

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE Shown in Block 16C	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)	
6. ISSUED BY Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812	CODE PS32/MFE	7. ADMINISTERED BY (If other than Item 6) MSFC Admin: Julie Shaddock, PS32 256-544-6389 julie.a.shaddock@nasa.gov AUTOMATED INVOICE PAYMENT INFORMATION: (256) 544-5566	CODE MFE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Digital Fusion Solutions, Inc. 5030 Bradford Drive, Suite 210 Huntsville, AL 35805-1923		(<input checked="" type="checkbox"/>)	9A. AMENDMENT OF SOLICITATION NO.	
CODE 138205 CAGE CODE 1L4P0			9B. DATED (SEE ITEM 11)	
		(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NNM05AB31C	
			10B. DATED (SEE ITEM 13) September 16, 2005	

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 _____ 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 ACKNOWLEDGEMENT 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)
See page 1 (a) for description.

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

(<input checked="" type="checkbox"/>)	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.
<input checked="" type="checkbox"/>	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).
	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 43.103(a)(3) and mutual agreement of the parties
	OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

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

	Minimum IDIQ Value	Maximum IDIQ Value	Funding Obligated
Contract Value	\$2,958,000	\$27,250,000	\$-0-
Change This Modification	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Revised Contract Amount	\$2,958,000	\$27,250,000	\$-0-

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

A. The purpose of this modification is to (1) update clause MSFC Clause 52.204-90, Contractor Employee Badging and Employment Termination Clearance from NOV 1999 to JUL 2006; (2) update FAR Clause 52.204-9, Personal Identity Verification of Contractor by reference from JAN 2006 to SEP 2007; (3) update clause NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources Deviation, full text from NOV 04 to MAY 2007; (4) delete and replace Data Procurement Document, due to the update in IT Security clause; (5) delete and replace Performance Work Statement, due to the update in IT Security Clause. These actions are updated due to requirements of Homeland Security Presidential Directive 12 (HSPD-12); and (6) add Task Order 11, NNM07AB45T to this contract (see separate folder.)

B. Therefore the following changes are as follows:

(1) In Section G, Order Administration Data, Full Text, Item G-5, update clause from MSFC 52.204-90, Contractor Employee Badging and Employment Termination Clearance date from NOV 1999 to JUL 2006.

(2) In Part II, Section I, Contract Clauses, Listing of Clauses Incorporated by Reference, Part A, Federal Acquisition Regulation, Page I-1, update clause 52.204-9 date from JAN 2007 to SEP 2007.

(3) In Section I, Full Text, Item I.2, Pages I-2 thru I-5, update clause from 1852.204-76, Security Requirements for Unclassified Information Technology Resources (NOV 2004) (Deviation) to 1852.204-76 Security Requirements for Unclassified Information Technology Resources (May 2007).

C. In order to reflect the changes resulting from this modification, the page(s) listed below are hereby deleted from, or added to the contract as shown. In order to indicate the specific area(s) of change, vertical lines are shown in the right margin of the attached replacement page(s).

Pages Deleted	Pages Added/Replaced
G-5	G-5
I-1	I-1 thru I-5
Data Procurement Document Dated 12/21/2006	Data Procurement Document Dated 01/03/2007
Performance Work Statement	Performance Work Statement

D. Contractor's Statement of Release:

In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposals listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.

E. Except as provided herein all other terms and conditions remain unchanged.

- (d) Publications and blank forms stocked by the installation.
- (e) Safety and fire protection for Contractor personnel and facilities.
- (f) Installation facility services
- (g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty and normal operating hours.
- (h) Cafeteria privileges for Contractor employees during normal operating hours.
- (i) Building maintenance for facilities occupied by Contractor personnel.
- (j) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
- (k) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, "Installation-Accountable Government Property."

(End of clause)

G. 5 MSFC 52.204-90 CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE (JUL 2006)

- (a) It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the Marshall Space Flight Center. Contractor requests for badging of employees shall be by MSFC Form 1739, "MSFC Contractor Badge/Decal Application." Requests for badging shall be submitted to the appointed Contracting Officer Technical Representative or the Contracting Officer for completion and approval prior to processing by the MSFC Protective Services Office.
- (b) The Contractor shall establish procedures to ensure that each badged employee is properly cleared in accordance with MSFC Form 383-1, "Contractor Employee Clearance Document," when the access is no longer needed.
- (c) Requests for copies of MSFC Forms 383-1, and 1739 shall be directed to the MSFC Protective Services Office, Marshall Space Flight Center, Alabama 35812.

