OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
	1	26

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
01	March 16, 2001	1-0-E4-C9392	

6. ISSUED BY CODE PS24

Procurement Office/PS24-J
George C. Marshall Space Flight Center
National Aeronautics and Space Administration
Marshall Space Flight Center, AL 35812

7. ADMINISTERED BY *(If other than Item 6)* CODE PS24-J

Same as Block 6
Attention: PS24J/Lynn Southgate

AUTOMATED INVOICE PAYMENT INFORMATION: (256205) 544-5566

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*

CODE FACILITY CODE

(x) X

9A. AMENDMENT OF SOLICITATION NO. 8-1-0-E4-C9392-FINAL

9B. DATED *(SEE ITEM 11)* February 13, 2001

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

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 __4___ 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)*

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

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

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

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

Configuration and Data Management Services

The purpose of this amendment is to make cited changes to the final RFP and provide official answers to questions submitted to date.

(Continued on Page 2)

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

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

I. The following changes are hereby incorporated into the aforementioned RFP. Note: All page numbers correspond to the Final RFP, dated February 13, 2001.

A. Section G.7.A, page G-8, "Engineering Technician IV, GS07, $14.96" is hereby deleted in its entirety and the following substituted therefor: to "Engineering Technician III, GS05, $12.51".

B. Attachment J-1, section 1.2.2, page J-1-4, change reference from "MPG 1440.1" to "MPG 1440.2".

C. Attachment J-1, section 1.6, page J-1-12, second sentence, delete "unplanned".

D. Attachment J-9, page J-9-3, the Position Title "Engineering Tech IV" is revised to "Engineering Tech III".

E. Attachment J-10, Labor Category "Engineering Tech IV" is hereby deleted in its entirety and replaced with "Engineering Tech III" in each yearly table.

F. Section L.9 (b), page L-4, first sentence is hereby deleted in its entirety and replaced with the following two sentences: "A page is defined as one side of a sheet, 8 ½" x 11", with at least one inch margins on all sides, using not smaller than 12 point type for document text. Graphics text shall be legible and proportionate to the respective graphics."

G. Section L.13(c) 2., Volume I TMA8 Personnel Training, page L-12, add the following sentence: "In addition, the Offeror shall address process training as required by WBS 1.2.7 to ensure initial and updated training for civil service and contractor personnel associated with C&DM processes."

H. Section L.13(c) 2., Volume II Cost Factor, d. Direct Labor, page L-21, for estimating purposes, Offerors shall use 2088 labor hours for all years.

I. The last paragraph in Section L.13(c) 2., Volume II - Cost Factor, d. Direct Labor, page L-21, is hereby amended by the deletion of the following sentence: "The number of hours to be charged as direct labor shall be entered in the Man-Month Table in PPAS."

J. Section L.13(c) 2., Volume II Cost Factor, g. Materials, page L-23, the following sentence is hereby added at the end of the first paragraph: "For proposal purposes, these materials estimates shall be entered under WBS 1.1.1.

K. Section L.13(c) 2., Volume II Cost Factor, h. Other Direct Costs, page L-23, the second paragraph is hereby deleted in its entirety and the following substituted therefor: "Using the PPAS Travel module, Offerors shall include monthly detailed estimates for personnel training and associated travel for WBS 1.1.7, including the destination, number traveling, duration, registration, tuition, etc."

L. Section L.13(c) 2., Volume II Cost Factor, h. Other Direct Costs, the third paragraph is hereby deleted in its entirety and the following substituted therefor: "Offerors shall use the following estimates for WBS 1.2-1.6 travel not related to relocation. For proposal purposes, these travel estimates shall be entered under WBS 1.1.1."

M. Section L.14(i), page L-24, "FAR 52.215-31" is replaced with "FAR 52.215-17".

N. Section L.14, Background and Historical Data, Staffing, 1.2.6, page L-34, "Engineering Tech IV" is hereby deleted in its entirety and replaced with "Engineering Tech III".

O. Section L.14, page L-35, heading "Other Directorate Support", "Center Operations Directorate" is corrected to "Center and Employee Relations (CaER) Directorate".

P. Section M.4(d)(2)(i) Subfactor 1, TMA8, page M-4, is hereby deleted in its entirety and replaced with "The Offeror's demonstrated ability to provide necessary orientation and training for employees to assume C&DM functions and to provide process training for contractor and civil service personnel associated with C&DM processes.

II. Official answers for questions that have been received to date are included in Enclosure A.

III. The due dates for all volumes of the proposal remain unchanged.

IV. Revised RFP pages are attached hereto.

Enclosure A

Questions and Answers Submitted for RFP 8-1-0-E4-C9392-FINAL

Question 1: The RFP indicates that the offeror may propose labor categories in addition to those specified in the RFP. Does this direction apply only to core work or to the IDIQ effort as well?

Response 1: This direction applies only to core work. Section L.13(c) 2. Volume II Cost Factor, 1. IDIQ Effort, states: "However; unlike the Core portion of this effort, Offerors shall not add any of their individual labor rates that are not conformed to the Government labor categories provided."

Question 2: Will specific benefits (employee) requirements be defined for this solicitation?

Response 2: The minimum fringe benefits requirements for nonexempt service employees are clearly defined in the Service Contract Act Wage Determination located at Attachment J-8.

No specific benefits for exempt employees are provided; however, in accordance with M.4(d)(2)(i) subfactor 3,Staffing Plan, the Offeror's total compensation plan and personnel policies and their ability to attract, motivate and retain a qualified workforce will be evaluated.

Question 3: Is fingerprinting required for security clearance?

Response 3: No security clearances are presently required.

Question 4: Is the Government bundling all questions to be answered at a single specified time, or will periodic answers be issued?

Response 4: In compliance with Section L.2 all questions received by March 12 are addressed with this amendment.

Question 5: Section L.14, Background and Historical Data, under the heading "Other Directorate Support" states that WBS 1.5 supports the Center Operations Directorate. PWS section 1.5(g) specifies support to be provided to

the Technology Transfer Department and the MSFC Organizational Chart shows the Technology Transfer Department to be under the Customer & Employee Relations Directorate. Does PWS 1.5 support Center Operations Directorate in addition to the Customer & Employee Relations Directorate? If so, what organizational elements in the Center Operations Directorate are supported by WBS 1.5?

Response 5: Section L.14, Other Directorate Support, is corrected to read "Customer and Employee Relations Directorate."

Question 6: Reference Section L.13, Volume II, Cost Factor, part a., subparagraph 10. Are GSA vehicles provided under the current contract? If so, how many and for what purpose?

Response 6: No.

Question 7: In Attachment J-1, section 1.2.2, first paragraph, last word of last sentence of that paragraph, says "MPG 1440.1." However, MPG 1440.1 is not listed in Attachment J-6. Should MPG 1440.1 be added to the list in J-6 or should the reference in J-1 be changed to MPG 1440.2, which is listed in J-6?

Response 7: Attachment J-1 is corrected to read MPG 1440.2.

Question 8: Reference: RFP Section L.13, Subfactor 1, TMA9 - Relative to the "automated system to generate new task orders," is it the Government's intent that this be a tool for use by the Contracting Officer per RFP Section G.4? Or, should the RFP instruction be interpreted to mean an automated system to be used by the contractor for new task planning and subsequent task order reporting?

Response 8: The automated task ordering system is intended to be an interactive tool between both the contractor and the Government in support of the entire process as defined in Section G.4.

Question 9: The response to question 16 provided on January 31, 2001, requires additional data to support the estimating process. Will the Government provide

historical metrics or at least metrics for the most recent year to support estimating the effort to meet Statement of Work requirements? Recommended adding these items as an attachment to the RFP as part of L.14, Background and Historical Data. Examples are:

Core Effort:

a. PWS paragraph 1.2.5; number of releases per year
b. PWS paragraph 1.2.6; number of drawings reviewed per year;
c. PWS 1.2.9; number of records managed per year

IDIQ Effort:

d. PWS 1.3.1; number of as designed versus as built configuration reconciliations prepared per year; number of CM audits supported per year; number of FCA/PCA's supported per year
e. PWS 1.3.1; number, name, and meeting schedule and location of all CCB's supported during the most recent year; number of change requests processed by each board per year; number of CCB directives issued by each CCB per year
f. PWS 1.3.2; number of documents reviewed per year (in-house and out-of-house); number of technical reviews compiled per year; number of acceptance data packages compiled per year

Response 9: Historical metrics for items a-c are attached hereto as Enclosures B-1 and B-2. Metrics for d-f IDIQ effort are not provided since section L.13(c) 2. Volume II Cost Factor, 1. IDIQ Effort, only requires fully burdened labor rates for the IDIQ effort estimates.

Question 10: Will the Government provide the incumbent employees' experience level and length of service to be used in computing proposed labor rates? (See Volume II - Cost Factor, subparagraph d., Direct Labor)

Response 10: No; the Government does not maintain a database for the requested information.

Question 11: Clause C.2 states that "the Contractor's obligation under this contract may include resolution of unusual or emergency situation" and that such effort shall be

considered within the general scope of the contract and shall not constitute nor be construed as a change within the meaning of the Changes clause (FAR 52.243-2). It is recommended that a changes threshold be established to bound the magnitude of the Contractor's obligation.

Response 11: Consideration of this recommendation did not result in change to the RFP.

Question 12: The "Surveillance and Cost-Plus-Incentive Fee plan" in Attachment J-4 provides no incentive for the contractor to deliver cost savings greater than 2.0% below negotiated costs. It is recommended that a mechanism, such as a cost sharing arrangement be implemented to incentivize and reward contractor cost savings beyond the 2.0% specified in the Fee Plan.

Response 12: Consideration of this recommendation did not result in change to the RFP.

Question 13: Volume II Contract Facilities Capital cost of money FAR Clause 52.215-31 is cited. We cannot find this clause. Please forward a copy to us.

Response 13: Section L.14 is corrected to read FAR 52.215-17, Waiver of Facilities Capital Cost of Money.

Question 14: In Attachment J-9, Labor Category Position Descriptions, the position description for the Engineer Tech IV on Page J-9-4 does not appear to be consistent with the Service Contract Act minimum wage rate required for the Engineer Tech IV shown on Page J-8-6. Please clarify.

Response 14: Engineering Tech IV is replaced with Engineering Tech III in Section G.7.A, Attachment J-9, Attachment J-10, and Section L.14.

Question 15: In RFP Section L.9 (b), does the 12-point font size specified for text also apply to graphics?

Response 15: Section L.9 is modified to state that graphics text shall be legible and proportionate to the respective graphics.

Question 16: Paragraph L.9(B) of the subject RFP stipulates a 12 point font. We have tables, figures, graphics, captions, headers and footers where we prefer to use fonts down to size 8 for readability. These fonts are perfectly readable to us and do not use up valuable narrative space that will of course be done in 12 point font. Is this acceptable? I would remind you of the fact that PPAS output uses the smaller fonts which I assume is acceptable to you from a readability standpoint.

I would also like to verify that you expect the proposals be printed on one side per page as seems to be indicated in that same paragraph. DPD's are specified in Section 2.4 as printed on both sides which is somewhat confusing.

Response 16: Refer to Response 15. With regard to printing, single-sided is acceptable; however, double-sided is preferable as indicated in FAR 52.204-4. Note each double-sided page counts as two pages. For the purpose of preparation of Volume II, Cost Factor, usage of standard PPAS output is acceptable when such output is included in Volume II.

Question 17: In the Draft RFP Section L, Cost Factor, Item d., the total number of available hours for each contract year was based on a period of performance of June 8, 2001 through June 7, 2006 (including options). Shouldn't these hours have changed in the Final RFP when the period of performance changed to August 1, 2001 through July 31, 2006? Based on the Final RFP period of performance, it appears that 2088 hours are available for all years except Option Year 3 which has 2080 hours available.

Response 17: For purposes of this procurement, Section L.14, page L-21, is revised to use 2088 labor hours for all years.

Question 18: Regarding the RFP requirement for using PPAS software, and Mod. # 1 scheduling PPAS Software training February 21-22, 2001, will proposals from Offerors who have not attended the PPAS training be accepted?

Response 18: Yes, provided the Offeror submits a cost proposal utilizing PPAS in accordance with the instructions provided in Section L.13.

