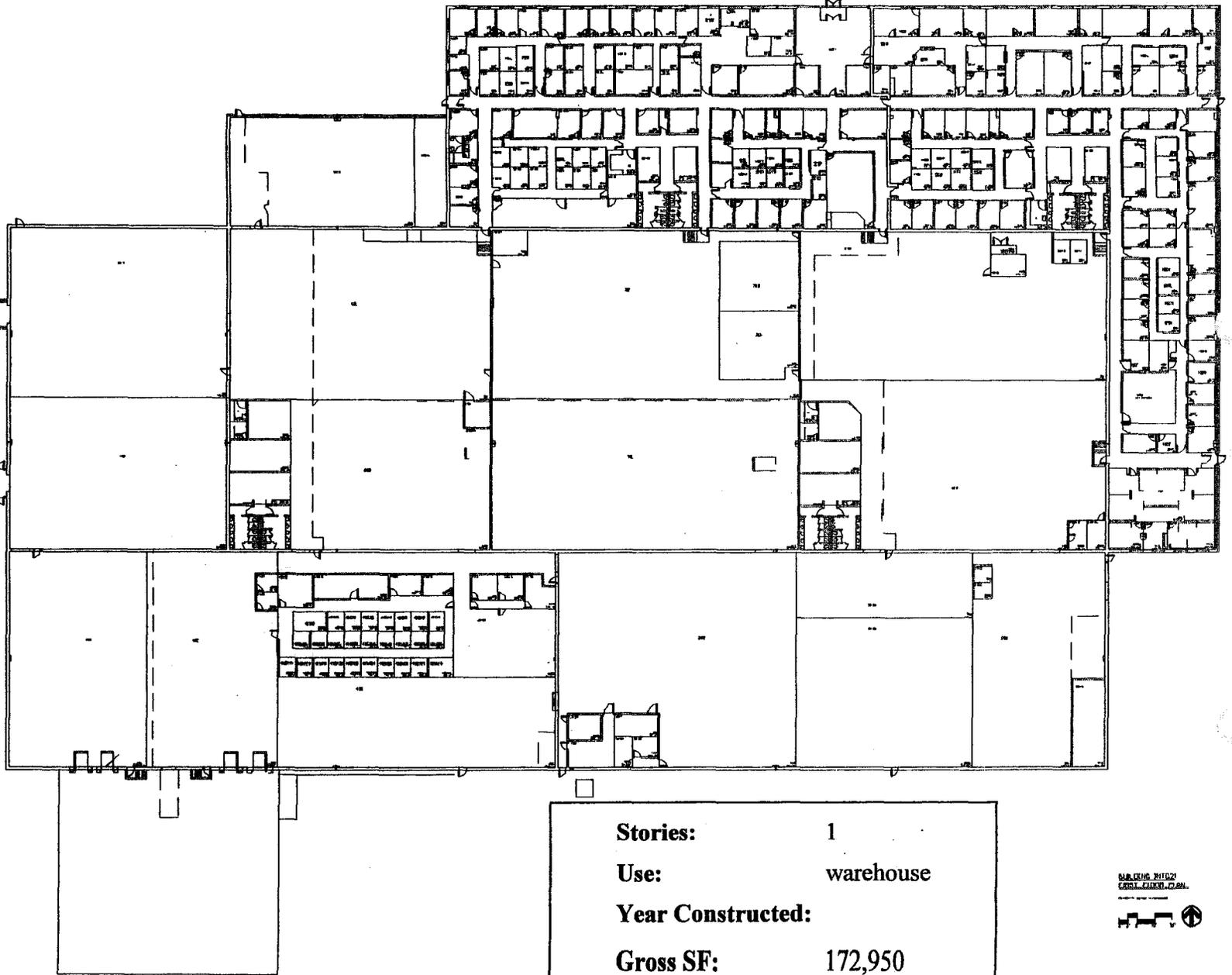
Building #'s: 8301, 8302, 8306, 8307

Each igloo has approximately 2100 sq ft of storage space.

No picture available

Ammunition Bunkers located in the Ammunition Supply Point (ASP) on Redstone Arsenal, used to store explosives.

Currently in the process of turning complete responsibility for the bunkers and the explosives inside over to the army.



Stories:	1
Use:	warehouse
Year Constructed:	
Gross SF:	172,950
Net Usable SF:	151,900
Leased Portion	95,050
No. of Units/Parts:	8

SCALE: 1/8" = 1'-0"





ATTACHMENT 10

ENVIRONMENTAL GFE (Section 3 -General Purpose)

Bldg	DESCRIPTION	ECN	QTY
4640	Receiver/transmitter Radio	33480	1
4635	Generator, Alternating Current	104583	1
4640	Balance, Analytical	177164	1
4640	Tester, Flash Point	177312	1
4640	Balance, Analytical	177340	1
4640	Printer, ADP	1269877	1
4640	Receiver/transmitter Radio	1272033	1
4640	Display Unit	1604549	1
4640	Receiver/transmitter Radio	1614520	1
4640	Receiver/transmitter Radio	1615092	1
4640	Receiver/transmitter Radio	1631878	1
4640	Receiver/transmitter Radio	1631879	1
4640	Computer, Micro	1961064	1
4635	Drum Dolly (for 55 Gal drums)		2
4635	Hand Truck, 2 wheel		2
4635	Double Diaphragm, Air driven pump		2
4635	Double Diaphragm, Air driven pump		1
4635	Pallet Jack		1
4635	Drum Handler (tilter)		1
4635	1each 30cuyd. Roll off Box	1281577	1
4635	3 each 24cuyd. Roll off Box	1281586	3
4640	Breathing Apparatus/ Self cont	1284276	1
4635	Compressor, reciprocating	1440835	1
4635	Mercury Vacuum system (Spill Resp)	1443101	1
4640	Breathing Apparatus/ Self cont	2184275	1
4635	Aersol Can Depressurizing Unit		1
4635	Drum Crusher for 55 gallons drums		1

MAIL SERVICES GFE (Section 4 - General Purpose)

Bldg	DESCRIPTION	ECN	QTY
4200	Four Wheel Push Car		4
4200	Hand Truck		7
4200	Four Wheel Hand Truck/Dolly		1

EQUIPMENT MAINTENANCE & REPAIR GFE (Section 5 - General Purpose)

Bldg	DESCRIPTION	ECN	QTY	MANUFACTURER	MODEL	SERIAL
4723	LETTERING MACHINE	62679	1	KROY		
4723	RADIAL DRILLING MACHINE	102808	1			
4723	OSCILLOSCOPE	175610	1	TEKTRONIX	2445A	
4723/461	OSCILLOSCOPE	266022	1	TEKTRONIX		
4472	OSCILLOSCOPE	480894	1			
4723/461	TEST SET	535203	1			
4723	OSCILLOSCOPE	538120	1			
4723	OSCILLOSCOPE	538121	1			
4723	OSCILLOSCOPE	541780	1			
4723	METAL CUTTING BAND SAW	624882	1			
4723	VERTICAL MILLING MACHINE	624894	1			
4723	MINI-COATER	627293	1	COMMONWEALTH SCIENTIFIC		
4723	POWER SUPPLY	699595	1			
4472	PROJECTION VIEWER- PRINTER	734152	1			
4472	MULTIMETER	745410	1			
4472	MULTIMETER	745438	1			
4723	PROGRAMMER EPROM	834923	1			
4472	SPECTRUM ANALYZER	1012873	1			
4723	DIELECTRIC TESTER	1013308	1			
4723	ELECTRIC DIGITAL COUNTER	1018234	1			
4723	SPECTRUM ANALYZER	1018235	1			
4723	TEST ADAPTER	1081188	1			
4723	SEMICONDUCTOR TEST SET	1081189	1			
4723	PHASE MONITOR	1081190	1			
4723	OSCILLOSCOPE	1081195	1			
4723	ELEC. FREQUE SYNTHESIZER	1082539	1			
4723	ELEC. FREGUE SYNTHESIZER	1082540	1			
4723	FREQUENCY COUNTER	1082566	1			
4723	POWER SUPPLY	1082734	1			
4650	POWER SUPPLY	1082735	1			
4723	SIGNAL ANALYZER	1082746	1			
4723	DISTORTION ANALYZER	1083354	1			
4723	MULTIMETER	1083474	1			
4619	POWER SUPPLY	1148855	1			
4723	POWER SUPPLY	1150420	1			
4723	OSCILLOSCOPE	1153141	1			
4723	WAVEFORM MONITOR	1153187	1			
4723	ULTRASONIC CLEANER	1153219	1			
4723	OSCILLOSCOPE	1153245	1			
4723	VIDEO GENERATOR	1155042	1			
4723	MULTIMETER	1155103	1			
4723	MULTIMETER	1155104	1			
4723	VIDEO MEASURMENT SET	1218309	1			
4723	SIGNAL GENERATOR	1218779	1			
4619	OSCILLOSCOPE/MULTIMETER	1223459	1			
4723	OSCILLOSCOPE/MULTIMETER	1225409	1			