(End of clause)

[END OF SECTION]

SECTION I

ORDER CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

This order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses:

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

NASA FAR Supplement clauses:

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

MSFC Clauses:

http://ec.msfc.nasa.gov/msfc/msfc_uni.html

(End of Clause)

NOTICE: The following clauses are hereby incorporated by reference:

A. FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.203-6	Restrictions on Subcontractor Sales to the Government	JUL 1995
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.216-24	Limitation of Government Liability	APR 1984
52.216-25	Contract Definitization	OCT 1997
52.222-44	Fair Labor Standards Act and Service Contract Act - Price Adjustment	FEB 2002
52.225-13	Restrictions on Certain Foreign Purchases	MAR 2005
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004

(End of Clause)

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.203-70	Display of Inspector General Hotline Posters	JUN 2001
1852.223-74	Drug and Alcohol-Free Workforce	MAR 1996
1852.237-70	Emergency Evacuation Procedures	DEC 1988
1852.237-71	Pension Portability	JAN 1997
1852.242-72	Observance of Legal Holidays	AUG 1992
1852.242-78	Emergency Medical Services and Evacuation	APR 2001

(End of Clause)

I.2. 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (MAY 2007)

(a) The Contractor shall be responsible for information and information technology (IT) security when –

(1) The Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the “high water mark,” as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly “Classroom Exercises.” “Functional Exercises,” shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team’s (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, access to the Contractor’s and subcontractors’ facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. Knowledge is demonstrated through the NASA System Administrator Security Certification Program. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service. Within 30 days after contract award, the Contractor shall provide to the Contracting Officer a list of all system administrator positions and personnel filling those positions, along with a schedule that ensures certification of all personnel within 90 days after contract award. Additionally, the Contractor should report all personnel changes which impact system administrator positions within 5 days of the personnel change and ensure these individuals obtain System Administrator certification within 90 days after the change.

(7) The Contractor shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall --

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

(g) The Contractor shall insert this clause, including this paragraph (g), in all subcontracts

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(End of clause)

[END OF SECTION]

Performance Work Statement For Acquisition and Business Support Services

1.0 INTRODUCTION

This Performance Work Statement (PWS) broadly defines the requirements for providing a variety of business support and acquisition support services to assist the Marshall Space Flight Center (MSFC) in fulfilling its missions and is depicted in the Work Breakdown Structure Diagram provided in Figure 1. These services include a myriad of operational and administrative disciplines in support of the Office of the Chief Financial Officer (CFO), the Procurement Office, and other MSFC Offices and Directorates. Work under this Indefinite Delivery/Indefinite Quantity (IDIQ) contract will be authorized and more specifically defined in individual task orders executed by the Contracting Officer.

The support provided through this contract shall utilize the functions provided by the Integrated Financial Management Program (IFMP). IFMP is an agency-wide transformation of NASA's business systems and processes to improve NASA's fiscal and management accountability. The purpose of developing the IFMP was to improve the financial, physical, and human resources management systems and processes throughout the Agency – re-engineer NASA's business infrastructure using industry "best practices" and implement supporting technology to provide management information needed to support the Agency's strategic implementation plan. The IFMP uses SAP/R3 as the backbone, with a new Contract Management Module (CMM), and incorporates Business Warehouse as an additional reporting capability. This system is the primary tool that will be used by the personnel performing this contract. Additional information about IFMP can be found at <http://ifmp.nasa.gov>.

The Contractor, as a member of the Marshall Space Flight Center (MSFC) team, shall embrace the commitment to NASA's core values of **safety, the NASA family, excellence and integrity**, as supplemented by MSFC's values. These core values provide the guiding principles for behavior and decisions that enable the team to exploit technology in the execution of processes that achieve mission success safely. To that end, the Contractor shall also be committed to the overarching team goal of being number one in safety within NASA by providing world class safety for the public, astronauts and pilots, and the NASA workforce as well as high-value equipment and property. Additional information about the NASA Values can be found at http://www.nasa.gov/about/highlights/nasa_values.html.

2.0 PROGRAM MANAGEMENT

The Contractor shall provide the necessary management, personnel, and equipment/supplies (not otherwise provided by the Government) required to performing the support services broadly defined in this PWS, the Data Procurement Document

(DPD) 1079, and other attachments that contain specific contractor requirements and as more specifically described in subsequent task orders issued by the Contracting Officer. The contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with section 2.3.3 of the Data Procurement Document.

2.1 Contract Management and Control

The Contractor shall provide the planning, coordination, technical direction, and surveillance of the activities necessary to assure disciplined work performance and timely resources application to accomplish all task orders issued under the contract. The Contractor shall be responsible for maintaining communication with the Contracting Officer (CO) and Contracting Officer's Technical Representative (COTR), and to immediately notify both the CO and the COTR of any problems that would prevent timely performance of task orders issued under this contract.

The Contractor shall establish, implement, and maintain technical management and oversight of all work performed under this PWS. The Contractor shall assure the technical excellence, cost effectiveness, and timeliness of all required work and deliverable products.

The Contractor shall conduct Customer Survey Results to address PWS 3.0 and 4.0 activities. Customer Survey Results shall be reported in accordance with DRD 1079MA-004.