Question 19: Regarding RFP instructions on page L-13, "KP1 Qualification of Key Personnel", the RFP states that the "Key Personnel Description and Resume Form" included in the RFP shall be used for presenting detailed personnel information. Must the "Key Personnel Description and Resume Form" be duplicated exactly as presented in the RFP, or may fonts, spacing, etc., be altered for consistency with the rest of our proposal, so long as the requested information is provided?

Response 19: The Government provided form is to be used. Note from Section L.9 that "resumes … and any submission required on Government furnished forms are not counted against the page limitation."

Question 20: There seems to be a conflict between the defaults set in PPAS and the language in the RFP on when phase-in is to begin. Is contract execution to begin 1 August 01 and phase-in and associated cost to occur prior to that?

Response 20: Both the contract execution and phase-in begin August 1, 2001. The PPAS proposal files' overall period of performance is currently fixed between June 2001 and December 2006. However, Offerors should change the PPAS structural data to agree with the current Period of Performance. This can be accomplished by opening each proposal and then going to "Maintain" on the PPAS menu. Then where appropriate, select WBS, Reporting Periods, etc. and update the start and stop dates as necessary. If assistance is required, please contact personnel at Mainstay Software Corporation at 303-220-8780.

Question 21: How should the Government furnished estimate for Materials and Travel in Section L.13(c) 2., Volume II Cost Factor, g. Materials, and h. Other Direct Costs, be broken?

Response 21: The RFP is amended to indicate "for proposal purposes, these estimates shall be entered under WBS 1.1.1."

Question 22: Is the "Contractor referred to in Clause H-5 the prime contractor for this work, or does the definition of contractor in Clause H-4 apply?

Response 22: The definition of "contractor" provided in Clause H.4 also applies to Clause H.5.

Enclosure B-1

RELEASE DESK ACTIVITY
(January 2000 Thru February 2001)

EPL's	964
DRL's	468
EO's	955
New Assy Dwg's	301
Revised Assy Dwg's	103
New Detailed Dwg's	272
Revised Detailed Dwg's	53
TOTAL	3116

Enclosure B-2

Drawing/Document Checking Status 1/1/2000 thru 2/28/2001

	DRAWINGS	EO'S	EPL'S	SPEC'S/ DOCUMENTS
TOTAL DOCUMENTS REVIEWED	2392	1020	1257	223

PCN Records Activity

PCN files are Configuration Control Board records maintained under WBS 1.2.9, Records. The PCN records activity for January 2000 through February 2001 is 1,141 records.

(g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(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.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42)(MAY 1989)

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

THIS STATEMENT IS FOR INFORMATION ONLY:
IT IS NOT A WAGE DETERMINATION

A. Classification, Grades and Rates

Classification	Grade	Hourly Rate
Accounting Clerk III	GS04	$10.79
Accounting Clerk IV	GS05	$12.08
Secretary III	GS06	$13.46
Engineering Technician III	GS05	$12.51

B. Fringe Benefits (applicable to all classifications)

1. Health and Insurance

Life, accident, and health insurance and sick leave programs, 5.1 percent of basic hourly rate.

MWI 8040.6, Functional and Physical Configuration Audits, MSFC Programs/Projects
MSFC-PROC-1916, Configuration Management Audits of Contractors
MSFC-MNL-1951, Change Processing, Tracking, and Accounting System User's Guide
MSFC-MNL-2061, Enhancement/Discrepancy System User's Guide
MSFC-MNL-2110, MSFC Review Item Discrepancy (RID) System User's Guide

MSFC-STD-555, MSFC Engineering Documentation Standard
MSFC-STD-2806, MSFC Tailoring Guide for the Global Drawing Requirements Manual
ED43 Organizational Issuances

1.2.2 C&DM Support and Requirements Definition

The Contractor shall provide to the C&DM Group, services such as processing of design review issues and action items, processing and accounting of change packages and CCB support, receipt desk functions, maintaining official change package files, and clerical support for design reviews. Maintain official change package files in accordance with MWI 8040.2 and MPG 1440.2.

The Contractor shall support the ED43 OPR designees for development of standard data requirements descriptions (DRDs) for C&DM.

The Contractor shall assist in the preparation and/or tailoring of C&DM Statements of Work and DRDs for specific Program/Project or activities.

The Contractor shall provide support in interpreting C&DM requirements.

The Contractor shall review C&DM Plans to assure conformance with Center policy, procedures, and instructions, and Program/Project-specific requirements.

The Contractor shall review MSFC and other Agency Directives, Multiprogram/Project Common-Use Documents, and Agency Specifications and Standards, and other program/project documentation to ascertain that these documents are compatible with MSFC C&DM processes.

1.2.3 Center Data Requirements Management

The Contractor shall support the Center Data Requirements Manager's (CDRM) functions as defined in MPG 7120.3, MWI 7120.2, ED43-006, and as specified below:

d. Perform data maintenance, tracking, analyses, and validation of documentation to support program initiatives, including Commercialization Assistance Team (CAT) and licensing activities.

e. Assist in preparation and dissemination of correspondence and documentation relating to Technology Transfer initiatives (e.g., new technology reporting, SBIR/STTR program data, success stories, publications, awards and commercialization).

f. Create and maintain web-based information sources which contribute to Technology Transfer initiatives.

g. Provide support for Technology Transfer Department meetings both internal and external (e.g. TechTracS Subteam, CAT, SBIR/STTR), including preparation and distribution of minutes, update of appropriate databases, and processing of follow-on actions.

h. Develop, document, and promote initiatives that serve the mission areas of the Technology Transfer Department.

i. Develop, document, and implement orientation processes that will increase efficiencies in support of technology transfer and commercialization documentation management.

j. Conduct technical reviews and evaluations of small business program documentation.

k. Perform reviews of management documentation, providing feedback relative to overall content, clarity, and presentation.

l. Obtain, compile, summarize, and document statistical data in comprehensive reports that support Technology Transfer Department requirements.

m. Manage all records associated with this WBS for which they have been designated custodian in accordance with MPG 1440.2.

1.6 ENGINEERING DIRECTORATE SPECIAL STUDIES

The Contractor shall support the Engineering Directorate in conducting Special Studies. Special Studies are defined as short duration, team-type activities in support of specific objective(s) that generally require rapid response. Special Studies cover such activities as Mishap Investigation Boards (MIB's), Concept Development Tiger Teams, and special Assessment Team activities.

Position Title	General Characteristics	Typical Duties And Responsibilities	Direction Received	Degree/ Experience
C&DM Specialist	Demonstrates specialized skills in configuration and data management. Possesses several years experience in at least one of the areas above and some formal training.	1. Performs routine and non-routine assignments in the implementation of configuration and/or data management systems for Programs/Projects. 2. Performs routine and non-routine center-wide assignments in areas such as procedures, data requirements management and release desk.	Routine assignments are made in general terms, specific procedures are use to implement. Non-routine assignments are made in detail.	AA or AS or a minimum of 2 years experience in the related field or equivalent experience and education.
Engineering Tech III	Performs routine and non-routine assignments. Such assignments are screened to eliminate unusual designs. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy.	Reviews design packages (design drawings and engineering parts list) for completeness and accuracy. Applies engineering practices (reference Global Drafting Manual).	Assignments are made in general terms, which requires the appropriate standards to be applied. Completed work is checked for quality and accuracy.	AA or AS or a minimum of 2 years experience in the related field or equivalent experience and education.
Accounting Clerk IV	Has management training and significant experience in the fields of accounting, business and finance.	Defines detailed objectives, develops approach, organizes the detail work and assures timely completion of task.	Assignments are made in general terms that require the selection of the appropriate accounting, financial, and business principles to be utilized.	BA or BS with a minimum of 5 years experience in Business Management related field or equivalent experience and education.

ATTACHMENT J-10

FULLY BURDENED LABOR RATES

Tables to be completed by Offeror. Refer to Attachment J-9, Labor Category Position Descriptions, for a description for each labor category.

Basic Period (Contract Year 1)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech III			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 1 (Contract Year 2)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech III			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 2 (Contract Year 3)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech III			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 3 (Contract Year 4)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech III			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 4 (Contract Year 5)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech III			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

L.9 PROPOSAL PAGE LIMITATIONS (1852.215-81) (FEB 1998)

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

Proposal Section	Page Limit
Volume I - Mission Suitability Factor	60 pages (excluding On-site Safety and Health Plan, DRD 892SA-001)
DPD Preliminary DR 892SA-001	20 pages
Volume II - Cost Factor	No Limit
Volume III - Past Performance Factor	15 pages
Volume IV - Completed RFP & Signed SF33	N/A

Resumes, acknowledgements, certificates and representations, and any submission required on Government-furnished forms are not counted against the page limitation. Likewise dividers, covers, and tab separators are not counted against the page limitation unless containing data for evaluation.

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type for document text. Graphics text shall be legible and proportionate to the respective graphics. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the Offeror.

(End of provision)

- Approve travel
- Hire, dismiss, promote, and demote personnel
- Select, administer, and terminate subcontracts
- Acquire materials as necessary

- TMA4 Organizational Conflict of Interest

The Offeror shall describe their approach to executing the tasks in the Performance Work Statement, while complying with clauses H.4, "Organizational Conflicts of Interest", and H.5, "Limitation of Future Contracting".

- TMA5 Teaming Arrangement

Any teaming and subcontracting arrangements shall be described. The description shall include rationale for each of the arrangements, identification of points of contact, how management and control policies will be implemented, and how work will be controlled, reported, and reviewed. The proposal shall include a description of the accessibility and flow of relevant support from internal and external sources, such as parent organizations, teaming arrangements, and subcontractors. Any integration of team members or subcontractors into the management and supervisory hierarchy shall be fully described. The rating of subcontractor performance and fee arrangements between prime Contractors and subcontractors shall be discussed.

- TMA6 Communication Plan

The Offeror shall describe their approach for maintaining good communication within the Government, other MSFC Contractor support personnel, Offeror's subcontractors and the Offeror's corporate structure (internal). Offerors shall discuss proposed methods of resolving ambiguities, concerns, and conflicts that become apparent during the performance of tasks.

- TMA7 Marshall Management System

The Offeror shall describe their approach to performing the tasks in the Performance Work Statement utilizing the policies and procedures defined in MPD 1280.1. The Offeror shall also address plans to safeguard information and ensure that data is not intentionally or accidentally destroyed or compromised.

- TMA8 Personnel Training

The Offeror shall address personnel training (WBS 1.1.7) in sufficient detail to ensure C&DM success, demonstrating the ability to provide necessary orientation and training for employees to assume C&DM functions. In addition, the Offeror shall address process training as required by WBS 1.2.7 to ensure initial and updated training for civil service and contractor personnel associated with C&DM processes.

comparable to any of the Government labor categories, it shall be included as an additional PPAS Resource.

For estimating purposes, Offerors shall use 2088 hours as the total number of hours available (productive and nonproductive) for each contract year is indicated below.

Terms	Labor Hours
Base year	2088
Option Year No. 1	2088
Option Year No. 2	2088
Option Year No. 3	2088
Option Year No. 4	2088

Total labor cost (productive and nonproductive combined) shall be based on the above hours per year. Offerors shall provide, as supplemental data, the typical productive and nonproductive hours per year based on their personnel and accounting policies and practices. Nonproductive time is all paid absences, i.e., vacation, holidays, sick leave and other authorized paid or non-paid absences. In PPAS, Offerors shall take account of nonproductive time either (1) as part of the labor overhead burden pool, or (2) through the use of other PPAS structures as provided in the software. Offeror's normal accounting practices shall be followed.

e. Overhead(s) & G&A

All proposed overhead/burden rates (labor overhead, material handling, procurement burden, G&A expense, etc.) shall be provided as part of the PPAS proposal by creating a Custom Factor for each rate that is applicable to the Offeror's proposal. Offerors shall ensure that adequate costs for statutory payroll additives (FICA, FUI, SUI, Worker's Compensation, etc.) are included.

DCAA audit and approval status, if any, of the proposed rates shall be included as part of the basis of estimate provided in Microsoft (MS) Word.

Offerors are required to provide the following substantiating rationale for each indirect rate proposed:

(1) The major cost elements within each indirect pool.

(2) The equivalent indirect personnel in each pool, by Offeror's fiscal year, and the types of functions performed.

(3) Identify the composition of the allocation base and the basis for projection.