4723	HAND LIFT TRUCK	1272589	1		
4723	CIRCUIT ADAPTER	1279342	1		
4723	TEST SET	1279343	1		
4619	SEMICONDUCTOR TEST SET	1279344	1		
4723	COPY MACHINE	1282602	1	SHARP	SF8500
4723	METAL LATHE	1282697	1		
4605	LEAK DETECTOR	1284041	1		
4723	RADIO REC/TRANS.	1284873	1		
4723	COPY MACHINE	1286207	1		
4619	SOLDERING STATION	1286794	1		
4723	SOLDERING STATION	1286795	1		
4723	OSCILLOSCOPE	1286924	1		
4723	MICROCIRCUIT PROGRAMMER	1287031	1		
4723	LASER RADIATION POWER METER	1287032	1		
4723	OSCILLOSCOPE	1288141	1		
4472	POWER LINE MONITOR	1288355	1	GLITCH SENTINAL	GS-2X
4723	DISK AND BELT SANDER	1288409	1		
4472	BAND SAW WOOD	1288410	1		
4723	GRAY REFRIGERANT RECLAIMER	1401675	1		
4723	ANALYZER, VIDEO	1402180	1		
4472	COPY MACHINE	1445231	1	SHARP	2027
4723	OSCILLOSCOPE	1535142	1		
4723	GENERATOR, SIGNAL	1535564	1		
4723	SIGNAL GENERATOR	1536202	1		
4723	SIGNAL GENERATOR	1536203	1		
4723	RADIO REC/TRANS.	1631854	1		
4723	RADIO REC/TRANS.	1631855	1		
4723	RADIO REC/TRANS.	1632358	1		
4723	ELECTRONIC BALANCE	1935405	1		
4723	LABEL PRINTER	1935693	1		
4723	OPTICAL READER	1935694	1		
4723	2-STAGE AIR COMPRESSOR	1937242	1		
4200	SWITCH / HUB	1938850	1	BAY NETWORKS	
4723	CD WRITER	1961845	1		
4723	MEGOhmmeter	1963714	1		
4723	WIRE LENGTH METER	1963911	1		
4723	SEALING MACHINE	1963912	1		
4472	ARC WELDING MACHINE	1964586	1		
4723	ROTARY VACUUM PUMP	G028995	1		
4723	POWER SUPPLY	G032423	1		
4723	POWER SUPPLY	G032424	1		
4723	POWER SUPPLY	G032425	1		
4723	VENT CONTROL	G032427	1		
4723	DEFIBRILLATOR ANALYZER	G084905	1		
4723	DISPLAY SPECTRUM ANALYZER	M624931	1		
4723	DC POWER SUPPLY	M642242	1	ELECTRO PRODUCTS	
4723	FUNCTION GENERATOR	M643195	1	HP	3325A

4723	WATT METER	M644099	1			
4723	WATT METER INSERT	M647457	1			
4723	WATT METER INSERT	M647459	1			
4723	RETAINING RING KIT	VACO	1			
4723	BATTERY LOAD TESTER		1	DAYTON	42581C	
4723	2 / WHEEL GRINDER		1	WISSOTA		W9-92
4723	2/ WHEEL GRINDER		1	BLACK & DECKER		4896425
4723	2-STAGE AC-MOTOR		1	EDWARDS		BC-2208
4723	2-STAGE FAST-VAC PUMP		1	J-B INDUSTRIES		308099
4723	4 / WHEEL DOLLIE		1			
4723	4 / WHEEL DOLLIE		1			
4723	AC AMMETER ADAPTER		1	SIMPSON	653	
4723	AC POWER SUPPLY		1	BK PRECISION	1655	10203658
4723	AC POWER SUPPLY		1	VECTOR-VID	WP-32	V2313
4723	ACCUMULATOR CHARGING KIT		1	MTS		
4723	ADJUST-A-VOLT		1	VARIAC		3301
4723	AERO STAT		1	SIMCO		
4723	AERO STAT		1	SIMCO		
4723	AIR COMPRESSOR		1	DAYTON	C12604	
4723	BAUMANOMETER SERVICE KIT		1			
4723	BLUE REFRIGERANT RECLAIMER		1			
4723	CAPACITANCE SUBSTITUTER		1	IET	642376	
4723	CAPACITANCE SUBSTITUTER		1	IET	642375	
4723	CAPACITOR-INDUCTROR ANAL.		1	SENCORE	LC101	6056552M
4723	CAPACITOR-INDUCTROR ANAL.		1	SENCORE		3617281M
4723	COLD JUNCTION COMPENSATOR		1	OMEGA	MARK VIII	6914-10
4723	COLOR MONITOR		1	PANASONIC	BT-H1350Y	
4723	COMPUTE-A-CHARGE		1	CPS	CC-700	
4723	CORDLESS DRILL		1	DEWALT	DW996K-2	
4723	CORDLESS DRILL		1	DEWALT		
4723	CURRENT METER		1	WAVETEK	CPM2100	
4723	DC AMP METER		1	TRIPLET	420	
4723	DC POWER SUPPLY		1	HARRISON LAB.	6266A	
4723	DC VOLT METER		1	TRIPLET	625	
4723	DIGITAL STROBE SCOPE		1	PIONEER ELEC. CORP.		P 0992
4723	DISTORTION ANALYZER		1	HP	334A	1140A07237
4723	ELECTRONIC SENSOR RACK		1	MTI	FOTONIC	
4723	EPROM ERASER		1	LOGICAL DEVICES INC.	T8/T	
4723	FAST SNIFF TESTER		1	VARIAN		EEAG3005
4723	FOOTLAMBERTS		1	PHOTO RESEARCH		
4723	FREQ. COUNTER/TIMER		1	MONSANTO	100B	
4723	FUNCTION GENERATOR		1	HP	3300A	
4723	FUNCTION GENERATOR		1	HP	3310A	

4723	GALVANOMETERS KIT		1			
4723	GASBALLAST		1	TRIVAC	D1.6B	
4723	GASLET CUTTER KIT		1			
4723	HALOGEN LEAK DETECTOR		1	MARS	H-10G	
4723	HEAT GUN		1	MASTER APPLIANCE	HG-501A	
4723	HVY DUTY GRINDER		1	DEWALT	DW402	
4723	HYDRAULIC CART		1	T&S EQUIPMENT		019474-1
4723	HYDRAULIC KNOCK-OUT		1	GREENLEAF		
4723	INTERNAL/EXTERNAL RING KIT		1	AU-VE-CO		
4723	LABEL PRINTER		1	SATO	CL408E	
4723	LOAD BANK		1	TRIPLET		III
4723	MICROMITE II		1	THERMO ELECTRIC	640431	
4723	MULTI-GUAGE CONTROLLER		1	VARIAN		
4723	MULTI-GUAGE PENNING GAUGE		1	VARIAN		
4723	MULTIMETER		6	FLUKE	77	
4723	MULTIMETER		11	FLUKE	87	
4723	PALLET JACK		1	ROLLIFT		
4723	PENNING GAUGE		1		GPH-320	
4723	PIRANI GAUGE CONTROLLER		1	EDWARDS	1001	
4723	PIRANI PENNING GAUGE		1	EDWARDS	1005	
4723	PORTABLE AIR COMPRESSOR 12V		1	CAMPELL HAUSFELD	CC2300	
4723	PORTABLE AIR COMPRESSOR 12V		1	CAMPELL HAUSFELD	CC2500	
4723	PORTABLE AIR COMPRESSOR 12V		1		SC773	
4723	POWER SUPPLY		1	VECTOR-VID	ISO-V-AC-III	V2311
4723	PRECISION DC VOLTAGE		1	ELECTRONIC DEVEL. CORP	C64687	
4723	PUMP		1	COLE-PARMER		
4723	REFRIGERATOR		1	KENMORE		
4723	REGULATED POWER SUPPLY		1	LAMBDA		E27718
4723	RIBBON BABLE D-SHELL PRESS		1			
4723	RIBBON CABLE STRIPPER		1	CARPENTER MFG.	42-C	
4723	ROLL-AWAY TOOL CABINET		4	CRAFTSMAN		
4723	SAFETY ANALYZER		1	DYNATECH NEVADA	232D	3629
4723	SOLDERING STATION		1	MBT		1-10-422
4723	SOLDERING STATION		1	PACE	PP585	03-08-027
4723	STAND UP DRILL PRESS		1	JET EQUIPMENT.		
4723	TAP & DIE SET		1	CRAFTSMAN		
4723	TAP AND DIE STE		1	CRAFTSMAN	SEARS	
4723	TC WELDER		1	BEL-ART PRODUCTS		
4723	TECHNICIAN TOOL BOX / KIT		11			

4723	THRU-LINE WATT METER		1	BIRD		
4723	TOOL CHEST		1	CRAFTSMAN		
4723	TOOL CHEST		1	CRAFTSMAN		
4723	TORCH KIT		1	VICTOR		
4723	TRANSISTOR CHECKER		1	BK PRECISION	530	
4723	UV/LAMP		1	SPECTROLINE	BIB-150B	
4723	VACUUM TUBE VOLT METER		1	SIMPSON	312	
4723	VHF ATTENUATOR		1	HP	642244	
4723	VIDEO MONITOR		1	PANASONIC	TR930	
4723	VOLTAGE SOURCE		1	PRECISION	VS11-N	1316
4723	WIRE LENGTH METER		1			
4723	WIRE MARKER PRINTER		1	I.D. PRO		

MOTOR POOL GFE (Section 6 - General Purpose)