Customers shall respond to the surveys with adjective ratings that reflect each customer's assessment of the overall quality of the contractor's support during the rating period. Adjective ratings shall be as follows (weights are in parentheses):

1. **Excellent** (4): Noteworthy performance, fully responsive to order requirements, in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall quality of support.
2. **Very good** (3): Very effective performance, fully responsive to order requirements; order requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies.
3. **Good** (2): Effective performance; generally responsive to order requirements; reportable deficiencies, but with little identifiable effect on overall quality of support.
4. **Satisfactory** (1): Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
5. **Poor/Unsatisfactory** (0): Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

2.2 Plans and Reports

The Contractor shall provide the overall management effort required to integrate operational and programmatic functions necessary to perform all task orders issued under the contract and to effectively administer the contract. The Contractor shall prepare and submit for approval a Management Plan in accordance with Data Requirements Description (DRD) 1079MA-001.

The Contractor shall provide an Organizational Conflict of Interest (OCI) Avoidance Plan in accordance with DRD 1079MA-002.

The Contractor shall establish, implement, and maintain management control systems required to plan, organize, direct, and control contract activities. The Contractor's management system should track the status of all task orders from planning to completion, and record projected and actual resources expended on each task order. This data should be presented in Monthly Status Reports that status each task order on a monthly basis in accordance with DRD 1079MA-003.

The Contractor shall prepare and maintain a report identifying and listing all equipment, tools, etc., provided by the Government for use by the contractor in the performance of contracted effort, and for which the contractor has been given physical custody. This report shall be prepared and maintained in accordance with DRD 1079LS-001.

Contractor personnel (being charged as a direct cost under this contract) who are located off-site, either at the Contractor's facility or under a flex-place work tour, shall be identified in an addendum to the DRD.

The Contractor shall prepare and submit Badged Employee and remote IT User Listings in accordance with DRD 1079MA-005.

The Contractor shall prepare and submit Contractor Employee Clearance Documents in accordance with DRD 1079MA-006.

The Contractor shall prepare and submit Position Risk Designation for Non-NASA Employee Forms in accordance with DRD 1079MA-007.

The contractor shall establish and implement an industrial safety, health, and environmental program and provide a Safety, Health, and Environmental (SHE) Plan in accordance with DRD 1079SA-001. The contractor's industrial safety, health, and environmental program shall incorporate the following:

- a. Management commitment and employee involvement in the safety and health program.
- b. System and worksite hazard analysis.
- c. Hazard prevention and control.
- d. Safety and health training.

The contractor shall report mishaps and safety statistics to the MSFC S&MA Office in accordance with DRD 1079SA-002.

The contractor shall prepare an Information Technology Security Plan that documents how the contractor and subcontractor personnel utilize, in a secure manner commensurate with sensitivity of the information involved, those Federal computer systems and software applications managed by others. The contractor shall prepare a system-level Information Technology System Security Plan for each Federal general support computer system and major software application managed by contractor and subcontractor personnel in the performance of the contract. The security plans shall be based on an assessment of risks and document the safeguards necessary to ensure sufficient electronic information availability, integrity, and confidentiality as required by NPR 2810.1. The contractor shall prepare the information technology security plans in accordance with DRD 1079CD-001.

3.0 BUSINESS SUPPORT

The Contractor shall provide professional and technical services as needed in support of MSFC business, resources, and accounting operations. The Contractor shall provide preparation and analysis of budget and financial data and preparation of pertinent briefing materials, analysis and entry of financial data into automated systems, preparation of business resources and financial reports, business support to MSFC organizations and teams, and documentation of financial processes and systems. The Contractor shall provide verification and assessment of budget and financial data, evaluation of compliance with applicable policies and procedures, support for independent business and financial analysis and reviews, and operational auditing support. The Contractor shall develop and maintain business and financial data bases.

3.1 Accounting Operations

The Contractor shall provide professional services as needed in support of NASA Accounting Operations. Support shall include processing of Accounts Payable vouchers and invoices, processing of travel vouchers, data entry, filing, scanning, vendor contact for problem resolution, processing of year end 1099 Miscellaneous Income forms, training, and support to internal and external audits. The Contractor shall provide services in support of the general ledger, journal vouchers, cash management, cost processing, funds distribution, and purchase requisitions.

3.2 Budget Integration and Analysis

The Contractor shall provide budget and resource support to all MSFC organizations, programs, and projects as required. The Contractor shall support the Collaborative Workforce Commitment process, Phasing Plans, Program Operating Plans,

and similar budget data calls as required. The Contractor shall monitor and track funding, obligations, commitments, utilize financial databases and reports, provide financial analysis and presentations, support cost proposals, and document financial processes.

3.3 NASA Payroll

The Contractor shall provide professional and technical services as needed in support of NASA payroll functions. The contractor shall assist in processing of payroll records, reconciliations, audits, retirement close outs, and various payroll adjustments such as rate changes, bonus payments, award payments, etc. The Contractor shall provide liaison services to other NASA Centers, assist employees, retirees, Office of Personnel Management, Department of Interior, and others as needed with resolution of payroll issues.

