

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1
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2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE November 19, 2002	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE	PS31-E	7. ADMINISTERED BY (If other than Item 6)	CODE

Procurement Office  
George C. Marshall Space Flight Center  
National Aeronautics and Space Administration  
Marshall Space Flight Center, AL 35812

AUTOMATED INVOICE PAYMENT INFORMATION: (256) 544-5566

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  TO ALL POTENTIAL QUOTERS	(x)	9A. AMENDMENT OF SOLICITATION NO. 8-1-1-A4-00155
	X	9B. DATED (SEE ITEM 11) November 4, 2002
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 3 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purposes of this Amendment are to (1) delete Data Requirements Document (DRD) 988MA-002, Risk Management, Analysis and Tracking Reports (2) renumber the remaining Management DRDs (3) provide the following revised DRDs: 988MA-001 and 988MA-003 (4) revise the appropriate sections that referenced the renumbered DRDs and (5) clarify the submission of the electronic version of the quotation.

This information is provided in the following pages.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

A. The following portions of the solicitation are changed due the changes in the DRDs:

1. Section 2:

a. The reference in clause 10, Contractor's Self-Monitoring of Performance, to DRD 988MA-004 is changed to 988MA-003. The changed portion of the clause is indicated by a vertical line in the right margin.

b. The reference in paragraph C of clause 23, Invoices, to DRD 988MA-005 is changed to 988MA-004. The changed portion of the clause is indicated by a vertical line in the right margin.

c. The first page in each time period's spreadsheet for the Schedule of Prices for Lump Sum Work is changed as follows:

(1). Contract Line Item Numbers (CLINs) 000X.0112 through 000X.0117 are redesignated as CLINS 000X.0111 through 000X.0116. Thus CLIN 000X.0117 is deleted.

(2). The Section Reference for CLIN 000X.0110, Monthly Status Report, is changed from 988MA-004 to 988MA-003.

(3). The Section Reference for CLIN 000X.0111, Personnel Certification and Training Plan, is changed from 988MA-003 to 988-MA-002.

(4). The Section Reference for CLIN 000X.0115, Contractor Cost Report, is changed from 988MA-005 to 988MA-004.

2. Section 3:

a. The following paragraphs and pages are changed in Attachment 1, Performance Work Statement:

1. Page 1-10, Paragraph 8 – Delete in its entirety and replace with the following:

Risk management is a continuous process and shall be implemented throughout the life cycle of the order. The risk assessment approach will be included in the MOP to provide specific information on how the Contractor will implement the risk management requirements of NASA Procedures and Guidelines (NPG) 7120.5 and how risk items will be documented and communicated to the Government. In addition, the risk analysis and tracking reports will be provided throughout the life cycle of the order IAW DRD MA-003.

2. Page 1-11, Paragraph 3 – Change DRD 988MA-004 to DRD 988MA-003.

3. Page 1-11, Paragraph 4 – Change DRD 988MA-005 to DRD 988MA-004.

4. Page 1-16, Narrative on Quality in Performance Summary – Change DRD 988MA-003 to DRD 988MA-002.
  5. Page 1-16, Section 1.2.F, Paragraph 1 – Change DRD 988MA-003 to DRD 988MA-002.
  6. Page 1-17, Paragraph 1 – Change DRD 988MA-003 to DRD 988MA-002.
- b. The following pages are changed in Attachment 2, Data Procurement Document (DPD):
1. Page A2-1 – The date is changed to November 18, 2002
  2. Pages A2-2 and A2-3 – The as of dates are changed to November 18, 2002
  3. Page A2-8 – The list of Management DRDs are are redesignated as explained above.
  4. Page A2-55 – A revised DRD 988MA-001, Management Operating Plan is provided.
  5. Pages A2-56 and A2-57 – The DRD for Personnel Certification and Training Plan is renumbered as DRD 988MA-002.
  6. Page A2-58 – A revised DRD 988MA-003, Monthly Status Report, is provided.
  7. Pages A2-59 through A2-61 – The DRD for Contractor Cost Report is renumbered as DRD 988MA-004.
  8. The page numbers for DRD Quality, Safety and Software DRDs are changed due to the above changes.

The revised pages of the DPD are included in this amendment.

3. Section 4: Attachment 4-3, Basis of Estimate.

CLIN 000X.0117 is deleted for each time period.

B. Potential Quoters shall attach the electronic version of the changed pages to the original volume.



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 18, 2002**

DATE

National Aeronautics and  
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.		
<b>DOCUMENT CHANGE LOG</b>					NO. ISSUE		
					988 RFQ		
INCORPORATED REVISIONS				AS OF:		SUPERSEDING:	PAGE:
OUTSTANDING REVISIONS				11-18-02			1 of 1
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS		
	INTRO	SGR	DRL	DRD			

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
<b>PAGE REVISION LOG</b>			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:	SUPERSEDING:		PAGE:
		11-18-02			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>
<b>LS - Logistics Support (continued)</b>			
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
<b>MA - Management</b>			
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
<b>QE - Quality</b>			
988QE-001	1	Quality Control/ Assurance Plan	AD40
<b>SA - Safety</b>			
988SA-001	2	On-site Safety and Health Plan	AD60/QS50/AD10
988SA-002	3	Mishap and Safety Statistics Reports	QS50
<b>SW - Software</b>			
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 <b>SCOPE:</b> 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 <b>APPLICABLE DOCUMENTS:</b><br/>NPG 7120.5              <i>Program &amp; Project Management Processes &amp; Requirements</i></p> <p>15.3 <b>CONTENTS:</b> 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 <b>FORMAT:</b> Contractor format is acceptable.</p> <p>15.5 <b>MAINTENANCE:</b> Changes shall be incorporated by change page or complete reissue.</p> | <p>2. DRD NO.: <b>988MA-001</b></p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|---|

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                 |            |                              |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: <b>988MA-002</b> |
| 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)

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)

- |                 |                              |
|-----------------|------------------------------|
| 1. DPD NO.: 988 | 2. DRD NO.: <b>988MA-004</b> |
| 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<sup>th</sup> 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**

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

**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**

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

**Legend:**

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

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                 |            |                              |
|-----------------|------------|------------------------------|
| 1. DPD NO.: 988 | ISSUE: RFQ | 2. DRD NO.: <b>988QE-001</b> |
| 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](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](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 10<sup>th</sup> 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 10<sup>th</sup> 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

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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      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.