Bldg	DESCRIPTION	ECN	QTY	Vehicle #
4483	BALANCER VEHICLE WHEEL	103432	1	
4483	Forklift, Clark	126958	1	2404
4483	TRACTOR, WHEELED, WAREHOUSE	539932	1	
4483	ICE MAKING MACHINE	539939	1	
4483	Forklift, PBM	624673	1	378
INT 21	Forklift, ALCHAL	624866	1	2305
4624	Forklift, Yale	624867	1	2336
4471	Forklift, Yale	624874	1	414
4471	Forklift, Hyster	674729	1	375
INT 21	Forklift, Oliver	675568	1	2338
8023	Forklift, Yale	675788	1	441
4319	COMPRESSOR, AIR	676960	1	
4483	WASHER, AUTOMATIC, VEHICLE	678951	1	
4483	PRESS, BENCH TYPE	678958	1	
VEHIC	Welder, Arc.	678985	1	899
4483	CART, TOUR, ELECTRIC	729315	1	
4624	Forklift, Yale	729462	1	542
7215	Forklift, Hyster	729467	1	2330
4483	MAINTENANCE FIXTURE AIR CONDIT	835123	1	
4482	Jenny, STEAM CLEANER	1016576	1	1016576
4471	Chevy, Van, 89 (Chow truck)	1018135	1	2219
4483	CONTROLLER, TERMINAL	1077828	1	
4483	RECEIVER-TRANSMITTER, RADIO	1217920	1	
4483	RECOVERY/RECYCLING SYSTEM, REF	1223433	1	
4483	RECEIVER-TRANSMITTER, RADIO	1269818	1	
4483	RECEIVER-TRANSMITTER, RADIO	1269820	1	
4483	RECEIVER-TRANSMITTER, RADIO	1269928	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270017	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270018	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270019	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270020	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270022	1	
4483	RECEIVER-TRANSMITTER, RADIO	1270034	1	

4483	RECEIVER-TRANSMITTER, RADIO	1270037	1	
4483	RECEIVER-TRANSMITTER, RADIO	1271863	1	
4483	MOUNTER AND DEMOUNTER, PNEUMATIC	1272523	1	
4483	RECEIVER-TRANSMITTER, RADIO	1284860	1	
4483	JACK FLOOR HYDRAULIC TEN TON	1285906	1	
4483	JACK FLOOR	1285908	1	
8023	Forklift, PBM	1285913	1	536
4483	Floor Sweeper, Power	1443223	1	1443123
4483	PRESS, HYDRAULIC, PORTABLE	1444118	1	
4483	HOIST, CHAIN	1444141	1	
4483	JACK, DOLLY TYPE, HYDRAULIC	1535753	1	
4483	JACK, DOLLY TYPE, HYDRAULIC	1535754	1	
4483	RECLAIMER, REFRIGERANT	1535755	1	
4483	ANALYZER, BATTERY	1535852	1	
4483	BALANCER, VEHICLE WHEEL	1536116	1	
4483	RECEIVER-TRANSMITTER, RADIO	1631875	1	
4483	RECEIVER-TRANSMITTER, RADIO	1631895	1	
4483	RECEIVER-TRANSMITTER, RADIO	1632352	1	
4471	Forklift, Yale	1722015	1	408
8023	Forklift, Yale	1722017	1	2309
4723	Forklift,	1899707	1	2320
4483	RECEIVER-TRANSMITTER, RADIO	1935136	1	
4483	RECEIVER-TRANSMITTER, RADIO	1935160	1	
4483	RECEIVER-TRANSMITTER, RADIO	1935181	1	
4471	Forklift, Hyster - Electric	1937536	1	2327
4483	BLAST CLEANING CABINET	2014853	1	
4483	PULLER 30 TON BENCH TYPE	G032069	1	
4483	LATHE BRAKE DRUM AND DISK	G032072	1	
4483	WELDING MACHINE, ARC	G083094	1	
4483	CHANGER, TIRE	G083096	1	
8023	Forklift, CAT	G32057	1	423
4471	Floor Sweeper, Clark	G83816	1	111286

SHIPPING/RECEIVING & PROPERTY GFE (Section 7 - General Purpose)

Building	Description	ECN	Quantity
4471	Scanner PTC-960LE	1631979	1
4471	Scanner PTC-960LE	1631980	1
4471	Scanner PTC-960LE	1631981	1
4471	Scanner PTC-960LE	1631982	1
4471	Scanner PTC-960LE	1631983	1
4471	Scanner PTC-960LE	1631984	1
4471	Scanner PTC-960LE	1631987	1
4471	Scanner PTC-960LE	1632008	1
4471	Scanner PTC-710	1632009	1
4471	Scanner PTC-710	1632010	1
4471	Scanner PTC-710	1632011	1
4471	Scanner PTC-710	1632012	1
4471	Scanner PTC-960LE	2012242	1
8023	RAMP, LOADING, VEHICLE	0266329	1
8023	POWER SUPPLY	0285323	1
8023	POWER SUPPLY	0285324	1
8023	CONTROL CONSOLE PLASMA	0285325	1
8023	RECIRCULATOR WATER	0285326	1
8023	CARRIAGE KAT	0285344	1
4471	Scale Dial Indicating	0623849	1
8023	SHEARING MACHINE	0677267	1
8023	SAW, HYDRAULIC	0677269	1
8023	SAW, BAND	0677270	1
8023	SAW, METAL CUTTING	0677272	1
8023	SHEARING MACHINE	0677423	1
8023	SAW, METAL CUTTING	1017222	1
8023	SAW, METAL CUTTING	1017224	1
8023	CHARGER, BATTERY	1018287	1
4471	Stapler, Electric	1218412	1
4471	MULTIPLEXER	1280232	1
4465	SAW, BAND, METAL CUTTING	1442405	1
4471	RECEIVER-TRANSMITTER, RADIO	1537916	1
4471	RECEIVER-TRANSMITTER, RADIO	1537917	1
4471	CONTROL, RECEIVER-TRANSMITTER	1537918	1
4471	BASE STATION, RADIO SET	1537919	1
4471	OPTICAL READER, DATA ENTRY	1537921	1
4471	OPTICAL READER, DATA ENTRY	1537922	1
4471	OPTICAL READER, DATA ENTRY	1537923	1
4471	Saw, Radial Arm	623848	1
4471	Saw, Circular, Table Type	G030872	1

4471	Marsh Gummed Tape Dispenser		1
4471	Kodiak Black and Decker Cordless Drill		1
4471	Makita Jig Saw		1
4471	Ryobi ½" Electric Drill		1
4471	7 ¼" Skill saw		1
4471	Baldor Grinder ½ HP		1
4471	Duo-Fast Nail Gun (Air)		2
4471	Bostitch Nail Gun (air)		1
4471	Bostitch Boxlok Gun (air)		2
4471	Plastic Bag Sealer		1
4471	Dough Boy Bag Sealer		1
4471	Duro Belt Sander		1
4471	Delta Band Saw		1
4471	Dayton Wet & Dry Vacuum		1
4471	Delta Drill Press		1
4471	Delta Strapping Dispenser (steel)		1
4471	Plastic Strapping Dispenser		1
4471	Signode Steel Strapping Dispenser		1
4471	Marsh Electric Stencil Machine		1
4471	Snap-On Tool boxes with hand		2
4471	DeWalt Radial Saw		1
4471	Rolling Ladder		2
4471	Wood Carts		11
4471	Pallet Jacks		2
4471	Large Vacuum		1
4471	Assorted Hand Tools		LOT
8023	Assorted Hand Tools		LOT
4471	Refrigerator		1
4471	Scales		2
4471	Wood Carts		11
4471	2 wheel dolly's		4

FOOD SERVICES GFE (Section 10 - General Purpose)

Bldg	DESCRIPTION	ECN	QTY	Cost
4203	CABINET, FOOD WARMING, STEAM	1396422	1	\$1,364
4203	COOKER, STEAM	1082499	1	\$7,399
4203	FOOD CUTTER AND MIXER ELECTRIC	0102243	1	\$2,588
4203	ICE CREAM MACHINE	0622990	1	\$3,914
4203	ICE MACHINE	2129478	1	\$2,424
4203	ICE MACHINE	1964290	1	\$2,160
4203	ICE MAKER	2015492	1	\$1,539
4203	ICE MAKER	2015493	1	\$1,539
4203	ICE MAKING MACHINE, CUBE	1017342	1	\$7,242
4203	KETTLE, STEAM JACKETED	1082500	1	\$4,861
4203	MIXER ELECT	0623137	1	\$1,146
4203	MODEL, SPACELAB 1	0545108	1	\$1,631
4203	MODEL, SPACELAB 2	0286501	1	\$3,644
4203	SNACK UNIT, MOBILE	1018135	1	\$26,548
4471	DISPLAY CASE, MECHANICALLY REF	0542610	1	\$1,500
4471	FOOD WARMER	0624599	1	\$1,037
4471	FREEZER, MECHANICAL, FOOD	1155488	1	\$2,462
4471	FREEZER, MECHANICAL, FOOD	1402282	1	\$3,640
4471	ICE MAKER	2015491	1	\$1,539
4471	MEAT SLICING MACHINE ELECTRIC	0177157	1	\$1,316
4471	RANGE, ELECTRIC	0859844	1	\$1,639
4471	REFRIGERATOR, MECHANICAL, FOOD	1401595	1	\$3,213
4471	SALAD BAR	0624596	1	\$1,605
4610	BAR BACK, STAINLESS STEEL	0626716	1	\$2,602
4610	CHARBROILER	1963090	1	\$1,485
4610	CONVEYOR DISH AND TRAY	0626723	1	\$15,000
4610	COUNTER SALAD BUFFET MOBILE	1285905	1	\$1,559
4610	DISHWASHING MACHINE	0733435	1	\$12,470
4610	FRYER, DEEP FAT	0063210	1	\$1,140
4610	GRIDDLE, ELECTRIC	1963089	1	\$1,282
4610	ICE CREAM FREEZER, POWER OPERA	1081699	1	\$3,219
4610	ICE MACHINE	2014599	1	\$3,160
4610	ICE MAKER	2015490	1	\$1,539
4610	ICE MAKER	2015489	1	\$1,539
4610	ICE MAKING MACHINE	0678303	1	\$2,353
4610	MIXER ELECT	0626711	1	\$1,146
4610	OVEN BAKING AND ROASTING, DECK	0062655	1	\$2,101