3.4 Business Systems

The Contractor shall provide support to various business systems including system administration, upgrades, beta testing, system problem resolutions, system documentation, user notifications and alerts, and system user training. The Contractor shall develop, maintain, and evaluate system databases, provide beta testing, and provide demonstrations to potential users. The Contractor shall develop and maintain web pages for various business systems and processes and support system user groups.

3.5 Business Best Practices and Business Development

The Contractor shall assist MSFC programs, projects, and offices with assessing business practices, processes, and tools used in order to maximize efficiency, streamline business processes, and improve overall business operations. The Contractor shall develop business models and plans to assist MSFC with strategies for improved resource and facility usage under full cost accounting methodologies.

4.0 ACQUISITION SUPPORT

The Contractor shall provide professional and technical services as needed in support of MSFC acquisition planning through solicitation, award, performance, final payment, and preparation for closeout for the full range of contractual instruments used by the Government, including grants and cooperative agreements. The Contractor shall provide this support in a manner fully consistent with applicable statutes and regulations.

4.1 Administrative Services

The Contractor shall provide administrative support services to each of the Procurement Offices in the areas of intermittent clerical support, data processing support, and mailroom and distribution support.

4.1.1 Procurement Clerk (Typing) Support

The Contractor shall provide clerical and procurement administration support to each Procurement Office as required to alleviate temporary absences of clerical staff, assisting clerical staff during periods of unusually heavy workload, and assisting contract specialists in the preparation of administration documentation for all types of contractual instruments. This support shall entail scheduling appointments, answering telephones, greeting visitors, preparing correspondence, distribution of documents, along with other routine administrative tasks such as gathering information, preparing routine contract file documentation, and preparation of recurring and non-recurring reports. This support requires clerical personnel possessing knowledge of general office routine, and a basic knowledge of the federal acquisition process.

4.1.2 Data Processing Support

The Contractor shall provide data processing services using a variety of Windows-based software programs to include the Microsoft Office Suite. The Contractor shall ensure that data processing personnel are trained and proficient in the software programs available to Procurement Office personnel. Data to be processed may be provided to the Contractor in a number of different forms ranging from handwritten notes in draft form through final drafts submitted electronically for formatting and pagination. Typical end products shall include PowerPoint presentations with graphics, spreadsheets, schedules, and PERT charts in both hardcopy and electronic formats.

4.1.3 Mailroom and Distribution Support

The Contractor shall pick up, sort, and deliver incoming mail from the Center's Central Mail Facility twice daily, Monday through Friday. The Contractor shall deliver all incoming mail to the appropriate Procurement Office mail stop the same day it is picked up. The Contractor shall pick up outgoing mail from each Procurement Office mail stop and deliver it to the Center's Central Mail Facility twice daily, Monday through Friday. Procurement Office personnel are located in various buildings throughout the Center necessitating contractor on-site travel.

The Contractor shall also provide for special delivery support on an "as needed" basis, which may involve the delivery of documents to MSFC offices outside the Procurement Office along with local area contractors located outside the gates of Redstone Arsenal.

4.2 Acquisition Policy Services

The Contractor shall support the Policy and Information Management Department providing assistance for tasks such as, but not limited to, preparing and maintaining policy documentation; interpretation and dissemination of procurement

regulations; preparing pricing and cost analysis reports; creating training classes and maintaining training records; and creating, updating and maintaining contract and solicitation mats (templates).

4.2.1 ISO 9001 Documentation Support

The Contractor shall assist preparation and updates to ISO 9001 documents that are the responsibility of the Procurement Office. The Contractor shall assist Procurement Office personnel by attending document control board meetings (DCB), providing responses/resolutions for action items resulting from DCB meetings, and participating in internal Procurement Office assessments.

4.2.2 Procurement Policy and Regulations Support

The Contractor shall monitor changes issued to the FAR and NFS, along with procurement policy decisions made by NASA Headquarters, and shall provide these, along with a description of their impact upon current operations, for dissemination to Procurement Office personnel.

4.2.3 Pricing and Cost Analysis Support

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

4.2.4 Procurement Systems Services Support

The Contractor shall perform data reconciliation among the various procurement systems (e.g., AMS and CMM Financial and Contractual Status (FACS) system). This reconciliation involves coordination with representatives responsible for data residing in non-procurement systems, such as financial management systems (e.g., MARTS and IFMP). The Contractor shall perform data queries utilizing user interfaces to procurement systems. This support requires personnel with an in-depth knowledge of the FAR and NFS plus skills in Windows-based and web-based desktop applications. More specifically, it requires an in-depth working knowledge of all procurement desktop applications deployed in the Procurement Office.