The prime Offeror shall explain the difference, if any, between the costs included in the subcontractor's proposal and the amounts included in the prime's proposal including the cost or price analysis accomplished in accordance with FAR 15.404-3. This difference will be identified in PPAS using an increment/decrement Resource for each subcontractor Resource where a difference exists.

g. Materials

Materials (including equipment and supplies), or subcontracted services not otherwise identified and exclusive of items furnished through the Government Property Division Stores, and incidental materials for discrete projects should be estimated based on the following. For proposal purposes, these Materials estimates shall be entered under WBS 1.1.1.

Base Year:	$25,000
Option No. 1:	$25,775
Option No. 2:	$26,522
Option No. 3:	$27,265
Option No. 4:	$28,083

These values should be input as a single Material Resource in the PPAS proposal and spread evenly over the appropriate months within each contract year.

Offerors shall identify and include as a separate PPAS Resource the monthly estimate for any items not specified in the solicitation if required by the Offeror to perform the PWS. If additional costs are proposed, Offerors shall provide supporting rationale for the proposed cost elements and amounts. Lease versus purchase analysis shall be provided where applicable.

h. Other Direct Costs (ODC)

Using the PPAS ODC module, include monthly cost estimates for normal relocations, if any, not attributable to phase-in, that are anticipated to occur during the contract period of performance. Include estimates for travel directly associated with relocation. Supporting data for relocations should include expected number of relocations, types of personnel/labor category to be relocated, geographical locations involved, and composition of estimated costs.

Using the PPAS Travel module, Offerors shall include monthly detailed estimates for personnel training and associated travel with WBS 1.1.7, including the destination, number traveling, duration, registration, tuition, etc.

Offerors shall use the following estimates for WBS 1.2 - 1.6 travel not related to relocation. For proposal purposes, these travel estimates shall be entered under WBS 1.1.1.

Base Year:	$35,000
Option No. 1:	$36,085
Option No. 2:	$37,131
Option No. 3:	$38,171
Option No. 4:	$39,316

These values should be input as a single Travel Resource spread evenly over the appropriate months within the program years in the PPAS proposal.

For other types of direct charges anticipated to be incurred during the performance of the PWS, the manner of presentation is left to the Offeror's discretion but all such costs shall be included as part of the PPAS proposal. Supporting data should be sufficiently detailed to permit NASA to fully understand the basis for the estimate.

Include for each year of performance, the projected cost of: (1) comprehensive liability/product liability insurance which protects the Offeror from liability claims of third persons, (2) the comprehensive liability/product liability insurance which protects each of its subcontractors from liability to third persons and (3) deductibles, if any, and projected payments. Identify, as appropriate, the method of cost recovery anticipated under the resultant contract. Indicate whether the cost is normally charged as other direct cost or as an indirect cost. If the cost is charged as other direct cost, include the estimates in the PPAS ODC module supported by additional narrative using either PPAS Textual Information or MS Word. If the costs are anticipated to be recovered as an indirect cost, include the cost in the appropriate indirect expense pool in accordance with Offeror's normal accounting/estimating procedures for costing purposes, and reflect the cost on Form H.

i. Contract Facilities Capital Cost of Money (COM)

If Facilities Capital Cost of Money is proposed, in accordance with FAR 15.408(h), the Offeror shall complete the PPAS DD Form 1861 report template in PPAS, showing the calculation of Facilities Capital Cost of Money.

Since it is NASA's policy to reduce fee objectives dollar-for-dollar for imputed facilities capital cost of money, Offerors may elect to forego the development of facilities capital cost of money and attendant fee objective reduction. If this approach is elected by the successful Offeror, the clause in FAR 52.215-17 will be included in the resultant contract.

1.2.4 Automation of C&DM Processes

(2) Computer System Engineers

1.2.5 MSFC Release Desk

(1) Sr. Engineer
(2) C&DM Specialists

1.2.6 Engineering Documentation and Drawings Checking

(1) Sr. Engineer
(5) Engineers
(2) Engineering Technicians III

1.2.7 Training for C&DM Processes

(1) Sr. Engineer

1.2.8 Multiprogram/Project Common-Use Documentation Management

(1) Sr. Engineer
(1) Engineer

1.3.1 Configuration Management (CM) Support

(8) Sr. Engineers
(8) Engineers
(10) Sr. C&DM Specialists
(11) C&DM Specialists

1.3.2 Data Management (DM) Support

(3) Sr. Engineers
(4) Engineers
(7) Sr. C&DM Specialists
(7) C&DM Specialists

1.4 NASA Technical Standards Program Support

(2) Sr. Engineers
(1) C&DM Specialist

1.5 Technology Transfer Support

(2) Sr. Engineers
(2) Sr. C&DM Specialists
(1) C&DM Specialist

<u>1.6 Special Studies</u>

(1) C&DM Specialist

Product-Line Directorate Support

WBS 1.3.1 and 1.3.2, a major portion of this contract is IDIQ. These WBS's are in support of the Product-Line Directorates, which are the Space Transportation Directorate (TD), the Science Directorate (SD), Flight Projects Directorate (FD), and the Shuttle Projects Offices (MP). See Attachment 4 for a listing of Programs/Projects currently being supported.

Other Directorate Support

WBS 1.4, 1.5, and 1.6 are IDIQ. WBS 1.4 and 1.6 support the Engineering Directorate (ED) and WBS 1.5 supports the Center and Employee Relations Directorate (CaER). These WBS's provide unique data management support to the respective Directorates.

MSFC Normal Tour of Duty

The normal MSFC duty hours are provided for the Offeror's information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 hours per day between the hours of 7:00 a.m. and 5:30 p.m. The successful Offeror shall be required to establish normal duty hours compatible with the Configuration and Data Management Group, which are Monday through Friday commencing at 7:00 a.m., with overtime/compensatory time for any time over 8 hours a day, weekends, and holidays.

The normal holidays observed by MSFC are as follows:

New Year's Day, January 1
Martin Luther King Jr.'s Birthday, third Monday in January
President's Day, third Monday in February
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Columbus Day, second Monday in October
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
Christmas Day, December 25

Government Provided Facilities

The Government has provided facilities and equipment for onsite effort on a no charge for use basis. The facilities and equipment furnished have been a normal office setting including office space, desk, phone and computer.

Subfactor 1: Technical and Management Approach

This Subfactor will be used to evaluate the Offeror's management and operating approach for providing the services delineated in the PWS. The adequacy, completeness, technical soundness, methods, operations and excellence of the Offeror's approach will be evaluated encompassing:

- TMA1 The Offeror's approach and methods to fulfill the PWS, the activities that will be performed in the accomplishment of the PWS, and the methods and/or techniques used in planning, scheduling, processing, controlling and completing the PWS. Included will be the approval status of the Offeror's accounting, estimating, property management, and purchasing systems.

- TMA2 The Offeror's organizational structure, identification of clear lines of authority, and rationale for approach to planning, controlling, and reporting contract activities. The Offeror's understanding of MSFC core values and the extent to which their values align with MSFC's.

- TMA3 The Offeror's extent of autonomy and authority granted to the on-site program manager to manage local operations, relationship to the parent organization, and approval process that will be made outside the local organization.

- TMA4 The Offeror's approach to executing PWS work assignments while complying with the "Organizational Conflicts of Interest" and "Limitation of Future Contracting" clauses.

- TMA5 The effectiveness of the Offeror's approach to teaming and subcontracting.

- TMA6 The effectiveness of Offeror's approach for ensuring good internal and external communication.

- TMA7 The Offeror's approach to performance in accordance with MPD 1280.1, and the Offeror's plans to safeguard information and ensure data integrity.

- TMA8 The Offeror's demonstrated ability to provide necessary orientation and training for employees to assume C&DM functions and to provide process training for contractor and civil service personnel associated with C&DM processes.

- TMA9 The Offeror's planning for new management techniques and systems to improve services and products, including the Offeror's approach to providing an automated system to generate new task orders and administer the task order process.

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812

Reply to Attn of: PS01

February 13, 2001

TO: Prospective Offerors

SUBJECT: Final Request for Proposal (RFP) 8-1-0-E4-C3932, Configuration and Data Management Services

Attached is the final Request for Proposal (RFP) for Configuration and Data Management Services for Marshall Space Flight Center (MSFC). Offerors are cautioned to compare this final RFP to the draft version posted January 13, 2001. It is the Offeror's responsibility to review the final RFP for a full and complete understanding in all areas. The revisions to the Draft RFP resulting from both comments received from industry and MSFC review are attached hereto.

The period during which MSFC will accept questions regarding the final RFP is specified in Section L.2.

Proposal submittal dates are specified in Section L.11.

THE OFFICIAL BLACKOUT PERIOD WILL BEGIN FEBRUARY 13, 2001, WITH THE PUBLICATION OF THE FINAL RFP.

All questions should be directed to:

NASA/Marshall Space Flight Center
Procurement Office/PS24-J/Lynn Southgate
Marshall Space Flight Center, AL 35812
e-mail: lynn.southgate@msfc.nasa.gov

Stephen P. Beale
Director
Procurement Office

Enclosures

KEY REVISIONS TO THE DRAFT RFP
CONFIGURATION AND DATA MANAGEMENT SERVICES
FEBRUARY 13, 2001

RFP Section	Revision
Section B.3	Supplied IDIQ minimum and maximum amounts.
Section B.5, F.2	Inserted period of performance
Section E.4	Corrected J-4 title
Section H.4	Changed DRD to DPD
Section I.1	Listed Sid Saucier as Ombudsman
Attachment J-2	Changed date and "Draft RFP" to "RFP".
Attachment J-2	Approved updated version of 892SA-001 was incorporated .
Attachment J-4, Sections 2.1.2.1, 2.1.2.2, 2.1.3.1, 2.1.3.2, and 2.3	Incorporated COTR comments in J-4 e.g., notify COTR in writing.
Attachment J-6	Changed document number NSS 1740.11 to NASA-STD-8719.11.
Attachment J-6	Added MPG 1371.1, "Procedures and Guidelines for Processing Foreign Visitor Requests" to Applicable Documents.
Section K	Replaced asterisks with blocks.
Section K.3	Incorporated January 2001 revision of this clause.
Section L.2	Deleted "Industry Briefing" section and replaced with "Submission of Questions".

KEY REVISIONS TO THE DRAFT RFP
CONFIGURATION AND DATA MANAGEMENT SERVICES
FEBRUARY 13, 2001

RFP Section	Revision
Section L.11	Added dates and times for receipt of proposals.
Section L.13	Period of Performance refinement.
Section L.13	Refined PPAS pricing instructions.
Section L.14	Added "…and should not constrain the Offeror from proposing a more efficient solution." To the last sentence in 3rd paragraph.
Section L.14	Updated historical WBS information.
Section L.14	IDIQ funding clarification
Attachment L-2	Updated version of Center Organization Chart was incorporated.
Attachment L-5	Incorporated revised chart

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Configuration and Data Management Services at the Marshall Space Flight Center

RFP

RFP Number: 8-1-0-E4-C9392

Date of Issue: February 13, 2001

NOTICE: This Procurement is a 100% Small Business Set-Aside

OMB APPROVAL #: 9000-0008

SOLICITATION, OFFER AND AWARD	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▶	RATING DO-C9	PAGE OF 1	PAGES 216

2. CONTRACT NO.	3. SOLICITATION NO.	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.
	8-1-0-E4-C9392-FINAL	☐ SEALED BID (IFB) ☒ NEGOTIATED (RFP)		1-0-E4-C9392

7. ISSUED BY: CODE PS24-J

Procurement Office/PS24-J/Southgate
George C. Marshall Space Flight Center
National Aeronautics and Space Administration
Marshall Space Flight Center, AL 35812

8. ADDRESS OFFER TO *(If other than item 7)*

Same as Block 7.