4610	OVEN, BAKING AND ROASTING	1445106	1	\$5,994
4610	OVEN, BAKING, DECK	0176695	1	\$8,329
4610	PASS-THRU HOT BOX	0837355	1	\$2,045
4610	REFRIGERATION UNIT MECHANICAL	0065649	1	\$3,447
4610	REFRIGERATOR, MECHANICAL, FOOD	0837354	1	\$3,169
4610	REFRIGERATOR, REACH-IN	0626706	1	\$1,500
4610	REFRIGERATOR, REACH-IN	0626708	1	\$1,300
4610	REFRIGERATOR, REACH-IN	0626709	1	\$1,500
4610	REFRIGERATOR, WALK-IN	0626697	1	\$1,878
4610	SERVER LINE SINGLE SS	0626717	1	\$9,790
4610	SERVER LINE, SNACK BAR	0626719	1	\$5,000
4610	STEAM COOKER KETTLE COMB	0626715	1	\$3,000
4610	TABLE, COOK W/POT RACK & SINK	0627181	1	\$1,200
4610	TABLE, SCRAP DOWN, SS W/SINK	0858620	1	\$2,500
4610	TABLE, VEGETABLE PREPARATION	0627179	1	\$1,200
4203	Microwave Oven		1	
4471	Microwave Oven		1	
4610	Microwave Oven		1	
4203	Baking Oven		4	
4203	Range w/Oven		2	
4203	Cash Register		2	
4203	Charboiler		1	
4203	Flatop Grill		1	
4203	Cooler		1	
4203	Dishwasher, Hobart		1	
4203	Pot/Pan Washing Disposal Station		1	
4471	Cash Register		1	
4610	Cash Register		2	
4610	Steam Table		1	
4610	Preparation Table		2	
4471	DISHWASHING MACHINE, COMMERCIA	1150459	1	\$4,232
4610	Walk-in Cooler		1	
4610	Food Conveyor		1	
4203	Walk-in Cooler		2	
4203	Fume Hood w/Fire Suppression		2	
4203	Food Preparation Table		2	
4203	Condiment/utensil Station		1	
4203	Soup/Salad Island Bar		2	
4203	Deli Station		2	
4203	Food Conveyor Belt		1	

ENVIRONMENTAL GFE (Section 3 - Special Purpose)

Bldg	DESCRIPTION	ECN	QTY
4640	Truck, Lift, Fork, 3000lb.	62710	1
4249	Monitor	501745	1
4249	CPU	504627	1
4640	Monitor	513820	1
4640	CPU	514224	1
4249	Monitor	515564	1
4249	Monitor	515770	1
4249	CPU	516038	1
4249	CPU	516039	1
4249	CPU	606064	1
4249	CPU	606069	1
4249	Monitor	705132	1
4249	Monitor	705133	1
4635	Trailer, Gooseneck (Spill Response)	1964545	1

MAIL SERVICES GFE (Section 4 - Special Purpose)

Bldg	DESCRIPTION	ECN	QTY
4200	Detecto Weight Scale	622662	1
4200	MAILING MACHINE	1962486	1
4200	MAILING MACHINE	1962487	1
4200	X-Ray Machine	2012850	1
4200	Pitney Bowes Letter Folder and Sheet Feeder.5 series Base Unit		1

MOTOR POOL GFE (Section 6 - Special Purpose)

Bldg	DESCRIPTION	ECN	QTY	Vehicle #
4483	Semi, flatbed, motorpool	676959	1	286
4471	Trailer, Hiway	677032	1	2883
4483	Special purpose Wrecker	677285	1	1402
4483	5 ton wrecker	677300	1	299
4483	LIFT, FLOOR	678984	1	
4471	Forklift, Yale	834643	1	2306
4471	Forklift, Yale	834644	1	2307
8023	Forklift, Side loader	1018286	1	2333
4483	Semi, Van	1172720	1	246
4471	Forklift, Yale	1279373	1	531
4483	Fuel Servicing Truck	1281858	1	293
4483	HOIST, TRUCK WRECKER	1282365	1	
4483	LIFT, FLOOR	1285907	1	
8025	Forklift, Side-Loader	1288449	1	2319
8023	Forklift, Yale	1722016	1	409
INT 21	Forklift, Hyster - Electric	1962114	1	2328

SHIPPING/RECEIVING & PROPERTY GFE (Section 7 - Special Purpose)

Building	Description	ECN	Quantity
4471	FILING SYSTEM STORAGE AND RETR	0177207	1
4471	FILING SYSTEM STORAGE AND RETR	0177210	1
4471	FILING SYSTEM STORAGE AND RETR	0177212	1
4471	SCALE COUNTING	0731931	1
8023	LOADING PLATE	1536370	1
4471	INSPECTION SYSTEM, X-RAY	2013849	1
4471	REFRIGERATOR, PASS THRU	G083454	1
4471	Toledo Scale		2
4471	Fairbank-Morse Scale		1



ATTACHMENT 11

APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS

The documents listed herein contain specifications to which the work must conform. The Contractor shall comply with the requirements of these documents and all revisions or replacements thereto, as well as, all Federal, State, and Local Environmental laws and Regulations, U.S. Customs Regulations and NASA Guidance (Latest Edition).

As a Services Contract, the Contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as, Engineering Systems Department (ED40/ED41) and Configuration and Data Management Group (ED43) Organizational Issuance(s) (OIs). Applicable regulations, procedures, and documents have been provided electronically with this RFQ. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented.

The following documents are applicable as stated in the Performance Work Statement and Data Procurement Document (892).

The URL for the Federal Directives and Standards:

OSHA – <http://www.osha.gov/>
ASME – <http://www.asme.org/pubs/journals/>
ANSI – http://www.ansi.org/public/std_info.html
NFPA – <http://www.nfpa.org/Home/index.asp>
ANSI/ISO/ASQ Q9001:2000 Standards – <http://standardsgroup.asq.org>

The URL for the NASA Directives:

NASA - NPD & NGP – http://nodis3.gsfc.nasa.gov/library/main_lib.html
NASA - STD – <http://www.hq.nasa.gov/office/codeq/doctree/safeheal.htm>

The URL for the MSFC Directives:

MSFC - MPD, MPG, MWI, & OWI –
<https://msfcmr03.msfc.nasa.gov/directives/directives.htm>

15 CFR 700-799	Department of Commerce, Bureau of Exporting Administration
29 CFR 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry
29 CFR 1910.119	Process Safety Management of Highly Hazardous Chemicals
29 CFR 1910.177	Servicing of Single Piece Rim Wheels
29 CFR 1910.178	Powered Industry Trucks
29 CFR 1910.180	Crawler Locomotive and Truck Cranes

29 CFR 1926	Department of Labor; Occupational Safety and Health
29 CFR 1926.441	Administration Standards for Construction Industry Batteries and Battery Charging
40 CFR	Protection of Environment
40 CFR 355	Emergency Planning and Notification
40 CFR 372	Toxic Chemical Release Reporting: Community Right-to-know
40 CFR 761	Polychlorinated biphenyls (PCBs) manufacturing, processing, distribution in commerce, and use prohibitions
41 CFR	Public Contracts and Property Management
41 CFR 101	Federal Property Management Regulations
48 CFR 1 Subpart 23.2	Energy Conservation
49 CFR	Transportation
49 CFR 106-180	Transportation, Research & Special Programs Administration
49 CFR 173	Transportation, Shippers- General Requirements for Shipments and Packaging
49 CFR 200-299	Transportation, Federal Railroad Administration
49 CFR 261	Transportation, Credit Acceptance for Surface Transportation Projects
49 CFR 383	Transportation, Commercial Driver's License Standards
AD10-OWI-001	Consolidated Environmental Response Plan
AD10-OWI-002	Compliance Audit Plan
ADEM 335	Alabama Department of Environmental Management Regulations
ADEM 335-13	Solid Waste Program
ADEM 335-14	Hazardous Waste Program
ADEM 8700-12	Notification of Regulated Waste Activity (Form)
ANSI Standards	American National Standards Institute
ANSI B30.5	Mobile and Locomotive Cranes
ANSI/ISO/ ASQ Q9001-2000	Quality Management Systems - Requirements
AMCOM 210-2	Post Regulations
ASME	Boiler and Pressure Vessel Code
ASTM D396	Standard Specification for Fuel Oils
ASTM D975	Standard Specification for Diesel Fuel Oils
ASTM D4814	Standard Specification for Automotive Spark-Ignition Engine Fuel

Executive Order 13149	Greening of the Government through Federal Fleet and Transportation Efficiency
FAR	Federal Acquisition Regulation
Federal Standard 313	Material Safety Data, Transportation Data and Disposal Data for Hazardous Material Furnished to Government Activities
IATA	International Air Transport Association-Dangerous Good Regulation
ISO	International Organization of Standardization Documents
ITAR	International Traffic in Arms Regulation
MIL-T-83133	Military Specification, Turbines Fuels, Aviation, Kerosene Types, NATO F-34 (JP-8) and NATO F-35
MPD 1800.1	MSFC Smoking Policy
MPD 1840.1	MSFC Environmental Health
MPD 1840.2	MSFC Hearing Conservation Program
MPD 1840.3	MSFC Respiratory Protection Program
MPD 1860.1	Laser Safety
MPD 1860.2	MSFC Radiation Safety Program
MPD 8500.1	MSFC Environmental Management Policy
MPG 1040.3	MSFC Emergency Plan
MPG 1551.1	Mail Management and Distribution
MPG 1600.1	MSFC Security Procedures and Guidelines
MPG 1800.1	Bloodborne Pathogens
MPG 1810.1	MSFC Occupational Medicine
MPG 1840.1	MSFC Confined Space Entries
MPG 1840.2	MSFC Hazard Communication Program
MPG 1840.3	MSFC Hazardous Chemicals in Laboratories Protection Program
MPG 2190.1	MSFC Export Control Program
MPG 2800.1	Agency Information Technology Services
MPG 2810.1	Security of Information Technology
MPG 4000.1	Control of Customer-Supplied Product
MPG 6700.1	General Purpose Vehicles-Special Purpose Equipment Operations
MPG 8040.3	Product Traceability
MPG 8500.1	MSFC Environmental Management Program
MPG 8715.1	Marshall Safety, Health and Environmental (SHE) Program
MWI 1280.5	MSFC ALERT Processing