4.2.5 Special Studies, Databases, Reports, and Programs Support

The Contractor shall prepare and maintain information databases (paper and electronic), recurring and non-recurring procurement reports and special studies in response to procurement-related inquiries from Center organizations, other NASA Centers, Federal Agencies, oversight organizations, and the general public. The Contractor shall coordinate with appropriate systems programming organizations, procurement representatives, and other entities to compile data in support of these activities. Examples of recurring reports, databases, special studies, and programs that may require support include the acquisition forecast, master buy plan, unsolicited proposal program, procurement professional (civil service) certification program, COTR certification program, performance evaluation boards, and source evaluation boards. Reports and studies shall be maintained in on-line databases, other electronic media, or paper files as required. This support requires personnel with an in-depth knowledge of the FAR and NFS plus skills in Windows-based and web-based desktop applications. More specifically, it requires an in-depth working knowledge of all procurement desktop applications deployed in the Procurement Office.

4.3 Acquisition Management Services

The Contractor shall provide assistance to COs and Contract Specialists in preparing documentation for awarding and administering the Center's solicitations and contractual instruments. These services shall include tracking and providing status of procurement activities, preparing contract file documentation for CO signature, and preparing contractual documents for CO signature. For the purposes of this contract, contractual documents include any type of solicitations, contracts, agreements, purchase orders, delivery orders, grants, and cooperative agreements available for use by the Contracting Officer. Contract file documentation includes any supporting documentation required by law, regulation or policy in order to execute a contractual document.

4.3.1 Tracking and Providing Status of Procurement Activities

The Contractor shall establish a mechanism for tracking and processing recurring activities in support of individual contract specialists and COs. The Contractor shall be required to prepare routine correspondence or documentation for the CO's signature, transmit those actions to the appropriate offices for action, track and provide the status on those actions to the CO, and file completed actions in the official contract file.

4.3.2 Contract File Documentation Preparation Support

The Contractor shall assist individual contract specialists by preparing routine contract file documentation required by the FAR, NFS, and Center policies. This documentation provides the supporting rationale required to make new awards or modify existing contractual instruments. All documentation shall be reviewed and, if necessary, signed by a Contracting Officer before being placed in the official contract file. The

Contractor shall also assist individual contract specialists by updating and maintaining official contract files as necessary, to include the development of file plans for individual contract actions.

4.3.3 Contractual Document Preparation Support

The Contractor shall assist individual contract specialists by preparing contractual documents in accordance with the FAR, NFS, Center procurement policies, and Contracting Officer guidance. All award documents and modifications shall be reviewed and executed by a Contracting Officer. This task shall require the Contractor to interface with other Center COTRs and contractors in order to obtain the data needed to prepare the contractual document. The Contractor shall not participate in actual negotiations with another contractor or represent the Contracting Officer in any decision-making capacity in performance of this task.

DATA PROCUREMENT DOC.
NO. ISSUE
1079 **Revision A**

NNM05AB31C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Acquisition and Business Support Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Digital Fusion Solutions, Inc

CONTRACTOR

January 3, 2007

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG					NO.	ISSUE
					1079	Revision A
INCORPORATED REVISIONS				AS OF:		SUPERSEDING:
OUTSTANDING REVISIONS				01-03-07		09-16-05
AUTHORITY		PORTION AFFECTED - PAGE NO./NO.			REMARKS	
		INTRO	SGR	DRL	DRD	
Contract Mod 2				X	X	Added the following DRDs: 1079MA-005, Badged Employee and Remote IT User Listing 1079MA-006, Contractor Employee Clearance Document 1079MA-007, Position Risk Designation for Non-NASA Employee Form
					1079CD-002	Deleted - replaced by 1079MA-005
				X	X	Updated the Office of Primary Responsibility (OPR) Codes throughout the DPD

National Aeronautics and Space Administration PAGE REVISION LOG			DATA PROCUREMENT DOC. NO. ISSUE 1079 Revision A		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 01-03-07	SUPERSEDING: 09-16-05	PAGE:	
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
DPD	ALL	Revision A			

1.0 INTRODUCTION

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

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

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

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

1.2.3 Data Requirements Descriptions (DRD's)

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

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

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

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

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

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

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all revision actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

- 1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.
- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

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

2.0 STATEMENT OF GENERAL REQUIREMENTS

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

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

2.2 Subcontractor Data Requirements

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

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

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

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

2.3.2 Format

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

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

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

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

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

International Traffic in Arms Regulations (ITAR) Notice

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

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

Export Administration Regulations (EAR) Notice

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

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

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

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

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

2.3.4 Transmittal

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

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

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

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

2.3.5 Use of the MSFC Documentation Repository: Marshall Policy Directive (MPD) 2210.1 specifies the requirements for utilizing the Documentation Repository. Electronic data deliverables should be transmitted directly to the Repository via a secure web page, available at <https://webpub.nis.nasa.gov/submittal/index.html>. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL) and raster image formats.