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

SOLICITATION

9. Sealed offers in original and 10 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if handcarried, in the depository located in See Section L.11(b). CAUTION – LATE Submissions, Modification, and Withdrawals: See Section L, Provision No. 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: ▶	A. NAME	B. TELEPHONE NO. *(NO COLLECT CALLS)*			C. E-MAIL ADDRESS
	Lynn P. Southgate	AREA CODE 256	NUMBER 961-2090	EXT.	lynn.southgate@msfc.nasa.gov

11. TABLE OF CONTENTS

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OFFER (Must be fully completed by offeror)

Note: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days *(60 calendar days unless a different period is inserted by the offeror)* from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT *(See Section I, Clause No. 52.232-8)* ▶	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %

14. ACKNOWLEDGMENT OF AMENDMENTS *(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:)*	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTH. TO SIGN OFFER *(Type or print)*

15B. TELEPHONE NO. AREA CODE	NUMBER	EXT.	15C. CHECK IF REMITTANCE ADDRESS IS ☐ DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE

AWARD *(To be completed by Government)*

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION

☐ 10 U.S.C. 2304(c) ( ) ☐ 41 U.S.C. 253(c) ( )

23. SUBMIT INVOICES TO ADDRESS SHOWN IN ▶ *(4 copies unless otherwise specified)* ITEM

24. ADMINISTERED BY *(if other than item 7)* CODE

25. PAYMENT WILL BE MADE BY CODE RS23

Accounting Operations Office
George C. Marshall Space Flight Center, NASA
Marshall Space Flight Center, AL 35812
Automated Invoice Payment Information: (256) 544-5566

26. NAME OF CONTRACTING OFFICER *(Type or print)*

27. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*

28. AWARD DATE

IMPORTANT – Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED

(a) The purpose of this contract is to acquire Configuration and Data Management (C&DM) Mission Services for the Marshall Space Flight Center. This contract provides two basic methods for the acquisition of these services. The first method is Cost-Plus-Incentive-Fee Core Services. Under this method, the Contractor is required to furnish all the services identified as Core Services and described in Section J as Work Breakdown Structure (WBS) elements 1.1 and 1.2, and also provide all management effort for work performed under the contract's Indefinite-Delivery-Indefinite-Quantity (IDIQ) provisions. The second method is IDIQ which provides for the acquisition of necessary labor, supplies, and other services of a recurring nature that cannot be sufficiently identified, predetermined, or quantified in advance. This second section identified as IDIQ is described in Section J as WBS elements 1.3, 1.4, 1.5, and 1.6.

(b) The Contractor shall provide all resources, including management, supervision, labor, materials, supplies, and equipment (except as may be expressly stated in this contract as furnished by the Government) necessary to provide configuration and data management mission services in accordance with the Description/Specifications/Performance Work Statement in Section J.

(End of clause)

B.2 GENERAL

MSFC will award a performance-based Cost-Plus-Incentive-Fee (CPIF)/IDIQ contract for a 1-year base period with four 1-year options.

A. CPIF Core Services. Work that can be identified in advance, both in sufficient detail and quantities, is identified as CPIF Core Services, henceforth identified as Core work. Core work in this contract includes all work identified in Section J as WBS elements 1.1 and 1.2.

B. CPIF IDIQ Work. Costs associated with work performance that is of a recurring nature, but cannot be sufficiently predetermined are reflected in Clause B.3. The IDIQ services include all work identified in Section J as WBS elements 1.3, 1.4, 1.5, and 1.6.

(End of clause)

B.3 TOTAL ESTIMATED COST AND INCENTIVE FEE AMOUNTS

A.1. The total authorized amount for performance of all work for the applicable period is as follows, and shall not be exceeded without prior written approval of the Contracting Officer (CO).

PERIOD COVERED	CORE COST AMOUNT	POTENTIAL CORE INCENTIVE FEE	AUTHORIZED IDIQ COST AMOUNT	POTENTIAL AUTHORIZED IDIQ INCENTIVE FEE	TOTAL AUTHORIZED AMOUNT
8/1/01-7/31/02	$*	$*	$**	$**	$**

A.2. The minimum maximum, and authorized IDIQ amounts, inclusive of cost and fee, for the applicable period are as follows:

PERIOD COVERED	MINIMUM IDIQ AMOUNT	MAXIMUM IDIQ AMOUNT	AUTHORIZED IDIQ AMOUNT
8/1/01-7/31/02	$1,119,562	$6,717,365	$**

***To be completed by Offeror.**
****To be negotiated subsequent to award.**

B. In the event this contract is extended by exercise of the options pursuant to Clause 52.217-9 (Section F), the scope of work for the additional periods shall be that defined in Section J of this contract. The rates set forth in this section shall apply to any renewal pursuant to Clause 52.217-9. The amounts applicable to each option period are set forth below:

OPTION NO.	PERIOD COVERED	CORE COST AMOUNT	POTENTIAL CORE INCENTIVE FEE	MINIMUM IDIQ AMOUNT	MAXIMUM IDIQ AMOUNT
01	8/1/02-7/31/03	$*	$*	$1,147,246	$6,883,468
02	8/1/03-7/31/04	$*	$*	$1,184,218	$7,105,307
03	8/1/04-7/31/05	$*	$*	$1,219,652	$7,317,909
04	8/1/05-7/31/06	$*	$*	$1,257,445	$7,544,672

***To be completed by Offeror.**

C. The IDIQ consists of services which cannot be predetermined. These services shall be ordered in accordance with Federal Acquisition Regulation (FAR) clauses entitled "Ordering," "Order Limitations," and "Indefinite Quantity" found in Section I. Task Orders with fund citations thereon shall be issued by the CO pursuant to Section G.4. The estimated maximum amount for these services is $6,717,365 (Basic Award). This is an estimate only and does not reflect an obligation of the Government to order. The Government's obligation for the indefinite quantity is limited to that specified in FAR 52.216-19, Order Limitations, and in individual delivery orders issued during the term of this contract. If the Government orders

supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable price adjustment. The award of this IDIQ contract does not inhibit the Government's right to later award separate contracts for similar work.

(End of clause)

B.4 CONSIDERATION, ORDERING, AND PAYMENT

A. The Contractor shall be reimbursed for costs expended in the performance of work called for in Sections B through J in accordance with FAR 52.232-25, "Prompt Payment," and FAR 52.323, "Payment by Electronic Funds Transfer - Other than Central Contractor Registration."

B. IDIQ work shall be ordered under this contract in accordance with Clause G.4 "Task Ordering Procedure" and FAR 52.216 "Ordering."

C. The Contractor shall voucher for payment of cost and fee(s) in accordance with Clauses G.1 "Submission of Vouchers for Payment" of the contract and E.4 "Contractor's Self-Surveillance Reports."

(End of clause)

B.5 PREMIUM FOR SCHEDULED OVERTIME (MSFC 52.222-93) (AUG 1988)

Pursuant to the clause entitled "Payment for Overtime Premiums," the amount of overtime premium authorized shall not exceed the amount specified below for the indicated period.

Period	Amount
8/1/01 - 7/31/02	$*
8/1/02 - 7/31/03	$*
8/1/03 - 7/31/04	$*
8/1/04 - 7/31/05	$*
8/1/05 - 7/31/06	$*

***Completed by Offeror.**

(End of clause)

B.6 CONTRACT FUNDING (1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is $(to be provided by Government at award). This allotment is for Configuration and Data Management Services and covers the following estimated period of performance: contract award through TBD.

(b) An additional amount of $(to be completed at award) is obligated under this contract for payment of fee.

(c) Recapitulation of funding is as follows:

	Previous	This Action	Total
Estimated Core Cost			
Provisional Core Incentive Fee			
Estimated IDIQ Cost			
Provisional IDIQ Incentive Fee			
Earned Incentive Fee			
Total Sum Allotted			

(End of clause)

B.7 ALLOWABLE ITEMS OF COST (MSFC 52.242-93) (AUG 1991)

(a) In accordance with advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

Ceilings on General And Administrative Costs

Period Covered	Rate
Basic Year	*
Option 1	*
Option 2	*
Option 3	*
Option 4	*

*To be completed by Offeror

(b) It is mutually agreed that when indirect cost rate ceilings are specified, (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates and, (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(End of clause)

[END OF SECTION]

SECTION C

DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

C.1 DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

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

(End of clause)

C.2 GENERAL

It is understood and agreed that the work performed under this contract is on a "Mission" basis and that the performance work statement is stated in broad terms in order to achieve maximum required flexibility. The Contractor's obligation under this contract may include resolution of unusual or emergency situations that may occur from time to time throughout the period of performance. Work of this nature will be by "Technical Directives" from the Contracting Officer or his Representative, as further defined in clause G.3. Services so directed will be considered within the general scope of the contract, entirely within the Contractor's original contractual obligation, and shall not constitute nor be construed as a change within the meaning of the clause of this contract entitled "Changes- Cost Reimbursement -Alternate II." However, if any written direction by the Government through Technical Directives is considered by the Contractor to be outside the scope of his contractual obligation, the Contractor, before performing any effort pursuant to such Government direction, shall refer such questions to the Contracting Officer for resolution.

(End of clause)

C.3 EXCLUDED FUNCTIONS AND RESPONSIBILITIES

Functions and responsibilities directly involved or associated with the management of any MSFC directorate, department, or office are expressly excluded from this contract. Any instructions, directives, or orders issued under this contract involving such MSFC management functions and responsibilities shall be null and void. The following activities are representative of the excluded functions and responsibilities that cannot be provided by the Contractor for the Government:

- Policy making or management of MSFC operations;

- Program or project management;

- Technical management of Government contracts;

- MSFC management planning, programming (including preparation of scopes of work and/or procurement requests for items to be contracted for by MSFC), budgeting, review, and analysis;

- Direction or supervision of other Government Contractors or Government agencies, or otherwise acting as an agent to obligate or commit MSFC in any capacity;

- Clerical and other administration-type functions required to be performed by civil service personnel; and

- Supervision of Government employees.

(End of clause)

[END OF SECTION]

SECTION D

PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

(a) The Contractor shall preserve, pack, and mark for shipment all items deliverable under this contract in accordance with good commercial practices and adequate to ensure both acceptance by common carrier and safe transportation at the most economical rate(s).

(b) The Contractor's markings on shipping containers shall be legible from a distance of 36 inches. The Contractor may mark by stencil, rubber stamp, or lacquer over a coated gummed label.

(c) The Contractor shall place identical requirements on all subcontractors.

(End of clause)

[END OF SECTION]

SECTION E

INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following clause is hereby incorporated by reference:

52.246-5 Inspection of Services -- Cost-Reimbursement (Apr 1984)

(End of clause)

E.2 GOVERNMENT CONTRACT QUALITY ASSURANCE FUNCTIONS (1852.246-71)(OCT 1988)

In accordance with the Inspection clause of this contract, the Government intends to perform the following functions at the locations indicated.

Item	Quality Assurance Function	Location
All	Final Inspection & Acceptance	MSFC, Alabama

(End of clause)

E.3 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (52.246-11) (FEB 1999)

The Contractor shall comply with the higher-level quality standard selected below.

TITLE	NUMBER	DATE
Marshall Management Manual	MPD 1280.1	12/6/99

(End of clause)

E.4 CONTRACTOR'S SELF-SURVEILLANCE REPORTS

Each instance where the Contractor is found to be inaccurate in the Contractor's self-surveillance reports shall be dealt with in accordance with Attachment J-4, "Surveillance and Cost-Plus-Incentive-Fee Plan."

(End of clause)

[END OF SECTION]

SECTION F

DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following clauses are hereby incorporated by reference:

52.242-15 Stop-Work Order (Aug 1989) -- Alternate I (Apr 1984)

52.247-34 F.O.B. Destination (Nov 1991)

(End of clause)

F.2 PERIOD OF PERFORMANCE

(a) The period of performance of this contract shall be August 1, 2001 - July 31, 2002.

(b) In the event the Government elects to exercise its option(s) pursuant to the terms of this contract, the period of performance for each option shall be as set forth below:

Option No.	Period of Performance
1	8/1/02 - 7/31/03
2	8/1/03 - 7/31/04
3	8/1/04 - 7/31/05
4	8/1/05 - 7/31/06

(End of clause)

F.3 PLACE OF PERFORMANCE (MSFC 52.237-92) (AUG 1988)

The Contractor shall perform the work under this contract at Marshall Space Flight Center, and at such other locations as may be approved in writing by the Contracting Officer.