MWI 3410.1	Personnel Certification Program
MWI 4200.1	Equipment Control
MWI 4220.1	Space Utilization, Communications, Furniture, Relocation, and Special Event Services
MWI 4300.1	Disposal Turn-Ins/Reutilization Screening
MWI 4520.2	Use of the Procurement Discrepancy Tracking System (PDTS)
MWI 4530.1	Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services
MWI 5100.1	Procurement Initiators Guide
MWI 5113.1	Governmentwide Commercial Purchase Card Operating Procedures
MWI 5330.1	Evaluation of Contractors, Suppliers, and Vendors
MWI 6220.1	Lost or Damaged Freight
MWI 6430.1	Lifting Equipment and Operations
MWI 8540.2	Affirmative Procurement Program for Environmentally Preferable Products
MWI 8550.1	Waste Management
MWI 8550.2	Storm Water Management
MWI 8550.3	Wastewater Compliance
MWI 8550.4	Air Emissions Compliance
MWI 8550.5	Hazardous Material Management
MWI 8621.1	Close Call and Mishap Reporting and Investigation Program
MWI 8715.9	Occupational Safety Guidelines for MSFC Contractors
NASA-STD-8719.9	Standard for Lifting Devices and Equipment Revision Level
NASA-STD-8719.11	Safety Standard for Fire Protection
NFPA Standards	National Fire Codes
NFPA Standard 54	National Fuel Gas Codes
NFS Part 1804	Administrative Matters
NFS Subpart 1804.470-3	Security Plan for unclassified Federal Information Technology systems
NFS Part 1845	Government Property
NFS Part 1845.3	Providing Government Property to Contractor
NFS Part 1845.72	Contract Property Management
NFS Part 1847	Transportation
NPD 2190.1	NASA Export Control Program
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPD 8710.2	NASA Safety & Health Program Policy

NPG 1371.2	Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives
NPG 2810.1	Security of Information Technology
NPG 4100.1	NASA Materials Inventory Management Manual
NPG 4200.1	NASA Equipment Management Manual
NPG 4200.2	Equipment Management Manual for Property Custodians
NPG 4300.1	NASA Personal Property Disposal Procedures & Guidelines
NPG 4310.1	Identification & Disposition of NASA Artifacts
NPG 5100.4	Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) [48 CFR 1800-1899]
NPG 6000.1	Transportation Management
NPG 6200.1	NASA Transportation and General Traffic Management
NPG 7120.5	Program and Project Management Processes and Requirements
NPG 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NPG 8715.3	NASA Safety Manual
NPG 8831.2	Facilities Maintenance Management
OSHA	Occupational Safety, and Health Administration Regulations
Reading Room	*Guidance on the Use of Encryption and Digital Signatures for the Protection of Sensitive but Unclassified Information
Reading Room	*NASA Export Control Program
Reading Room	*NASA Procedures for Exports to Russia Hardware and Technical Data (Including Software)

*The final three (3) documents can be obtained in the Reading Room

**Specific information pertaining to FAR and NASA Far Supplement Clauses can be found in Sections 1 & 2

ATTACHMENT 12

MANDATORY STORE ITEM LIST/NEVER OUT OF STOCK LIST

NOMENCLATURE	NSN
ABSORBENT PADS, 24"X24" (50 Per pack)	
AO SAFETY, LEXA, GRAY LENS	4240-00-L66-7810
AO SAFETY, LEXA, GRAY LENS	4240-00-L66-7811
APRON, LABORATORY	8415-00-715-0450
BARRICADE TAPE, CAUTION DO NOT ENTER, YELLOW	9905-01-282-2285
BARRICADE TAPE, DANGER DO NOT ENTER, RED	9905-01-323-9581
BARRICADE TAPE, DANGER, RED	9905-01-339-1277
BATTERY, AA ALKALINE	6135-00-985-7845
BATTERY,AAA CELL,ALKALINE,1.5v	6135-00-826-4798
BINDER,3RING,WHITE, 1"	7510-01-203-4708
BOOK,MEMO,3.5x4.5" END OPEN	7530-01-060-7511
BOUTON, 7000 UFO, CLEAR LENS	4240-00-L66-7813
BOUTON, 7000 UFO, GRAY LENS	4240-00-L66-7812
BRACKET, EAR PLUG	4240-00-L66-7355
CAUTION TAG	9905-01-397-6563
CHEMICAL , 2 1/4" X 3 1/2" LABEL	7690-01-431-5002
CHEMICAL, 4 1/2" X 6 1/2" LABEL	7690-01-431-4977
CHEMICAL, 7" X 10" LABEL+A18	7690-01-431-4976
CHUMS, BREAKAWAY SAFETY GLASS STRAP	4200-00-L66-7809
CITRIC ACID (POWDER) 50 Pound bags+A20	
CLEANER, GLASS, 16oz PUMP BOTTLE	7930-01-326-8110
CLIP, PAPER, BINDER, 1/2" CAPACITY	7510-00-223-6807
CORRECTION TAPE, DRYLINE, 335"	* NSN UNKNOWN *
COVERALL, DISPOSABLE, COTTON POLY, ALL SIZES	8415-00-L66-6510
COVERALL, DISPOSABLE, COTTON POLY, ALL SIZES	8415-00-L66-6550
COVERALL, DISPOSABLE, TYVEK, LARGE, 25 PER BOX	8415-01-115-8404
COVERALL, DISPOSABLE, TYVEK, X-LARGE	8415-00-L66-6552
COVERALL, DISPOSABLE, TYVEK, X-LARGE, 12 PER BOX	8415-01-158-3498
COVERALL, DISPOSAL, SMALL, BLUE	8415-01-333-9501
COVERALL, DISPOSAL, SMALL, BLUE	8415-01-333-9503
COVERALL, DISPOSAL, XX-LARGE, BLUE	8415-01-269-7699
COVERALL, FLAME RETARDANT, ALL SIZES	8415-00-L66-6551
COVERALL, FLAME RETARDANT, MEDIUM TALL	* NSN UNKNOWN *
CREWS, BLACKJACK, CLEAR LENS	4240-00-L66-7804
CREWS, BLACKJACK, GRAY LENS	4240-00-L66-7805
CREWS, STROM, CLEAR LENS	4240-00-L66-7508
CREWS, STROM, GRAY LENS	4240-00-L66-7507
DANGER - LOCKOUT/TAGOUT TAG+A16	9905-01-397-0166
DANGER TAG	9905-00-L66-7742
DISK, ABRASIVE, 50 GRIT, 7" DIAMETER	* NSN UNKNOWN *
DISKETTE, 3.5, D/S H/D (FORMATTED)	7045-01-392-6514
DRILL-TWIST, #53	5133-00-189-9298
ELVEX, UNIWRAPS, CLEAR LENS	4240-00-L66-7814
ELVEX, UNIWRAPS, GRAY LENS	4240-00-L66-7815
EMERGENCY SHOWER/EYEWASH TEST RECORD TAG	9905-01-365-6123
EMOLLIENT HAND GUARD, 8 OZ	8510-01-358-8836
EMOLLIENT LOTION, MEDICATED, 12 OZ	6508-01-256-0711