2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and

Type 1 and 2 data in book format shall be in accordance with the following general specifications:

- a. Method of reproduction – offset/xerography.
- b. Finished size – 8 1/2" X 11".
- c. Paper – 20-pound opaque bond.
- d. Cover – Litho cover stock.
- e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
- f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
- g. Binding shall be the most economical method commensurate with the size of the report and its intended use.

2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.

2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The order number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.

2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).

- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.
- 3.0 DPD MAINTENANCE PROCEDURES
- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by order modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a order modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall 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 shall be deleted by the current revision.

3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status" column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.

3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.

3.4 DPD Reissues

3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.

3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall 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 shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

**Acquisition and Business Support Services
Data Requirements List**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1079CD-001	2	Information Technology Security Plan	IS10
1079CD-002	3	On Site Employee Location Listing	PS32
LS - Logistics Support			
1079LS-001	2	Government Property Management Plan	AS41
MA - Management			
1079MA-001	1	Management Plan	PS32
1079MA-002	2	Organizational Conflict of Interest Avoidance Plan	PS32
1079MA-003	3	Monthly Status Report	PS32
1079MA-004	3	Customer Survey Results	PS32
1079MA-005	3	Badged Employee and Remote IT User Listing	AS50
1079MA-006	3	Contractor Employee Clearance Document	AS50
1079MA-007	3	Position Risk Designation for Non-NASA Employee Form	AS50
SA - Safety			
1079SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD50
1079SA-002	3	Mishap and Safety Statistics Reports	QD50

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.1079CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 01-03-07
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:** IS10 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 45 days after award
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** The information technology security plans shall be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this order and in compliance with the requirements stated in NFS 1852.204-76. Reference is made to NPR 2810.1, *Security of Information Technology* and NFS 1804.470-3, *Security plan for unclassified Federal Information Technology systems*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
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:**

NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources</i>
NIST SP 800-18	<i>Guide for Developing Security Plans for Information Technology Systems</i>
- 15.3 **CONTENTS:** The Information Technology Security Plan shall meet the requirements of NFS 1852.204-76. 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 NIST SP 800-18.
- 15.4 **FORMAT:** Contractor format for the Information Technology Security Plan is acceptable as long as the guidance described in NFS 1852.204-76 is followed. The Information Technology System Security Plan format shall be per NIST SP 800-18.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 01-03-07
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:** AS41 9. **DM:** PS32
10. **DISTRIBUTION:** Cognizant property administrator
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 2.2
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>
NPR 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.
 - b. Acquisition.
 - c. Receiving.
 - d. Identification.
 - e. Records.
 - f. Movement.
 - g. Storage.
 - h. Physical inventories.
 - i. Reports.
 - j. Consumption.
 - k. Utilization.
 - l. Maintenance.
 - m. Subcontractor control.
 - n. Disposition.
 - o. Contract close-out.
 - 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.:** 1079 **ISSUE:** Revision A
2. **DRDNO.:** **1079MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** PS32 9. **DM:** PS32
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 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management 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:**
 - a. 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.
 - b. 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.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079MA-002**
3. **DATA TYPE:** 2
4. **PAGE REVISED:** 01-03-07
5. **PAGE:** 1/2

6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan

7. **DESCRIPTION/USE:** To demonstrate to the Government that the contractor will mitigate organizational conflicts of the interest and ensure that the contractor provides unbiased impartial advice and adequately protects sensitive, proprietary data belonging to other contractors.

8. **OPR:** PS32 9. **DM:** PS32

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** 30 days after award

12. **SUBMISSION FREQUENCY:** Update as required

13. **REMARKS:** Reference is made to Clauses: H.1, H.2, H.10 and H.11; NFS 1809.505-4, *Obtaining Access to Sensitive Information*; NFS 1837.203-70, *Providing Contractors Access to Sensitive Information*; NFS 1837.203-71, *Release of Contractors' Sensitive Information*; 1852.237-72, *Access to Sensitive Information*; 1852.237-73, *Release of Sensitive Information*.

14. **INTERRELATIONSHIP:** PWS paragraph 2.2

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflict of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Organizational Conflict of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to biased ground rules or impaired objectivity, the contractor shall either order or shall either:
 1. Warrant it has no conflicting business relationships as defined in Clause H.2 in the solicitation, or
 2. Describe all business relationships it currently has that might create a conflict with the performance work statement in this order by demonstrating how:
 - (a) Parts of the company performing this order shall be physically isolated from those parts of the company performing work for the conflicting business relationships.
 - (b) That the management reporting chains for between this order and the work for its conflicting business relationship are separated from each other.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRDNO.:079MA-02