(End of clause)

F.4 OPTION TO EXTEND THE TERM OF THE CONTRACT (52.217-9) (NOV 1999)

(a) The Government may extend the term of this contract by written notice to the Contractor prior to the expiration of the current period of performance provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

[END OF SECTION]

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 SUBMISSION OF VOUCHERS FOR PAYMENT (1852.216-87) (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b)(1) If the Contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

RS23/Accounting Operations Office
George C. Marshall Space Flight Center, NASA
Marshall Space Flight Center, AL 35812

(2) For any period that the Defense Contract Audit Agency (DCAA) has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment through the Contractor's cognizant DCAA Office to the NASA paying office identified in Paragraph (b)(1) above.

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor's attachment, to the following offices by insertion in the memorandum block of their names and addresses:

(i) Copy 1 NASA Contracting Officer;
(ii) Copy 2 Auditor;
(iii) Copy 3 Contractor;
(iv) Copy 4 Contract administration office; and
(v) Copy 5 Project management office.

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

RS23/Commercial Accounting Office
George C. Marshall Space Flight Center, NASA
Marshall Space Flight Center, AL 35812

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of clause)

G.2 CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE (MSFC 52.204-90) (NOV 1999)

(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, Contractor Badge/Decal Application. Requests for badging shall be submitted to the appointed Contracting Officer's Technical Representative for completion and approval prior to processing by the MSFC Protective Services Department.

(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," prior to finalization of employment termination.

(c) Requests for copies of MSFC Forms 383-1, and 1739 shall be directed to the MSFC Security Division, Marshall Space Flight Center, Alabama 35812.

(End of clause)

G.3 TECHNICAL DIRECTION (1852.242-70) (SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines

of inquiry regarding matters within the general tasks and requirements in Section J of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that --

(1) Constitutes an assignment of additional work outside the statement of work;

(2) Constitutes a change as defined in the changes clause;

(3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;

(4) Changes any of the expressed terms, conditions, or specifications of the contract; or

(5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is --

(1) Rescinded in its entirety; or

(2) Within the requirements of the contract and does not constitute a change under the Changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e) A failure of the Contractor and Contracting Officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the Changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

G.4 TASK ORDERING PROCEDURE (For WBS Elements 1.3-1.6)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, The Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the completed task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 5 ~~calendar~~ work days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan and cost proposal conforming to the request. In addition to labor costs in accordance with Attachment J-10, material and any related burden shall be included; any applicable procurement burden rates shall be applied.

(d) After review and necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objective or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance Standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of incentive fee among incentive fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.,) authorized.

(7) Delivery/performance schedule, including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgement of receipt to the Contracting Officer within 2 days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be used.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit monthly task order progress reports in accordance with DRD 892 MA-002.

(End of clause)

G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (1852.245-71) (JUN 1998)

(a) The Government property described in the clause at 1852.245-77, List of Installation-Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

The Contractor shall retain responsibility for notifying cognizant property custodians of all changes in status associated with installation-provided property. All equipment users shall (1) report any missing or untagged (meeting the criteria for control) property to the cognizant

property custodian; (2) notify the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft, damage, or loss of Government property is suspected; (3) ensure that installation-provided property is used only in pursuit of approved NASA programs and projects, or as otherwise authorized; (4) identify property not being actively used in pursuit of approved programs and projects; and (5) ensure that property is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will the Contractor dispose of installation property.

The Contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable record-keeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area;

(iii) The Contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all Contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The Contractor shall assume accountability and financial reporting responsibility for such property. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall

be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of clause)

G.6 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (1852.245-77) (JUL 1997)

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation, which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for Contractor employees for unofficial calls, both local and long distance.

(b) General- and special-purpose equipment, including office furniture.

(1) Equipment to be made available to the Contractor is listed in Attachment J-7. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(c) Supplies from stores stock.

(d) Publications and blank forms stocked by the installation.

(e) Safety and fire protection for Contractor personnel and facilities.

(f) Installation service facilities.

(g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(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.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42)(MAY 1989)

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

THIS STATEMENT IS FOR INFORMATION ONLY:
IT IS NOT A WAGE DETERMINATION

A. Classification, Grades and Rates

Classification	Grade	Hourly Rate
Accounting Clerk III	GS04	$10.79
Accounting Clerk IV	GS05	$12.08
Secretary III	GS06	$13.46
Engineering Technician IV	GS07	$14.96

B. Fringe Benefits (applicable to all classifications)

1. Health and Insurance

Life, accident, and health insurance and sick leave programs, 5.1 percent of basic hourly rate.

Holidays

a. New Year's Day
b. Martin Luther King's Birthday
c. President's Day
d. Memorial Day
e. Independence Day
f. Labor Day
g. Columbus Day
h. Veterans' Day
i. Thanksgiving Day
j. Christmas Day

2. Vacation or Paid Leave

a. 2 hours of annual leave each week for an employee with less than 3 years of service.
b. 3 hours of annual leave each week for an employee with three but less than 15 years of service.
c. 4 hours of annual leave each week for an employee with 15 or more years of service

3. Retirement

1.5 percent of basic hourly rate plus Thrift Savings Plan plus Social Security.

(End of clause)

G.8 CONTINUATION OF STD. FORM 26 DATA (MSFC 52.204-93) (AUG 1988)

(End of clause)

[END OF SECTION]

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following clauses are hereby incorporated by reference:

1852.208-81	Restrictions on Printing and Duplicating (Aug 1993)
1852.228-75	Minimum Insurance Coverage (Oct 1988)
1852.242-71	Travel Outside of the United States (Dec 1988)

(End of clause)

H.2 ASBESTOS MATERIAL (MSFC 52.223-90) (MAR 1993)

During performance of this contract, Contractor personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, 4202, 4663 and 4666 are of special concern since they are known to contain sprayed on fire insulation on or above the ceiling, usually located on the metal or concrete structure of the buildings. These buildings and all other buildings may contain asbestos in floor tile, pipe and lagging insulation, exterior siding, roofing felt, and many other building materials. Prior to disturbing suspected asbestos material in any manner, the Contractor shall notify representatives of the Environmental Health Office, an office within the MSFC Medical Center, for guidance. Contractor shall be responsible for ensuring that all Contractor personnel working onsite are made aware of and comply with this clause.

(End of clause)

H.3 APPROVAL OF CONTRACT (52.204-1) (DEC 1989)

This contract is subject to the written approval of the Procurement Officer and shall not be binding until so approved.

(End of clause)

H.4 ORGANIZATIONAL CONFLICTS OF INTEREST

(a) Pursuant to FAR 9.504, the Contracting Officer is responsible for identifying and evaluating potential organizational conflicts early in the acquisition process and either avoiding, neutralizing, or mitigating such conflicts before contract award. The Offeror's attention is invited to this subpart.

(b) The Contracting Officer has determined that during performance of the contract, the Contractor, acting in a support role to the C&DM Office, will be a primary source of support in the development of Data Procurement Documents for inclusion in upcoming acquisitions. (For purposes of this clause, the term "Contractor" includes any division, separate company, or subsidiary that is wholly-owned by the parent corporation, or any subcontractor.) A conflict of interest may develop should the Contractor propose to obtain a contract for an acquisition for which the Contractor had a role in the development of the Data Procurement Documents. The existence of these conflicting roles might give the Contractor an unfair competitive advantage over the other potential Offerors.

(c) Within two working days of receipt of a task description causing such a conflict to arise, the Contractor shall notify the Contracting Officer and provide a report detailing

(1) The nature of the conflict;
(2) Plan for avoiding, neutralizing or mitigating the conflict; and
(3) The benefits and risks associated with acceptance of this plan.

(d) The Contracting Officer shall review the report, and either authorize the performance of the task required, modify the task, or withdraw the task in its entirety. If the task is withdrawn or substantially modified by the Contracting Officer, the task or affected part thereof may later be performed by Government personnel or under another Government contract by a different Contractor not possessing a similar conflict of interest. The value of the work performed by personnel other than Contractor personnel, for contract effort that would have been required under this contract, to include administrative cost to the Government, will be unilaterally deducted from the total contract value.

(e) Any limitations of future contracting resulting from the Contractor's preparation of specifications/statements of work or access to proprietary, business confidential, or financial data of another company are identified in Clause H.5 "Limitation of Future Contracting."

(f) The terms of this clause and application of this FAR Subpart to the contract are not subject to negotiation.

(End of clause)

H.5 LIMITATION OF FUTURE CONTRACTING

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective Offerors

is invited to FAR Subpart 9.5 -- Organizational Conflicts of Interest.

(b) The nature of those conflicts include:

(1) An unfair competitive advantage

(2) Existence of conflicting roles that might bias the Contractor's judgement

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract).

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(End of clause)

H.6 EMERGENCY EVACUATION PROCEDURES (1852.237-70) (DEC 1988)

The Contractor shall assure that its personnel at Government facilities are familiar with the functions of the Government's emergency evacuation procedures. If requested by the Contracting Officer, the Contractor shall designate an individual or individuals as contact points to provide for efficient and rapid evacuation of the facility if and when required.

(End of clause)

H.7 SECURITY REQUIREMENTS FOR UNCLASSIFIED TECHNOLOGY INFORMATION RESOURCES (1852.204-76) (JUL 2000)

(a) The Contractor shall comply with the security requirements outlined in NASA Policy Directive (NPD) 2810.1, Security of Information Technology, and NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology. These policies apply

to all IT systems and networks under NASA's purview operated by or on behalf of the Federal Government, regardless of location.

(b) (1) The Contractor shall ensure compliance by its employees with Federal directives and guidelines that deal with IT Security including, but not limited to, OMB Circular A-130, Management of Federal Information Resources, OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), and all applicable Federal Information Processing Standards (FIPS).

(2) All Federally owned information is considered sensitive to some degree and must be appropriately protected by the Contractor as specified in applicable IT Security Plans. Types of sensitive information that may be found on NASA systems that the Contractor may have access to include, but are not limited to --

(i) Privacy Act information (5 U.S.C. 552a et seq.);
(ii) Export Controlled Data, (e.g. Resources protected by the International Traffic in Arms Regulations (22 CFR Parts 120-130)).

(3) The Contractor shall ensure that all systems connected to a NASA network or operated by the Contractor for NASA conform with NASA and Center security policies and procedures.

(c) (1) The Contractor's screening of Contractor personnel will be conducted in accordance with NPG 2810.1, Section 4.5 for personnel requiring unescorted or unsupervised physical or electronic access to NASA systems, programs, and data.

(2) The Contractor shall ensure that all such employees have at least a National Agency Check investigation. The Contractor shall submit a personnel security questionnaire (NASA Form 531), Name Check Request for National Agency Check (NAC) investigation, and Standard Form 85P, Questionnaire for Public Trust Positions (for specified sensitive positions), and a Fingerprint Card (FD-258 with NASA overprint in Origin Block) to the Center Chief of Security for each Contractor employee requiring screening. The required forms may be obtained from the Center Chief of Security. In the event that the NAC is not satisfactory, access shall not be granted. At the option of the Government, background screenings may not be required for employees with recent or current Federal Government investigative clearances.

(3) The Contractor shall have an employee checkout process that ensures --

(i) Return of badges, keys, electronic access devices and NASA equipment;
(ii) Notification to NASA of planned employee terminations at least three days in advance of the employee's departure. In the case of termination for cause, NASA shall be notified immediately. All NASA accounts and/or network access granted terminated employees shall be disabled immediately upon the employee's separation from the Contractor; and
(iii) That the terminated employee has no continuing access to

systems under the operation of the Contractor for NASA. Any access must be disabled the day the employee separates from the Contractor.

(4) Granting a non-permanent resident alien (foreign national) access to NASA IT resources requires special authorization. The Contractor shall obtain authorization from the Center Chief of Security prior to granting a non-permanent resident alien access to NASA IT systems and networks.

(d) (1) The Contractor shall ensure that its employees with access to NASA information resources receive annual IT security awareness and training in NASA IT Security policies, procedures, computer ethics, and best practices.

(2) The Contractor shall employ an effective method for communicating to all its employees and assessing that they understand any Information Technology Security policies and guidance provided by the Center Information Technology Security Manager (CITSM) and/or Center CIO Representative as part of the new employee briefing process. The Contractor shall ensure that all employees represent that they have read and understand any new Information Technology Security policy and guidance provided by the CITSM and Center CIO Representative over the duration of the contract.

(3) The Contractor shall ensure that its employees performing duties as system and network administrators in addition to performing routine maintenance possess specific IT security skills. These skills include the following:

(i) Utilizing software security tools.

(ii) Analyzing logging and audit data.