MANDATORY STORE ITEM LIST/NEVER OUT OF STOCK LIST

NOMENCLATURE	NSN
EMOLLIENT LOTION, MEDICATED, 5 OZ	6508-01-370-9337
EYEGLOSS SIDE SHIELD CLIP, CLEAR	4240-01-440-5696
FACESHIELDS, 8" X 19", CLEAR	4240-00-542-2048
FRAME,PICTURE,WALNUT,8"x10"	7105-01-282-0630
GLASSES,SAFETY,CLEAR(ANSI Z87.1)	4240-01-292-2816
GLOVES, 14" FITS ALL, NYLON, POWER FREE	8415-01-315-7232
GLOVES, 14" LEATHER, CAMEL	8415-01-290-9545
GLOVES, 5 1/2-7, LATEX, 100 PER BX	8415-01-356-9836
GLOVES, 8-8 1/2, NITRILE, PINK	8415-01-031-8985
GLOVES, 9-10, NITRILE	
GLOVES, 10-11, NITRILE	
GLOVES, 9 X-LARGE, LATEX, POWDER FREE, 200 PER BAG	8415-01-458-0079
GLOVES, CLEAN ROOM, ALL SIZES	8415-00-L66-6559
GLOVES, HEAT PROTECTING, MEDIUM	8415-01-092-3910
GLOVES, LARGE, COTTON	8415-00-L66-7349
GLOVES, LARGE, LATEX, BEIGE, 4 BAGS PER BOX, 50 PR PER BAG	8415-01-330-6326
GLOVES, LARGE, LEATHER, LIGHT TAN	8415-00-953-7349
GLOVES, LARGE, NEOPRENE, CORAL, FLOCK LINED, 12 PR PER BOX	8415-01-189-2673
GLOVES, LARGE, VINYL, GREEN, 100 PER BOX	8415-01-070-6263
GLOVES, LARGE, VINYL, WHITE, POWER FREE, 100 PER BG	8415-01-318-8143
GLOVES, LATEX, POWDER LESS, MEDIUM, 50 PER BOX, CREAM	6515-01-412-6096
GLOVES, LATTÉS, POWDER LESS, SMALL, 50 PER BOX, CREAM	6515-01-412-6097
GLOVES, MEDIUM, COTTON, WHITE	8415-01-138-2495
GLOVES, MEDIUM, GRAY, COTTON/LEATHER	8415-00-634-4664
GLOVES, MEDIUM, LEATHER, LIGHT TAN	8415-00-953-7354
GLOVES, MEDIUM, NATURAL, COTTON	8415-00-268-8330
GLOVES, MEDIUM, NEOPRENE, CORAL, FLOCK LINED, 12 PR PER BOX	8415-01-189-2671
GLOVES, MEDIUM, VINYL, WHITE, POWER FREE, 100 PER BG	8415-01-319-0288
GLOVES, MEDIUM, WHITE, LINT FREE, 12 PR PER PG	8415-01-290-9544
GLOVES, NYLON, LINT LESS	8415-00-L25-0992
GLOVES, REGULAR, NATURAL, COTTON	8415-00-634-5026
GLOVES, SIZE 10, NITRILE, GREEN	8415-01-120-0539
GLOVES, SIZE 7, NEOPRENE, LATEX	8415-01-318-5217
GLOVES, SIZE 8, LATEX, BEIGE, 4 BAGS PER BX, 50 PR PER BAD	8415-01-330-6327
GLOVES, SIZE 8, NEOPRENE, LATEX	8415-01-318-5216
GLOVES, SIZE 8, NITRILE, WHITE, 12 PR PER BG	8415-01-369-4420
GLOVES, SIZE 9, LATEX	8415-01-329-1657
GLOVES, SIZE 9, NEOPRENE, LATEX	8415-01-318-5218
GLOVES, S-LARGE, LATEX, 50 PER PACKAGE, CLEAR	8415-00-L66-7401
GLOVES, SMALL, GRAY, COTTON/LEATHER	8415-00-634-4646
GLOVES, SMALL, NEOPRENE, CORAL, FLOCK LINED, 12 PR PER BOX	8415-01-189-2672
GLOVES, SMALL, POLYVINYLCHLORIDE, WHITE, 5 PR PER PG	8415-01-284-2928
GLOVES, SURGICAL (XL) (50 pairs per box)	
GLOVES, UNIVERSAL, COTTON/LEATHER	8415-00-268-8350
GLOVES, WELDERS, GRAY, 13"	8415-00-268-7859
GLOVES, X-LARGE YELLOW, 100 PER PACK, LATEX POWER FREE	8415-00-L66-7395
GLOVES, X-LARGE, GRAY, COTTON/LEATHER	8415-00-721-6590
GLOVES,CHEMICAL/OIL,SZ.10	8415-01-013-7382

MANDATORY STORE ITEM LIST/NEVER OUT OF STOCK LIST

NOMENCLATURE	NSN
GOGGLES, ANTI-FOG, CLEAR LENS	4240-01-063-5996
GOGGLES, NON-POLARIZED, CLEAR LENS	4240-00-052-3776
GOGGLES, INDUSTRIAL, CHEM. ANTI-SPLASH	4240-01-063-5996
GOGGLES, SAFETY, (LOW IMPACT)	4240-00-052-3776
HAND CLEANER, DIF WATERLESS	8520-00-965-2109
HAND CLEANER, GOJO	8520-01-064-2725
HAND CLEANER, CREAM, 5oz. TUBE	8520-00-225-8563
HEARING PROTECTION, 31 DECIBELS, 250 PER CANISTER	4240-00-L66-7351
HEARING PROTECTION, FOAM CORE, 25 DECIBELS	6515-01-419-1138
HEARING PROTECTION, FOAM, 100 PER PACKAGE	4240-00-L66-7352
HEARING PROTECTION, JAZZ BAND, 25 DECIBELS, 10 PER BOX	4240-00-L66-7354
HEARING PROTECTION, JAZZ BAND, 5 PR PER PACKAGE	4240-00-L66-7353
HEARING PROTECTION, NORTON SOUND OFF	8415-01-147-3599
HELMET (HARD HAT)	8415-00-585-6531
INSECTICIDE REPELLANT	6840-01-067-2137
SKIN PROTECTIVE, CHEMICAL	6850-01-016-3481
SODIUM BICARBONATE (POWDER) 100LB BAGS	
SUIT, SARANEX (XXL)	
SUIT, SARANEX (XXXL)	
SUIT, TYVEX (XXL)	
SUIT, TYVEX (XXXL)	
SUIT, TYVEX (XXXXL)	
SUNSCREEN	6505-00-L66-7498
TAPE, WARNING, BLACK & WHITE	4240-01-307-1898
TAPE, WARNING, BLACK & YELLOW	4240-01-307-1898
TAPE, DUCT, SILVER, 2"x60yd	5640-00-103-2254
TISSUE, FACIAL	8540-00-793-5425
TONER CARTRIDGE, LASER PRINTER, HP-3	6850-01-390-4096
TOWEL/PAPER (KIM WIPES)	7920-00-965-1709
UVEX, OTG 3001, CLEAR LENS	4240-00-L66-7806
UVEX, OTG 3001, GRAY LENS	4240-00-L66-7803
UVEX, SKYPER X2, CLEAR LENS	4240-00-L66-7807
UVEX, SKYPER X2, GRAY LENS	4240-00-L66-7808
WARNING TAG	9905-00-L66-7745
WASP STOPPER	6840-00-L66-7346
WATER STRIP FOR HEAD EQUIPMENT (SWEAT BAND)	4240-00-L66-7817

ATTACHMENT 13
OTHER RETAIL STORE ITEMS

<u>FSG</u>	<u>DESCRIPTION</u>
13	Ammunition and Explosives
16	Aircraft Components and Accessories
18	Space Vehicles
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
36	Special Industry Machinery
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnance, Steam Plant, and Drying Equipment and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardwood and Abrasives
53	Hardwood and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communication, Detection, and Coherent Radiation Equipment
59	Electrical and Electronic Equipment Components
60	Fiber Optics Materials, Components, Assemblies, and Accessories
61	Electric Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm, Signal, and Security Detection Systems

ATTACHMENT 13
OTHER RETAIL STORE ITEMS

<u>FSG</u>	<u>DESCRIPTION</u>
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
70	General Purpose Automatic Data Processing Equipment (Including Firmware), Software, Supplies, and Support Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Text Processing Systems and Visible Record Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging, and Packing Supplies
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
95	Metal Bars, Sheets, and Shapes
96	Ores, Minerals, and Their Primary Products
99	Miscellaneous

Attachment 14
MSFC APPROVED FURNITURE LIST

Type	Items	National Stock Number
Contemporary	Desk	
	Overhang Desk	7110-00-L66-7915
	Regular Desk, Double Ped	7110-00-L66-7659
	Credenza	
	Storage Credenza	7110-00-128-0546
	Computer Credenza	7110-00-L66-7913
	Supply Cabinet	7125-00-764-6141
	Table	
	Rectangular 6-foot	7110-00-L66-8155
	Rectangular 5-foot	7110-00-113-0509
	Round w/legs	7110-00-149-2046
	File Cabinets	
	5-Drawer Lateral	7110-00-L66-6912
	5-Drawer Vertical	7110-00-497-2370
	2-Drawer Vertical	7110-00-L66-7948
	Bookcase, 3 Shelf	7110-00-L66-7960
	Coat Rack/Costumer	7195-01-377-7794
	ADP Unit	
	Desk	7110-00-L66-7951
	Hutch	7110-00-L66-7950
Return	7110-00-L66-7952	
Executive Wood	Desk	
	Overhang Desk	7110-00-L66-7656
	Regular Desk	7110-00-L66-8025
	Credenza	
	Computer Credenza	7110-00-L66-8024
	Storage Credenza	7110-00-L66-8030
	Hutch w/Grilled Doors	7110-00-L66-8101
	Cornice Frame	7110-00-L66-8098
	Base for Hutch	7110-00-L66-8099
	File Cabinets	
	4-Drawer Lateral	7110-00-L66-8028
	5-Drawer Vertical	7110-00-551-5495
	2-Drawer Lateral	7110-00-L66-7657
	Table	
	Rectangular 6-foot	7110-00-L66-7890
	Round, 48 Inch	7110-00-L66-7652
	Base	7110-00-L66-7653
	Bookcase	
	w/Grilled Doors	7110-00-L66-8101

MSFC APPROVED FURNITURE LIST

Type	Items	National Stock Number
	W/Glass Doors	7110-00-L66-8101
	Open	7110-01-246-3060
	Coat Rack/Costumer	7195-00-132-6642
	Large U-Unit Exe Single Ped Desk w/Right Ped	7110-00-L66-8146
	Credenza, Single Left	7110-00-L66-8147
	Bridge Unit	7110-00-L66-8043
	Hutch	7110-00-L66-8031
Systems/Modular		
PMG Approval Required		
Conference Room	Table	
PMG Approval Required	Rectangular (List Sizes/Widths)	
Training Areas	Tables	
	Rectangular, Maple	
	Nevins 42" x 96"	7110-00-L66-8154
	Nevins 42" x 72"	7110-00-L66-8155
	Nevins 36" x 72"	7110-00-L66-8153
	Nevins 36" x 96"	7110-00-L66-8105
	Round, Maple 36" x 36" Pie Inserts	7110-00-L66-8156
	T-Bases	7110-00-L66-8104
	Linking Devices	7110-00-L66-8106
Ergonomic Furniture/Ergo Features	Desk Chairs	
	Aeron A	7110-00-L66-7879
	Aeron B	7110-00-L66-6995
	Aeron C	7110-00-L66-7878
	Leap	7110-00-L66-7827
	Blue Inspire	7110-00-L66-7903
	Side Chair w/arms	
	Inspire Sled Base	7110-00-L66-7901
	Office Conference Chairs w/arms	
	Inspire Sled Base	7110-00-L66-7901
	W/Rollers	7110-00-L66-7903
	Ergonomic Keyboard Tray	7110-00-L66-8020
	Conference Room Chairs	
	W/Rollers	7110-00-L66-8097
	Sled Base	7110-00-L66-8015