DATA TYPE: 2

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

- (c) That employees cannot transfer from the portion of the company performing this order to the portion of the company performing the work for the conflicting business relationships.
 - (d) That each employee performing this order signs an express, binding written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (e) That techniques are in place to ensure that the company shall not favor its conflicting business relationships and will avoid the appearance of conflicts of interest.
- b. With regard to access to nonpublic information, the mitigation plan shall contain a plan to safeguard all proprietary/sensitive data the contractor receives. This plan shall include:
- 1. The contractor shall not disclose the proprietary/sensitive data relating to this order.
 - 2. The contractor only shall use the proprietary/sensitive data for purposes of this order.
 - 3. Information, whether in hard copy or on electronic media, shall be marked, handled, stored and destroyed in order to preclude an unauthorized disclosure of information.
 - 4. Information Technology shall be protected to prevent unauthorized disclosure of information.
 - 5. Employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 - 6. Requirement that subcontractors have appropriate OCI mitigation procedures in place.
 - 7. Requirement for periodic self-audits, the results of which shall be made available to the government.
 - 8. Initial and periodic refresher OCI training for contractor personnel working on the order.
 - 9. Describe organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 - 10. Provisions on recording keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 - 11. A provision requiring the contractor to report any real, apparent, or potential conflict of interests that arise to the Contracting Officer.
 - 12. A provision requiring the contractor to update the OCI Mitigation Plan upon occurrence of any event that will cause a change to the plan.
- c. The requirements of this DRD apply to each subcontractor performing work on this contract.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A 2. **DRDNO.:** **1079MA-003**
3. **DATA TYPE:** 3 4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/1

6. **TITLE:** Monthly Status Reports

7. **DESCRIPTION/USE:** To provide data for the assessment of order progress by Task Order directive. To provide visibility to contractor and MSFC Management of actual and potential problems and their progress toward meeting the requirements of the contract.

8. **OPR:** PS32 9. **DM:** PS32

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Thirty (30) days after Authority to proceed (ATP)

12. **SUBMISSION FREQUENCY:** Monthly thereafter. The report shall be submitted ten working days following the end of the Contractor's accounting month.

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Report provides a comprehensive status on all active Task Orders and includes the necessary information to assess status and identify problems that need resolution for accomplishment of the order tasks.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Status Report shall include:
 - a. Review of work accomplished, including quantitative description, during the reporting period.
 - b. Discussion of non-routine tasks planned for the next reporting period.
 - c. Indication of any problems which may impede performance or impact performance, schedule or cost.
 - d. Labor hours expended by labor category showing overtime hours separately.
 - e. Costs expended (by labor category) versus funding received.
 - f. Any other information that may assist the Government in evaluating the technical and administrative program; such as innovative processes, cost-reduction initiatives, etc.
 - g. Self-assessment data as required in Clause B.3.

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

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRDNO.:**1079MA-004
3. **DATA TYPE:** 3
4. **PAGE REVISED:** 01-03-07
5. **PAGE:** 1/2
6. **TITLE:** Customer Survey Results
7. **DESCRIPTION/USE:** To provide the results of customer surveys for each reporting period.
8. **OPR:** PS32 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10th working day following end of first quarter of performance
12. **SUBMISSION FREQUENCY:** Quarterly
13. **REMARKS:** Reference is made to Clause B.3, *Price Reductions for Less Than Optimum Performance*. This document is a compilation of the results of the contractor's survey of its customers, and will form the basis of determining the quality of that performance and resulting price deductions, if any.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Customer Survey Results describes the process by which the contractor gathers customer evaluations of its performance and reports its findings to the Government. This report will form the basis of the Government's determination of any price reductions based on the contractor's performance during the reporting period.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The Customer Survey Results shall separately address PWS 3.0 and PWS 4.0 activities. For each of these PWS sections, it shall consist of a copy of each of the department-level customer survey responses received for the reporting period, a description of the staffing support (i.e., full-time equivalents, or FTE) supporting each department, a summary adjective rating for that PWS section, and calculations supporting the reported averages.
 - a. The contractor's report shall average the customer responses into a single, prorated rating for PWS 3.0 and, separately, PWS 4.0 for the rating period. The prorating will be based on the number of FTEs. For example:

DRD Continuation Sheet

TITLE: Customer Survey Results

DRD NO.: 1079MA-004

DATA TYPE: 3

PAGE: 2/2

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

	PWS X.X		
Department	A	B	C
FTE	1	6	2
Adjective	Excellent	Very Good	Satisfactory
Weighted	4 (= 1 FTE x 4)	18 (= 6 FTE x 3)	2 (= 2 FTE x 1)
PWS X.X prorated rating	2.744 ≈ 2.7, or Very Good (= total weighted score 24 ÷ total FTE 9)		

- b. When calculating the prorated rating, the following ranges shall be used (rounded to the nearest tenth of a point, with .05 rounding up):

Excellent	3.1 – 4.0
Very good	2.1 – 3.0
Good	1.1 – 2.0
Satisfactory	.1 – 1.0
Poor/Unsatisfactory	0

NOTE: A 2.744 prorated rating rounds to 2.7, which is in the Very Good range.

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

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
 - 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079MA-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/1
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079MA-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/1

6. **TITLE:** Position Risk Designation for Non-NASA Employee Form

7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.