(iii) Responding and reporting to computer or network incidents as per NPG 2810.1.

(iv) Preserving electronic evidence as per NPG 2810.1.

(v) Recovering to a safe state of operation.

(4) The Contractor shall provide training to employees to whom they plan to assign system administrator roles. That training shall provide the employees with a full level of proficiency to meet all NASA system administrators' functional requirements. The Contractor shall have methods or processes to document that employees have mastered the training material, or have the required knowledge and skills. This applies to all system administrator requirements.

(e) The Contractor shall promptly report to the Center IT Security Manager any suspected computer or network security incidents occurring on any system operated by the Contractor for NASA or connected to a NASA network. If it is validated that there is an incident, the Contractor shall provide access to the affected system(s) and system records to NASA and any NASA designated third party so that a detailed investigation can be conducted.

(f) The Contractor shall develop procedures and implementation plans that ensure that IT resources leaving the control of an

assigned user (such as being reassigned, repaired, replaced, or excessed) have all NASA data and sensitive application software permanently removed by a NASA- approved technique. NASA-owned applications acquired via a "site license" or "server license" shall be removed prior to the resources leaving NASA's use. Damaged IT storage media for which data recovery is not possible shall be degaussed or destroyed. If the assigned task is to be assumed by another duly authorized person, at the Government's option, the IT resources may remain intact for assignment and use of the new user.

(g) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractor's facilities, installations, operations, documentation, databases and personnel. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data, and to preserve evidence of computer crime.

(h) (1) The Contractor shall document all vulnerability testing and risk assessments conducted in accordance with NPG 2810.1 and any other IT security requirements specified in the contract or as directed by the Contracting Officer.

(2) The results of these tests shall be provided to the Center IT Security Manager. Any Contractor system(s) connected to a NASA network or operated by the Contractor for NASA may be subject to vulnerability assessment or penetration testing as part of the Center's IT security compliance assessment and the Contractor shall be required to assist in the completion of these activities.

(3) A decision to accept any residual risk shall be the responsibility of NASA. The Contractor shall notify the NASA system owner and the NASA data owner within 5 working days if new or unanticipated threats or hazards are discovered by the Contractor, made known to the Contractor, or if existing safeguards fail to function effectively. The Contractor shall make appropriate risk reduction recommendations to the NASA system owner and/or the NASA data owner and document the risk or modifications in the IT Security Plan.

(i) The Contractor shall develop a procedure to accomplish the recording and tracking of IT System Security Plans, including updates, and IT system penetration and vulnerability tests for all NASA systems under its control or for systems outsourced to them to be managed on behalf of NASA. The Contractor must report the results of these actions directly to the Center IT Security Manager.

(j) When directed by the Contracting Officer, the Contractor shall submit for NASA approval a post-award security implementation plan outlining how the Contractor intends to meet the requirements of NPG 2810.1. The plan shall subsequently be incorporated into the contract as a compliance document after receiving Government approval. The plan shall demonstrate thorough understanding of NPG 2810.1 and shall include as a

minimum, the security measures and program safeguards to ensure that IT resources acquired and used by Contractor and subcontractor personnel --
(1) Are protected from unauthorized access, alteration, disclosure, or misuse of information processed, stored, or transmitted;
(2) Can maintain the continuity of automated information support for NASA missions, programs, and functions;
(3) Incorporate management, general, and application controls sufficient to provide cost-effective assurance of the systems' integrity and accuracy;
(4) Have appropriate technical, personnel, administrative, environmental, and access safeguards;
(5) Document and follow a virus protection program for all IT resources under its control; and
(6) Document and follow a network intrusion prevention program for all IT resources under its control.
(k) Prior to selecting any IT security solution, the Contractor shall consult with the Center IT Security Manager to ensure interoperability and compatibility with other systems with which there is a data or system interface requirement.
(l) The Contractor shall comply with all Federal and NASA encryption requirements for NASA flight programs (e.g., secure flight termination systems, encryption for satellite uplinks, encryption for flight and satellite command and control for both up and down link) and involve the Center Communications Security (COMSEC) Manager when selecting encryption solutions.
(m) The Contractor shall incorporate this clause in all subcontracts where the requirements identified in this clause are applicable to the performance of the subcontract.

(End of clause)

H.8 HAZARDOUS MATERIAL REPORTING

A. If during the performance of this contract, the Contractor brings any hazardous materials (hazardous as defined under the latest version of Federal Standard No. 313, including revisions adopted during the term of the contract) on-site to the Marshall Space Flight Center, a completed MSFC Form 4099 (MSFC Hazardous Material Input Sheet) shall be immediately forwarded to the address on the form. The Contractor shall be responsible for ensuring that all Contractor/subcontractor personnel are made aware of and comply with this clause.

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

(End of clause)

H.9 EXPORT LICENSES (1852.225-70) (FEB 2000)

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22CFR parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Marshall Space Flight Center, where the foreign person will have access to export-controlled technical data or software.

(c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.

(d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.

(End of clause)

H.10 FEDERAL LABOR STANDARDS REQUIREMENTS

This contract is subject to the statutory provisions of the Service Contract Act of 1965, as amended (Contract Clause 52.222-41)

The successful proposer/Offeror shall be liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that the Offeror take appropriate action when proposing, to ensure that corporate policies and procedures are congruous with these requirements.

(End of clause)

H.11 APPLICABILITY OF SECTION CLAUSES TO SUBCONTRACTS

In the event the Contractor enters into subcontract(s) for performance of any of the services required under the Statement of Work of this contract, the Contractor hereby agrees that, in addition to all other requirements, the intent and purpose of the following contract clauses will be incorporated in any such subcontract(s) where the type of subcontract, or work to be performed, could make the clause applicable.

B.7 Premium for Scheduled Overtime
B.9 Allowable Items of Cost
C.3 Excluded Functions and Responsibilities
D.1 Packaging and Marking
E.1 Inspection of Services - - Cost Reimbursement
F.4 Option to Extend the Term of the Contract
G.2 Contractor Employee Badging and Employee Termination Clearance
G.6 List of Installation-Provided Property and Services
H.1 Restrictions on Printing and Duplicating
Minimum Insurance Coverage
Travel Outside of the United States
H.2 Asbestos Material
H.4 Organizational Conflicts of Interest
H.5 Limitation of Future Contracting
H.7 Security Requirements for Unclassified Automated Information Resources
H.8 Hazardous Material Reporting
H.9 Export Licenses
H.10 Federal Labor Standards Requirements

(End of clause)

[END OF SECTION]

SECTION I

CONTRACT CLAUSES

I.1 CLAUSES INCORPORATED BY REFERENCE (52.252-2) (FEB 1998)

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

FAR clauses: http://www.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

Clause No.	Title
52.202-1	Definitions (Oct 1995)
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-6	Restrictions on Subcontractor Sales to the Government (Jul 1995)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Jan 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (Jan 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (Jun 1997)
52.204-2	Security Requirements (Aug 1996)
52.204-4	Printing/Copying Double-Sided on Recycled Paper (Jun 1996)
52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Jul 1995)
52.211-15	Defense Priority and Allocation Requirements (Sep 1990)
52.215-2	Audit and Records - Negotiation (Jun 1999)
52.215-8	Order of Precedence--Uniform Contract Format (Oct 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications (Oct 1997)

52.215-13	Subcontractor Cost or Pricing Data -- Modifications (Oct 1997)
52.215-14	Integrity of Unit Prices (Oct 1997)
52.215-15	Pension Adjustments and Asset Reversions (Dec 1998)
52.215-17	Waiver of Facilities Capital Cost of Money (Oct 1997)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (Oct 1997)
52.215-19	Notification of Ownership Changes (Oct 1997)
52.216-7	Allowable Cost and Payment (Mar 2000)
52.219-6	Notice of Total Small Business Set-Aside (Jul 1996)
52.219-8	Utilization of Small Business Concerns (Oct 2000)
52.222-1	Notice to the Government of Labor Disputes (Feb 1997)
52.222-2	Payment for Overtime Premiums (Jul 1990) (Insert (See Section B) in paragraph (a))
52.222-3	Convict Labor (Aug 1996)
52.222-4	Contract Work Hours and Safety Standards -- Overtime Compensation (Jul 1995)
52.222-21	Prohibition of Segregated Facilities (Feb 1999)
52.222-26	Equal Opportunity (Feb 1999)
52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (Apr 1998)
52.222-36	Affirmative Action for Workers with Disabilities (Jun 1998)
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (Jan 1999)
52.222-41	Service Contract Act of 1965, As Amended (May 1989)
52.223-2	Clean Air and Water (Apr 1984)
52.223-5	Pollution Prevention and Right-to-Know Information (Apr 1998)
52.223-6	Drug-Free Workplace (Jan 1997
52.223-14	Toxic Chemical Release Reporting (Oct 2000)
52.224-1	Privacy Act Notification (Apr 1984)
52.224-2	Privacy Act (Apr 1984)
52.225-3	Buy American Act - Supplies (Feb 2000)
52.225-11	Restrictions on Certain Foreign Purchases (Feb 2000)
52.227-1	Authorization and Consent (Jul 1995)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (Aug 1996)
52.227-14	Rights in Data -- General (Jun 1987) -- As Modified by NASA FAR Supplement 1852.227-14
52.227-16	Additional Data Requirements (Jun 1987)
52.228-7	Insurance -- Liability to Third Persons (Mar 1996)
52.232-9	Limitation on Withholding of Payments (Apr 1984)
52.232-17	Interest (Jun 1996)
52.232-22	Limitation of Funds (Apr 1984)
52.232-23	Assignment of Claims (Jan 1986)

52.232-34	Payment by Electronic Funds Transfer-Other than Central Contractor Registration (May 1999) (Insert "no later than 15 days prior to submission of the first request for payment" in subparagraph (b)(1).)
52.233-1	Disputes (Dec 1998) -- Alternate I (Dec 1991)
52.233-3	Protest After Award (Aug 1996) -- Alternate I (Jun 1985)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)
52.239-1	Privacy or Security Safeguards (Aug 1996)
52.242-1	Notice of Intent to Disallow Costs (Apr 1984)
52.242-3	Penalties for Unallowable Cost (Oct 1995)
52.242-4	Certification of Final Indirect Cost (Jan 1997)
52.242-13	Bankruptcy (Jul 1995)
52.243-2	Changes -- Cost-Reimbursement (Aug 1987) -- Alternate II (Apr 1984)
52.244-2	Subcontracts (Aug 1998) -- Alternate I (Aug 1998) (Insert "TBD" in paragraph (e). Insert "TBD" in paragraph (k).)
52.244-5	Competition in Subcontracting (Dec 1996)
52.245-1	Property Records (Apr 1984)
52.246-25	Limitation of Liability - Services (Feb 1997)
52.249-6	Termination (Cost-Reimbursement) (Sep 1996)
52.249-14	Excusable Delays (Apr 1984)
52.251-1	Government Supply Sources (Apr 1984)
52.253-1	Computer Generated Forms (Jan 1991)

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

Clause No.	Title
1852.215-84	Ombudsman (Oct 1996) (Insert MSFC Ombudsman Sid Saucier (256) 544-1919)
1852.216-89	Assignment and Release Forms (Jul 1997)
1852.219-74	Use of Rural Area Small Businesses (Sep 1990)
1852.219-76	NASA 8 Percent Goal (Jul 1997)
1852.219-77	NASA Mentor-Protege Program (May 1999)
1852.223-70	Safety and Health (Jul 2000)
1852.223-75	Major Breach of Safety or Security (Jul 2000)
1852.242-72	Observance of Legal Holidays (Aug 1992) -- Alternate II (Oct 2000)
1852.242-73	NASA Contractor Financial Management Reporting (Jul 1997)
1852.243-71	Shared Savings (Mar 1997)
1852.245-70	Contractor Requests for Government-Owned Equipment (Jul 1997)

I.2 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS INCORPORATED BY REFERENCE (MSFC 52.252-91) (AUG 1988)

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

(End of clause)

I.3 FULL TEXT CLAUSES ATTACHED

Clause No.	Title
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications (Oct 1997) -- Alternate I (Oct 1997)
52.216-18	Ordering (Oct 1995)
52.216-19	Order Limitations (Oct 1995)
52.216-22	Indefinite Quantity (Oct 1995)
52.219-14	Limitations on Subcontracting (Dec 1996)
52.223-3	Hazardous Material Identification and Material Safety Data (Jan 1997) -- Alternate I (Jul 1995)
52.232-25	Prompt Payment (Jun 1997) - Alternate I (Dec 2000)
52.237-3	Continuity of Services (Jan 1991)
52.244-6	Subcontracts for Commercial Items and Commercial Components (Oct 1998)
52.245-5	Government Property (Cost-Reimbursement, Time-and-Materials, or Labor-Hour Contracts) (Jan 1986) (DEVIATION) (Jul 1995)
52.252-6	Authorized Deviations in Clauses (Apr 1984)
1852.204-74	Central Contractor Registration (Aug 2000)

52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from contract award through conclusion of contract period of performance.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than $2,500.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of $2,500,000.00

(2) Any order for a combination of items in excess of $5,000,000.00 or

(3) A series of orders from the same ordering office within 10 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 2 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after conclusion of contract period of performance.