Furniture Activity	FY1999	FY2000	FY2001
Customer Requests Received	1,561	3,016	2,579
Furniture Staged for Delivery	3,010	1,088	893
New Furniture Items Issued	2,180	726	2,134
Used Furniture Items Issued	819	727	1,056
Furniture Items Assembled/Disassembled	10,875	5,602	16,995

**Attachment 15
Special Events List**

Center-Sponsored Special Events (Fixed Price)	
TIMEFRAME	EVENT
March 2001	Center Director All Hands (Annual) Health & Fitness Expo
April 2001	Protocol (Annual) Earth Day
	Protocol
May 2001	Community Leaders Breakfast
June 2001	Protocol (Annual) NASA/MSFC Honor Day Awards Community Leaders Breakfast
October 2001	Protocol Protocol Center Director All Hands (Annual) Combined Federal Campaign
	Protocol
December 2001	(Annual) MSFC Holiday Reception
Events Requiring Minimum Support	
	(Annual) NASA Retiree Dinner
	AIAA E-Teams
	Marshall Management Association
	Snoopy Awards
Note	
(1) (Annual) One time per year event	
(2) Events other than (Annual) happen 1-6 times per year	

Special Events (not contained on Center Special Events Listing) IDIQ	
TIMEFRAME	EVENT
February 2001	Black History Month
	Lab Celebration
	Organization Celebration
	New Badges
	Farewell Reception
	Sci-Quest
	Organization Celebration
March 2001	NSSTC Open House
	Retirement
	Meeting ED36
	United Space Alliance – All Hands
	Meeting FD21
	Moon Buggy Race
	Easter Egg Hunt
April 2001	VIP Luncheon
	Panoply Loan Out
	Meeting ED40
	Botanical Gardens Loan Out
	Meeting Sverdrup
	Meeting ED01
	Hispanic Heritage Celebration
	Fluids Workshop TD
	Space Craft Luncheon
	Health Fair
Book Fair	
May 2001	Safety Program
	Safety Celebration Rocketdyne
	Standdown X-34
	Kindergarten Graduation
	Meeting MSFC Technology Days
	Sci-Quest Meeting
	Retirement
June 2001	Meeting ED20
	Summer Student Workshop
	Procurement Awards and Picnic
	Fish Fry TD71
July 2001	Industry Briefing
	Summer Intern BBQ
	Science Directorate Awards and Picnic
	IFMP Steering Committee
	Million Hours Celebration TD

Special Events (not listed on Center special events listing) IDIQ	
TIMEFRAME	EVENT
	Farewell Reception
	NASA Sharp
	LRV History Chat Heritage Gallery
August 2001	Safety Bowl
	Logistics Picnic
	Luncheon ED26
	Book Fair
	*Family Fun Day
September 2001	Safety Bowl
	Dignitary Visit
October 2001	Safety Day
	Safety Day Breakfast
	Safety Bowl
	Safety Day Booth
	Fire Prevention Week
	Meeting Image Team
	Co-op Luncheon
	Ballet Concierto de Puerto Rico
	Blood Drive
	Lunch with Center Director
	Chili Challenge
	Fall Cookout ED26
	Student Launch Initiative
	Work Shop ED
November 2001	4200 Christmas Tree
	Reception NASA AA
	Support Contractor Thanksgiving Luncheon
	Reception Holiday
	Co-op Luncheon
	Support Contractor Thanksgiving Luncheon
	Support Contractor Pizza Party
	Reception AD02
	Blood Drive
	Nut Sale
	Support Contractor Thanksgiving Luncheon
	Appreciation Luncheon
	Day Care Thanksgiving Luncheon
	NSSTC Conference
December 2001	Support Contractor Holiday Luncheon
	Holiday Luncheon CFO
	Day Care Holiday Program
	Open House Center Operations
	Holiday Luncheon AD21

Special Events (not listed on Center special events listing) IDIQ	
TIMEFRAME	EVENT
	Lunch with Center Director
	Holiday Luncheon TD71
	Congressman Visit/NSSTC
	Internal Job Fair
	Book Fair
	SLI Briefing
	Contractor Meeting
	Holiday Luncheon TD01
	Holiday Luncheon Shuttle
	Support Contractor Holiday Luncheon
	Support Contractor Holiday Luncheon
	CAER Party
	Holiday Luncheon ED33
	Procurement Awards
January 2002	FIRST Robotics – Integration 21
	Blood Drive



SECTION 4 - INSTRUCTIONS TO QUOTERS

4-1 The following provisions are incorporated by reference, with the same force and effect as if they were given in full text.

A. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>Provision No.</u>	<u>Title</u>
52.223-4	Recovered Material Certification (Oct 1997)

B. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

<u>Provision No.</u>	<u>Title</u>
1852.223-73	Safety and Health Plan (Apr 2002)

The full text of a provision may be accessed electronically at this/these address(es):

FAR: <http://www.arnet.gov/far/>

NASA FAR Supplement:

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

4-2. USE OF GOVERNMENT-OWNED PROPERTY

A. The quoter () does, () does not intend to use in performance of any order awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The quoter shall identify any offered property not intended to be used. If the quoter does intend to use any of the above items, the quoter must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b), and NASA FAR Supplement (NFS) 1845.102-71:

1. Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.
2. For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.
3. Amount of rent, calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

4. The dates during which the property will be available for use, and if it is to be used in more than one order, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.
- B. The quoter () does, () does not request additional Government-provided property for use in performing any order awarded as a result of this solicitation. If the quoter requests additional Government-provided property, the quoter must furnish:
1. Identification of the property, quantity, and estimated acquisition cost of each item; and
 2. The quoter's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).
- C. If the quoter intends to use any Government property (paragraph (A) or (B) of this provision), the offer must also furnish the following:
1. The date of the last Government review of the quoter's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.
 2. A statement that the quoter has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.
 3. A statement indicating whether or not the costs associated with paragraph (C)(2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

(End of provision)

4-3. PARTICIPATION BY SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, WOMAN-OWNED SMALL BUSINESS (WOSB), HUBZONE SMALL BUSINESS, VETERAN-OWNED SMALL BUSINESS (VOSB), HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND OTHER MINORITY INSTITUTIONS (OMI)

- A. The Quoter, if other than a small business concern, shall submit a subcontracting plan, including subcontracting goals for (a) Small Business (SB), (b) Small Disadvantaged Business (SDB), (c) Woman-Owned Small Business (WOSB), (d) Historically Underutilized Business (HUB) Zone business, (e) Veteran-Owned Small Business (VOSB), and (f) Historically Black Colleges

and Universities/Other Minority Institutions (HBCU/OMI) in accordance with the FAR Clause 52.219-9, Small Business Subcontracting Plan.

- B. For the purpose of developing subcontracting baselines, percentage goals of 49 percent for SDB concerns, 5 percent for WOSB concerns, 3 percent for HUB Zone SB concerns, 3 percent for VOSB concerns, and 1 percent for HBCUs/OMIs of the total order value have been established for this requirement. The goals for WOSB, HUBZone SB, VOSB, and HBCUs/OMIs while stated separately as a percentage of the total order value, are subsets of the overall SDB goal. The Government recognizes that the achievement of these goals may present Quoters with a challenge, especially in the identification of qualified VOSB subcontractors to count toward achievement of the 49 percent SDB goal. If it is determined by the Quoter that it is unable to identify an SDB certified VOSB concern, the Quoter will be evaluated based on achievement of a 46 percent SDB goal rather than 49 percent, and a separate 3 percent VOSB goal. In this situation, the Quoter shall provide supporting rationale documenting its inability to identify an SDB certified VOSB concern to participate. Quoters shall make an independent assessment of the small business subcontracting opportunities and are encouraged to propose on exceeding the stated goals where practical. Proposed goals will be evaluated as indicated in Section 5, Evaluation/Evaluation Factors.
- C. NASA encourages all Quoters to propose to meet or exceed these goals to the maximum extent practicable. If a Quoter intends to subcontract any of the No Cost To This Order Services to any of the concerns mentioned in Paragraph B above, the Quoter shall identify the type and name of the concern(s) in the subcontracting plan. Quoters should make an independent assessment of opportunities for the identified categories to participate in this procurement and propose goals based on the total order value rather than as a percent of total planned subcontracting. Quoters should also discuss proposed methods for achieving the goals. Quoters should discuss the types and amount of work, in terms of total dollars, that will be performed by these entities. This discussion should include any plans for utilizing such concerns in high technology areas. (High technology means research and/or development efforts that are within or advance the state-of-the-art in a technology discipline and are performed primarily by professional engineers, scientists, and highly skilled and trained technicians or specialists.)
- D. The North American Industry Classification System (NAICS) Code is 561210 with a size standard of \$6 Million. This does not necessarily indicate that this NAICS Code (and size standard) would be applicable to every service or product that could be acquired through subcontracting during the performance of the order. The prime contractor shall determine the appropriate NAICS Code, and corresponding size standard, for each specific category of products and/or service(s) proposed to be furnished through subcontracting.