8. **OPR:** AS50 9. **DM:** PS32

10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.

11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)

12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee Form provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.

- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*

- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee Form shall contain all the information required by MSFC Form 4482 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.

- 15.4 **FORMAT:** MSFC Form 4482, "Position Risk Designation for Non-NASA Employee".

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/3
6. **TITLE:** Safety, Health, and Environmental (SHE) 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:** AS10/QD50 9. **DM:** PS32
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 52.223-10, *Waste Reduction Program*. DRD 1079SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code
 - MPR 1040.3 *MSFC Emergency Plan*
 - MPR 1840.3 *MSFC Hazardous Chemicals in Laboratories Protection Program*
 - MPR 1840.1 *MSFC Confined Space Entries*
 - MPD 1860.2 *MSFC Radiation Safety Program*
 - MPR 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.3 *MSFC Respiratory Protection Program*
 - MPD 1840.2 *MSFC Hearing Conservation Program*

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1079SA-001

DATA TYPE: 2

PAGE: 2/3

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

MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs</i> (NOTE: This document only applies to Space Station contracts)
NFPA Standards	<i>National Fire Codes</i>
NPR 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 implements the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The Safety and Health Plan shall include:

- a. Management commitment and employee involvement in the safety, health, and environmental program:
 1. Statement of management policy, commitment, 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. Description of procedures for insuring management and employees are held accountable for implementing their task in a safe and healthful manner through motivational techniques, disciplinary program, or other innovative techniques.
 3. Descriptions of safety, health, environmental awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Onsite Safety meeting statistics shall be documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf).
 4. Means of program evaluation, identifying methods and frequency for internal evaluation of the safety, health, and environmental program.
 5. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
 6. Identification by title the individual who is responsible for the implementation of the SHE elements.
 7. Provision for compliance with MPR 8715.1, when work is to be performed onsite at MSFC by offsite contractor, if applicable.
- b. System and worksite hazard analysis:
 1. Methods of hazard identification, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 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 order need to be addressed).
 3. Requirements for formal safety inspections as required by OSHA, to include schedule and documentation requirements. Onsite OSHA inspections are performed by NASA.
 4. Requirements for documented supervisors safety visits. Onsite safety visits shall

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1079SA-001

DATA TYPE: 2

PAGE: 3/3

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

be performed once per month per supervisor and documented in the Supervisors Safety Web page.

c. Hazard prevention and control:

1. Methods to generate appropriate plans, procedures, and other working documents which includes clear statements of hazardous situations and necessary cautions; annual review; and for onsite hazardous procedures, MSFC Safety Office concurrence.
2. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
3. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: On-site contractors may use MPR 1040.3).
4. Method of investigating all mishaps and close calls to determine root cause, including an outline of reporting requirements. (Reference DRD 1079SA-002, *Mishap and Safety Statistics Report*).
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, know their job-specific hazards and controls, and understand 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 onsite 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 and reporting green procurements in accordance with MWI 8540.2; 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.:** 1079 **ISSUE:** Revision A
2. **DRD NO.:** **1079SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-03-07
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD50 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics (e.g., order number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, hours worked, etc.): submitted on MSFC Form 4371 by the 10th of each month following award.
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses
 1. Type A or B mishaps, high visibility mishaps or close calls, and onsite Type C lost time injury or illness: Immediate telephone notification to the Contracting Officer, and Industrial Safety (256-544-0046 or 4-HELP, Safety Option) so that Center Director notifies the NASA Administrator within 24 hours of occurrence or awareness. Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person and phone number.
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and S&MA so that Center Director notifies the NASA Administrator within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family).
 3. a. All Onsite MSFC mishaps and close calls: (applicable to onsite contractors only): NASA Initial Safety Incident Report within 4 hours of occurrence or awareness on MSFC Form 4370 or equivalent either by telephone 256-544-4357 (4-HELP); Safety Option or electronically by Quick Incident. Report at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm.
b. Offsite Mishaps and Close Calls Type C and below: Initial notification by next MSFC 4371.
 4. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 or electron update of NASA Incident Reporting Information System (IRIS) record within 6 calendar days of Mishap.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 6. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 or electronic equivalent - Each occurrence of a mishap except as identified in section 11.b.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1079SA-002

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION:**

13. **REMARKS:**

14. **INTERRELATIONSHIP:** DRD 1079SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.2

b. NASA Form 1627 or electronic equivalent - 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.

15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 **APPLICABLE DOCUMENTS:**

NPR 8621.1 *NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping*

MWI 8621.1 *Close Call and Mishap Reporting and Investigation Program*

15.3 **CONTENTS:** The reports shall contain the information required by NPR 8621.1 and MWI 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 or electronic equivalent shall be submitted:

a. MSFC Form 4370, "MSFC Flash Mishap Report."

b. NASA Form 1627, "NASA Mishap Report."

c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."

d. Mishap Board Report using the format provided in NPR 8621.1.

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