(End of clause)

52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for -

(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) Supplies (other than procurement from a nonmanufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by special trade Contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

(End of clause)

52.223-3 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (JAN 1997) -- ALTERNATE I (JUL 1995)

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The Offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material	(If none, insert "None") Identification No.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful Offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful Offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful Offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under

paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to--

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with subparagraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(End of clause)

52.232-25 PROMPT PAYMENT (JUN 1997) -- ALTERNATE I (DEC 2000)

Notwithstanding any other payment clause in this contract, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or the date of an electronic funds transfer. Definitions of pertinent terms are set forth in section 32.902 of the Federal Acquisition Regulation. All days referred to in this clause are calendar days, unless otherwise specified. (However, see subparagraph (a)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

(a) Invoice payments--(1) Due date. (i) Except as indicated in subparagraph (a)(2) and paragraph (c) of this clause, the due date for making invoice payments by the designated payment office shall be the later of the following two events:

(A) The 30th day after the designated billing office has received a proper invoice from the Contractor (except as provided in subdivision (a)(1)(ii) of this clause).

(B) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

(ii) If the designated billing office fails to annotate the invoice with the actual date of receipt at the time of receipt, the invoice payment due date shall be the 30th day after the date of the Contractor's invoice; provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(2) Certain food products and other payments. (i) Due dates on Contractor invoices for meat, meat food products, or fish; perishable agricultural commodities; and dairy products, edible fats or oils, and food products prepared from edible fats or oils are--

(A) For meat or meat food products, as defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Pub. L. 98-181, including any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product, as close as possible to, but not later than, the 7th day after product delivery.

(B) For fresh or frozen fish, as defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)), as close as possible to, but not later than, the 7th day after product delivery.

(C) For perishable agricultural commodities, as defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C. 499a(4)), as close as possible to, but not later than, the 10th day after product delivery, unless another date is specified in the contract.

(D) For dairy products, as defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or oils, as close as possible to, but not later than, the 10th day after the date on which a proper invoice has been received. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products, fall within this classification. Nothing in the Act limits this classification to refrigerated products. When questions arise regarding the proper classification of a specific product, prevailing industry practices will be followed in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the Contractor making the representation.

(ii) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(3) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. A proper invoice must include the items listed in subdivisions (a)(3)(i) through (a)(3)(viii) of this clause. If the invoice does not comply with these requirements, it shall be returned within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, edible fats or oils, and food products prepared from edible fats or oils), with a statement of the reasons why it is not a proper invoice. Untimely notification will be taken into account in computing any interest penalty owed the Contractor in the manner described in subparagraph (a)(5) of this clause.

(i) Name and address of the Contractor.

(ii) Invoice date. (The Contractor is encouraged to date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number

and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(viii) Any other information or documentation required by the contract (such as evidence of shipment).

(ix) While not required, the Contractor is strongly encouraged to assign an identification number to each invoice.

(4) Interest penalty. An interest penalty shall be paid automatically by the designated payment office, without request from the Contractor, if payment is not made by the due date and the conditions listed in subdivisions (a)(4)(i) through (a)(4)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day without incurring a late payment interest penalty.

(i) A proper invoice was received by the designated billing office.

(ii) A receiving report or other Government documentation authorizing payment was processed, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(5) Computing penalty amount. The interest penalty shall be at the rate established by the Secretary of the Treasury under section 12 of the Contract Disputes Act of 1978 (41 U.S.C.611) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental authority (e.g., tariffs). This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the Federal Register semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice principal payment amount approved by the Government until the payment date of such approved principal amount; and will be compounded in 30-day increments inclusive from the first day after the due date through the payment date. That is, interest accrued at the end

of any 30-day period will be added to the approved invoice principal payment amount and will be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the Contractor of a defective invoice within the periods prescribed in subparagraph (a)(3) of this clause, the due date on the corrected invoice will be adjusted by subtracting from such date the number of days taken beyond the prescribed notification of defects period. Any interest penalty owed the Contractor will be based on this adjusted due date. Adjustments will be made by the designated payment office for errors in calculating interest penalties.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 7th day (unless otherwise specified in this contract) after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The following periods of time will not be included in the determination of an interest penalty:

(A) The period taken to notify the Contractor of defects in invoices submitted to the Government, but this may not exceed 7 days (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils).

(B) The period between the defects notice and resubmission of the corrected invoice by the Contractor.

(C) For incorrect electronic funds transfer (EFT) information, in accordance with the EFT clause of this contract.

(iii) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than 1 year. Interest penalties of less than $1 need not be paid.

(iv) Interest penalties are not required on payment delays due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(6) Prompt payment discounts. An interest penalty also shall be paid automatically by the designated payment office, without request from the Contractor, if a discount for prompt payment is taken improperly. The interest penalty will be calculated as described in subparagraph (a)(5) of this clause on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when the Contractor is paid.

(7) Additional interest penalty. (i) A penalty amount, calculated in accordance with subdivision (a)(7)(iii) of this clause, shall be paid in addition to the interest penalty amount if the Contractor--

(A) Is owed an interest penalty of $1 or more;

(B) Is not paid the interest penalty within 10 days after the date the invoice amount is paid; and

(C) Makes a written demand to the designated payment office for additional penalty payment, in accordance with subdivision (a)(7)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)(A) Contractors shall support written demands for additional penalty payments with the following data. No additional data shall be required. Contractors shall--

(1) Specifically assert that late payment interest is due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;

(2) Attach a copy of the invoice on which the unpaid late payment interest was due; and

(3) State that payment of the principal has been received, including the date of receipt.

(B) Demands must be postmarked on or before the 40th day after payment was made, except that--

(1) If the postmark is illegible or nonexistent, the demand must have been received and annotated with the date of receipt by the designated payment office on or before the 40th day after payment was made; or

(2) If the postmark is illegible or nonexistent and the designated payment office fails to make the required annotation, the demand's validity will be determined by the date the Contractor has placed on the demand; provided such date is no later than the 40th day after payment was made.

(iii)(A) The additional penalty shall be equal to 100 percent of any original late payment interest penalty except--

(1) The additional penalty shall not exceed $5,000;

(2) The additional penalty shall never be less than $25; and

(3) No additional penalty is owed if the amount of the underlying interest penalty is less than $1.

(B) If the interest penalty ceases to accrue in accordance with the limits stated in subdivision (a)(5)(iii) of this clause, the amount of the additional penalty shall be calculated on the amount of interest penalty that would have accrued in the absence of these limits, subject to the overall limits on the additional penalty specified in subdivision (a)(7)(iii)(A) of this clause.

(C) For determining the maximum and minimum additional penalties, the test shall be the interest penalty due on each separate payment made for each separate contract. The maximum and minimum additional penalty shall not be based upon individual invoices unless the invoices are paid separately. Where payments are consolidated for disbursing purposes, the maximum and minimum additional penalty determination shall be made separately for each contract therein.

(D) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).

(b) Contract financing payments--(1) Due dates for recurring financing payments. If this contract provides for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the due date specified.

(2) Due dates for other contract financing. For advance payments, loans, or other arrangements that do not involve recurring submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.

(3) Interest penalty not applicable. Contract financing payments shall not be assessed an interest penalty for payment delays.

(c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments

will be made within 15 days after the date of receipt of the invoice.

Alternate I (Dec 2000). For interim payments under this cost-reimbursement service contract, the following paragraphs of the basic clause do not apply: (a)(2), (a)(4)(ii), (a)(4)(iii), and (a)(5)(i). Substitute the following paragraphs for (a)(1)(i) and (a)(3) of the basic clause:

(a) Invoice payments - (1) Due date. (i) For purposes of computing late payment interest penalties that may apply, the due date for payment is the 30th day after the designated office receives a proper invoice.

(a)(3) Contractor's invoice. Invoices for interim payments must be submitted to the office designated in the contract and comply with all other requirements as specified elsewhere in the contract. If the invoice does not comply with the contract requirements, it shall be returned within 7 days after the date the designated office received the invoice.

(End of clause)

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another Contractor, may continue them. The Contractor agrees to--

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel

records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of clause)

52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (OCT 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(End of clause)

52.245-5 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (JAN 1986)

(a) Government-furnished property.

(1) The term "Contractor's managerial personnel," as used in paragraph (g) of this clause, means any of the Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of--

(i) All or substantially all of the Contractor's business;

(ii) All or substantially all of the Contractor's operation at any one plant, or separate location at which the contract is being performed; or

(iii) A separate and complete major industrial operation connected with performing this contract.

(2) The Government shall deliver to the Contractor, for use in connection with and under the terms of this contract, the Government-furnished property described in the Schedule or specifications, together with such related data and information as the Contractor may request and as may be reasonably required for the intended use of the property (hereinafter referred to as "Government-furnished property").

(3) The delivery or performance dates for this contract are based upon the expectation that Government-furnished property suitable for use will be delivered to the Contractor at the times stated in the Schedule or, if not so stated, in sufficient time to enable the Contractor to meet the contract's delivery or performance dates.

(4) If Government-furnished property is received by the Contractor in a condition not suitable for the intended use, the Contractor shall, upon receipt, notify the Contracting Officer, detailing the facts, and, as directed by the Contracting Officer and at Government expense, either effect repairs or modification or return or otherwise dispose of the property. After completing the directed action and upon written request of the Contractor, the Contracting Officer shall make an equitable adjustment as provided in paragraph (h) of this clause.

(5) If Government-furnished property is not delivered to the Contractor by the required time or times, the Contracting Officer shall, upon the Contractor's timely written request, make a

determination of the delay, if any, caused the Contractor and shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(b) Changes in Government-furnished property. (1) The Contracting Officer may, by written notice, (i) decrease the Government-furnished property provided or to be provided under this contract or (ii) substitute other Government-furnished property for the property to be provided by the Government or to be acquired by the Contractor for the Government under this contract. The Contractor shall promptly take such action as the Contracting Officer may direct regarding the removal, shipment, or disposal of the property covered by this notice.

(2) Upon the Contractor's written request, the Contracting Officer shall make an equitable adjustment to the contract in accordance with paragraph (h) of this clause, if the Government has agreed in the Schedule to make such property available for performing this contract and there is any--

(i) Decrease or substitution in this property pursuant to subparagraph (b)(1) above; or

(ii) Withdrawal of authority to use property, if provided under any other contract or lease.

(c) Title. (1) The Government shall retain title to all Government-furnished property.

(2) Title to all property purchased by the Contractor for which the Contractor is entitled to be reimbursed as a direct item of cost under this contract shall pass to and vest in the Government upon the vendor's delivery of such property.

(3) Title to all other property, the cost of which is reimbursable to the Contractor, shall pass to and vest in the Government upon--

(i) Issuance of the property for use in contract performance;

(ii) Commencement of processing of the property for use in contract performance; or

(iii) Reimbursement of the cost of the property by the Government, whichever occurs first.

(4) All Government-furnished property and all property acquired by the Contractor, title to which vests in the Government under this paragraph (collectively referred to as "Government property") are subject to the provisions of this clause. Title to Government property shall not be affected by its incorporation into or attachment to any property not owned by the Government, nor shall Government property become a fixture or

lose its identity as personal property by being attached to any real property.

(d) Use of Government property. The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.

(e) Property administration. (1) The Contractor shall be responsible and accountable for all Government property provided under the contract and shall comply with Federal Acquisition Regulation (FAR) Subpart 45.5, as in effect on the date of this contract.