4-4. SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM TARGETS

This solicitation contains a Mission Suitability subfactor related to the participation of small disadvantaged business (SDB) concerns in the order. Credit under that subfactor is not available to an SDB concern that qualifies for a price evaluation adjustment under the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, unless the SDB concern specifically waives the price evaluation adjustment.

In order to receive credit under the subfactor, the Quoter must provide, with its quotation, targets, expressed as dollars and percentages of order value, for SDB participation. A total target for SDB participation by (1) the Contractor, including joint venture partners, and team members and (2) a separate total target for SDB participation by subcontractors must be provided in the quote.

Any SDB participation targets proposed will be incorporated into and become part of any resulting order. Contractors with SDB participation targets shall be required to report SDB participation.

SDB concerns specifically identified and considered in the evaluation shall be listed in the order and the Contractor shall be required to notify the Contracting Officer of any substitutions of firms that are not SDB concerns.

(End of Provision)

4-5. QUOTATION PAGE LIMITATIONS

A. The following page limitations are established for each portion of the quote submitted in response to this solicitation.

<u>Quotation Section</u>	<u>Page Limit</u>
Submittal I	
Volume III – Past Performance	35 pages
Volume I - Mission Suitability	
Key Personnel Position Description and Resume Forms	6 pages per person
Submittal II	
Volume I - Mission Suitability	125 pages

The following documents are excluded from the above page limitation but will be evaluated under Mission Suitability Factor:

- | | |
|---|---------|
| 1) Draft Safety and Health Plan
(DRD 988SA-001) | * pages |
| 2) Preliminary Quality Control/
Assurance Plan (DRD 988QE-001) | * pages |
| 3) Small Business Subcontracting Plan | * pages |
| 4) Job Description/Qualification
Forms (JDQ) (Attachment 4-2) | None |

* The total page limit for the three documents is 50 pages, which may be divided among the documents at the Quoter's discretion.

Volume II - Price None

Volume IV - Completed RFQ and Signed SF 1449 None

The following items are also excluded from the page limitation under Mission Suitability. Any data contained on these pages will not be evaluated under Mission Suitability or any other Volume: Title pages, table of contents, acknowledgements, blank divider pages, covers, and tab separators.

- 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 and Times New Roman font. 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. Diagrams, charts, and photographs may be reduced but still must be clearly legible, and if necessary, run landscape or folded to eliminate oversize pages. Text in diagrams, charts, and photographs shall be no smaller than 12-point type and Times New Roman font.
- C. Title pages and tables of contents, are excluded from the page counts specified in paragraph A. In addition, the Price section of the quotation is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the quote will be so construed and counted against that section's page limitation.
- D. Pages submitted in excess of the limitations specified in paragraph A will not be evaluated by the Government and will be returned to the Quoter.
- E. If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(End of Provision)

4-6. QUOTER'S QUOTATION SUBMISSION REQUIREMENTS

- A. For submittal I, the Quoter shall submit an original, and five (5) paper copies of the Key Personnel Position Description and Resume Forms portion of Volume I, Mission Suitability, and of Volume III, Past Performance. For Submittal II, the Quoter shall submit an original and ten (10) copies for Volume I, Mission Suitability; an original and five (5) paper copies of Volume III, Price; and the completed RFQ shall be submitted along with three (3) SF 1449s with original signatures for Volume IV, Completed RFQ and Signed SF 1449.

The quotation shall be submitted in separate loose-leaf binders organized as shown in Provision 4-7 with each section appropriately tabbed and identified. See Provision 4-5 for page limitations. Quoters shall submit an electronic version of each volume of their quote (IBM PC compatible with Microsoft Office 2000). Earlier versions will be acceptable if compatible with the 2000 version. If data files are delivered in compressed format, Quoter shall insure that the files are self-extracting or that the software program(s) required to extract the files to their original format is included. All electronic files delivered to the Government shall be virus-free. If any variation in content between the hardcopy and electronic copy is noted, the hardcopy shall be considered the official quotation.

- B. The Quotes shall be in sealed envelopes. Quotes will be received at the address specified in block 9 of Standard Form 1449, or if hand-carried, to the George C. Marshall Space Flight Center, MSFC, AL, building 4203, basement lobby. If hand-carried, Quoters are to use the telephone provided in the basement lobby and call 5-2086 for pickup. Due to increased security at the entrances to Redstone Arsenal and Marshall Space Flight Center, all Quoters that hand-carry quotations shall allow adequate time to meet the deadlines noted below. Quoters not currently badged for Redstone Arsenal access, and driving privately owned vehicles (POV) must provide driver's license, proof of automobile insurance, proof of ownership, and Government point of contact. All POV's are subject to search. Any need for an escort will be by appointment, 961-2086, and will be made on a first come-first serve basis. Quoters shall make adequate time allowances to deal with any unforeseen delays. The Government is not responsible for any late quotes. Quotes shall be accepted no later than 12:00 noon local time on the following dates:

Submittal I - due November 18, 2002

Submittal II - due December 4, 2002

CAUTION - Submissions, modifications, revisions, and withdrawals are addressed in FAR provision 52.212-1, Instructions to Offerors –

Commercial Items. All quotes are subject to all terms and conditions contained in this solicitation.

4-7. INSTRUCTIONS FOR QUOTATION PREPARATION

A. Introduction

It is NASA's intent by providing the instructions set forth below to solicit information that will demonstrate the Quoter's competence to successfully complete the requirements specified in the Performance Work Statement(PWS) and to permit a competitive evaluation of its quote.

B. General

The Contractor will be responsible for satisfactory accomplishment of the GSA order awarded hereunder.

This solicitation and resulting GSA order are subject to the **statutory** provisions of the Service Contract Act of 1965, as amended, and the implementing regulations of the Act outlined in Title 29 Code of Federal Regulations, Part 4.

As a prospective quoter/bidder/contractor **you are liable** for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that you take appropriate action when preparing your quotation to assure compliance and **ensure** that your corporate policies are congruous with the spirit and intent of the law.

The PWS set forth is unclassified, and quotations should be submitted accordingly. There are no technical requirements that will require Contractor access to classified information.

It is anticipated that incremental funding will be provided at least quarterly.

MSFC will make only one award from this solicitation, except that the food services portion may be awarded separately to the Alabama Department of Rehabilitative Services pursuant to 34 CFR 395.33(b).

The quote should be based on a Phase-In Period, a three-year base period, plus two 1-year priced options, and up to five award-term periods (four 7-month periods and one 8-month period) for a maximum of eight years.

Performance of this order will be at the Marshall Space Flight Center, near site or at such other locations as may be approved in writing by the Contracting Officer.

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

Name: Mr. Daniel J. Fuller
Phone: 256-961-2086 (Collect calls not accepted)
Address: George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812
Attention: Mr. Daniel J. Fuller,
Mail Code: PS31-E
Building 4203/Basement Lobby
E-Mail address: dan.fuller@msfc.nasa.gov

ALL QUESTIONS MUST BE SUBMITTED IN WRITING. Quoters may submit questions electronically no later than Close of Business: November 18, 2002. Answers to these questions will be provided electronically to all potential Quoters.

QUESTIONS OF ANY NATURE OR IN ANY FORM SHALL NOT BE DIRECTED TO THE TECHNICAL ACTIVITY PERSONNEL OUTSIDE OF THE PREQUOTATION/PRE-BID CONFERENCE.

C. Submittal I

Volume III - Past Performance Factor

All pages in Volume III shall be numbered and identified with the Quoter's name, RFQ number, and date. A table of contents shall be provided with figures and tables listed separately.

Quoters shall submit their Past Performance history in the following format and sequence to include all information prescribed below for both the Quoter and proposed major subcontractors (subcontracts over \$500,000 total value or, if applicable, subcontracts for No Cost To This Order Services such as Food Services and the Retail Store operations).

1. A list of all contracts/orders and subcontracts (valued over \$500,000 or, if applicable, for No Cost To This Order Services such as Food Services and the Retail Store operations) completed during the past three years, or are currently in process, that are similar in size, content, and complexity to this requirement shall be submitted. Contracts/orders listed may include those entered into by the Federal Government, agencies of state and local governments, and commercial customers. The Quoter shall explain its role in the contract/order or subcontract including whether it was the Prime Contractor, a Team Member, a Joint Venture Member, or subcontractor. The Quoter shall provide the Government with the following information for each contract/order and subcontract referenced:

- a. Customer's name, address, and telephone number of both the lead contractual and technical personnel. Ensure that the information is correct and accurate by testing the phone numbers and addresses.
- b. Contract/order number, type, total original value, and present or final contract value.
- c. Date contract/order was awarded, place(s) of performance, original contract/order period of performance, and actual contract/order period of performance.
- d. Method of Acquisition: competitive or noncompetitive.
- e. Nature of award: initial or follow-on.
- f. Number of Union Collective Bargaining Agreements associated with the contract/order.
- g. Number of grievances and arbitration cases the contractor had during the performance of the contract/order, (identify type and number).
- h. If there were arbitration cases, did the contractor prevail in the final decision.
- i. Number of National Labor Relations Board (NLRB) cases filed against the contractor by the employees' collective bargaining representative (union) during the performance of the contract/order.
- j. If there were any NLRB cases filed, did the Board rule in favor of the contractor during the performance of the contract/order.
- k. Number of strikes and informational pickets associated with this contractor during the performance of the contract/order.
- l. Identify any Labor Unions having Collective Bargaining Agreements (CBA) with your company. Provide information on problems encountered/lessons learned and corrective actions taken to resolve those problems.
- m. Discuss your labor management history over the past three years with specifics such as date(s) of organization attempts and results, and lost workdays as absolutes and percentages.