(2) The Contractor shall establish and maintain a program for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound business practice and the applicable provisions of FAR Subpart 45.5.

(3) If damage occurs to Government property, the risk of which has been assumed by the Government under this contract, the Government shall replace the items or the Contractor shall make such repairs as the Government directs. However, if the Contractor cannot effect such repairs within the time required, the Contractor shall dispose of the property as directed by the Contracting Officer. When any property for which the Government is responsible is replaced or repaired, the Contracting Officer shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(f) Access. The Government and all its designees shall have access at all reasonable times to the premises in which any Government property is located for the purpose of inspecting the Government property.

(g) Limited risk of loss. (1) The Contractor shall not be liable for loss or destruction of, or damage to, the Government property provided under this contract or for expenses incidental to such loss, destruction, or damage, except as provided in subparagraphs (2) and (3) below.

(2) The Contractor shall be responsible for loss or destruction of, or damage to, the Government property provided under this contract (including expenses incidental to such loss, destruction, or damage)--

(i) That results from a risk expressly required to be insured under this contract, but only to the extent of the insurance required to be purchased and maintained or to the extent of insurance actually purchased and maintained, whichever is greater;

(ii) That results from a risk that is in fact covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(iii) For which the Contractor is otherwise responsible under the express terms of this contract;

(iv) That results from willful misconduct or lack of good faith on the part of the Contractor's managerial personnel; or

(v) That results from a failure on the part of the Contractor, due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel, to establish and administer a program or system for the control, use, protection, preservation, maintenance, and repair of Government property as required by paragraph (e) of this clause.

(3)(i) If the Contractor fails to act as provided by subdivision (g)(2)(v) above, after being notified (by certified mail addressed to one of the Contractor's managerial personnel) of the Government's disapproval, withdrawal of approval, or nonacceptance of the system or program, it shall be conclusively presumed that such failure was due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel.

(ii) In such event, any loss or destruction of, or damage to, the Government property shall be presumed to have resulted from such failure unless the Contractor can establish by clear and convincing evidence that such loss, destruction, or damage--

(A) Did not result from the Contractor's failure to maintain an approved program or system; or

(B) Occurred while an approved program or system was maintained by the Contractor.

(4) If the Contractor transfers Government property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of, or damage to, the property as set forth above. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage to, the property while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Contracting Officer, relieves the subcontractor from such liability. In the absence of such approval, the subcontract shall contain appropriate provisions requiring the return of all Government property in as good condition as when received, except for reasonable wear and tear or for its use in accordance with the provisions of the prime contract.

(5) Upon loss or destruction of, or damage to, Government property provided under this contract, the Contractor shall so notify the Contracting Officer and shall communicate with the loss and salvage organization, if any, designated by the

Contracting Officer. With the assistance of any such organization, the Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of--

(i) The lost, destroyed, or damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(6) The Contractor shall repair, renovate, and take such other action with respect to damaged Government property as the Contracting Officer directs. If the Government property is destroyed or damaged beyond practical repair, or is damaged and so commingled or combined with property of others (including the Contractor's) that separation is impractical, the Contractor may, with the approval of and subject to any conditions imposed by the Contracting Officer, sell such property for the account of the Government. Such sales may be made in order to minimize the loss to the Government, to permit the resumption of business, or to accomplish a similar purpose. The Contractor shall be entitled to an equitable adjustment in the contract price for the expenditures made in performing the obligations under this subparagraph (g)(6) in accordance with paragraph (h) of this clause. However, the Government may directly reimburse the loss and salvage organization for any of their charges. The Contracting Officer shall give due regard to the Contractor's liability under this paragraph (g) when making any such equitable adjustment.

(7) The Contractor shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance or of any reserve covering risk of loss or destruction of, or damage to, Government property, except to the extent that the Government may have expressly required the Contractor to carry such insurance under another provision of this contract.

(8) In the event the Contractor is reimbursed or otherwise compensated for any loss or destruction of, or damage to, Government property, the Contractor shall use the proceeds to repair, renovate, or replace the lost, destroyed, or damaged Government property or shall otherwise credit the proceeds to, or equitably reimburse, the Government, as directed by the Contracting Officer.

(9) The Contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss or destruction of, or damage to, Government property. Upon the request of the Contracting Officer, the Contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery. In addition, where a subcontractor has not been relieved from liability for any loss or destruction of, or damage to, Government property, the Contractor shall enforce for the benefit of the Government the liability of the subcontractor for such loss, destruction, or damage.

(h) Equitable adjustment. When this clause specifies an equitable adjustment, it shall be made to any affected contract provision in accordance with the procedures of the Changes clause. When appropriate, the Contracting Officer may initiate an equitable adjustment in favor of the Government. The right to an equitable adjustment shall be the Contractor's exclusive remedy. The Government shall not be liable to suit for breach of contract for--

(1) Any delay in delivery of Government-furnished property;

(2) Delivery of Government-furnished property in a condition not suitable for its intended use;

(3) A decrease in or substitution of Government-furnished property; or

(4) Failure to repair or replace Government property for which the Government is responsible.

(i) Final accounting and disposition of Government property. Upon completing this contract, or at such earlier dates as may be fixed by the Contracting Officer, the Contractor shall submit, in a form acceptable to the Contracting Officer, inventory schedules covering all items of Government property not consumed in performing this contract or delivered to the Government. The Contractor shall prepare for shipment, deliver f.o.b. origin, or dispose of the Government property as may be directed or authorized by the Contracting Officer. The net proceeds of any such disposal shall be credited to the cost of the work covered by this contract or paid to the Government as directed by the Contracting Officer. The foregoing provisions shall apply to scrap from Government property; provided, however, that the Contracting Officer may authorize or direct the Contractor to omit from such inventory schedules any scrap consisting of faulty castings or forgings or of cutting and processing waste, such as chips, cuttings, borings, turnings, short ends, circles, trimmings, clippings, and remnants, and to dispose of such scrap in accordance with the Contractor's normal practice and account for it as a part of general overhead or other reimbursable costs

in accordance with the Contractor's established accounting procedures.

(j) Abandonment and restoration of Contractor premises. Unless otherwise provided herein, the Government--

(1) May abandon any Government property in place, at which time all obligations of the Government regarding such abandoned property shall cease; and

(2) Has no obligation to restore or rehabilitate the Contractor's premises under any circumstances (e.g., abandonment, disposition upon completion of need, or contract completion). However, if the Government-furnished property (listed in the Schedule or specifications) is withdrawn or is unsuitable for the intended use, or if other Government property is substituted, then the equitable adjustment under paragraph (h) of this clause may properly include restoration or rehabilitation costs.

(k) Communications. All communications under this clause shall be in writing.

(l) Overseas contracts. If this contract is to be performed outside the United States of America, its territories, or possessions, the words "Government" and "Government-furnished" (wherever they appear in this clause) shall be construed as "United States Government" and "United States Government-furnished," respectively.

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any NASA Federal Acquisition Regulations Supplement (48 CFR Chapter 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

1852.204-74 CENTRAL CONTRACTOR REGISTRATION (AUG 2000)

(a) *Definitions.* As used in this clause --

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for Contractor information required for the conduct of business with NASA.

(2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying sub-units or affiliates of the parent business concern.

(4) "Commercial Government and Entity Code (CAGE Code)" means -

(i) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(ii) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that is recorded and maintained by DLIS in the CAGE master file.

(5) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding CAGE code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors performing work outside of the United States.

(2) The Contracting Officer will verify that the Offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an Offeror ineligible for award after March 31, 2001.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, Offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or

incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the Internet at http://www.ccr2000.com or by calling 888-CCR-2423 (888-227-2423).

(End of clause)

(END OF SECTION)

SECTION J

LIST OF ATTACHMENTS

Attachments	Title	Pages
J-1	Performance Work Statement	J-1-1 - J-1-12
J-2	Data Procurement Documents	J-2-1 - J-2-20
J-3	Work Breakdown Structure	J-3-1
J-4	Surveillance and Cost Plus Incentive Fee Plan	J-4-1 - J-4-8
J-5	Performance Requirements Summary	J-5-1 - J-5-2
J-6	Applicable Regulations, Procedures, and Documents	J-6-1 - J-6-3
J-7	Government-Provided Facilities and Equipment	J-7-1
J-8	Wage Determination	J-8-1 - J-8-8
J-9	Labor Category Position Descriptions	J-9-1 - J-9-4
J-10	Fully Burdened Labor Rates	J-10-1 - J-10-2
J-11	IDIQ Task Orders Incorporated into PWS by Reference	J-11-1

ATTACHMENT J-1

CONFIGURATION AND DATA MANAGEMENT SERVICES AT MSFC
Performance Work Statement

1.0 MISSION

The Contractor shall provide the necessary management, personnel, equipment, and supplies (not otherwise provided by the Government) to implement Configuration and Data Management (C&DM) Services to the Marshall Space Flight Center in accordance with MPD 1280.1, Marshall Management Manual, with emphasis on MPG 8040.1 and MPG 7120.3.

The numbering system employed in this Performance Work Statement (PWS) corresponds to the numbering system employed in the Work Breakdown Structure (WBS) Attachment J-3 that depicts this effort; however, in some sections, it is detailed to a lower level. Each PWS task describes the correspondingly numbered WBS item.

1.1 MANAGEMENT

The Contractor shall provide administrative and program management for effective direction and control of this contract. Contractor Management Information Systems (MIS) shall be utilized to provide a measurable system of performance encompassing planning, scheduling, progress, financial management, property management, safety and health, and completion of the tasks defined by this PWS.

1.1.1 Project Management

The Contractor shall provide planning, coordination, and surveillance of overall project activities to assure disciplined performance of work and the timely application of resources necessary for completion of all tasks of this PWS, to include core mission services as well as all IDIQ tasks issued by MSFC. The Contractor shall make adjustments in application of resources to specific projects, as demands and priorities require, to accomplish the C&DM effort. The management team shall be cognizant of technical and programmatic issues related to the C&DM mission and shall keep the C&DM management and COTR apprised of the issues and provide recommendation for plans of action(s) to resolve the issues. The Contractor shall develop and implement a Management Plan in accordance with Data Requirements Description (DRD) 892MA-001, for accomplishment of the tasks

described by this PWS. The plan shall address risk management. The plan shall reflect the details of planning and implementation as stated in the proposal. The Contractor shall provide a listing of all contracted personnel working on site at MSFC in accordance with DRD 892CD-001.

1.1.2 Management Information System (MIS)

A work progress system shall be established and maintained by the Contractor in such depth and sufficient detail to provide status of tasks and projects from planning to finalization. Quarterly self evaluation and monthly task order progress shall be provided in accordance with DRD 892MA-002. A Monthly Financial Management Report shall report actual cost at the Unique Project Number (UPN) in accordance with DRD 892MA-003.

1.1.3 Property Management

The Contractor shall comply with existing MSFC Property Management directives, Part 45 of the Federal Acquisition Regulation, and Part 18-45 of the NASA Federal Acquisition Regulation Supplement for acquisition and accountability of materials and equipment. The Contractor shall implement an inventory control system for all non-capitalized property and equipment. A Government Property Management Plan shall be provided in accordance with DRD 892LS-001.

1.1.4 Information Technology Security

A security plan shall be prepared for each Federal major application and general support system utilized in the performance of the contract by Contractor and subcontractor personnel. Each security plan shall be based on an assessment of risks and document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality as required by MPG 2810.1 (DRD 892CD-002).

1.1.5 Safety and Health

The Contractor shall establish and implement an industrial safety, health, and environmental program that incorporates the following Safety and Health Program Core Process Requirement (CPR) elements in accordance with DRD 892SA-001 and documented in MPG 8715.1 that address:

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.

Mishaps and safety statistics shall be reported to the MSFC Safety and Mission Assurance Office (S&MA) in accordance with DRD 892SA-002, "Mishap and Safety Statistics Reports."

1.1.6 Performance Measurement

The Contractor's performance under the PWS shall be evaluated in accordance with Attachment J-4, "Surveillance and Cost-Plus-Incentive Fee Plan" of the contract. The amount of incentive fee allocated to each PWS section is identified therein.

1.1.7 Training

The Contractor shall provide necessary orientation and training for new and existing employees to assure C&DM mission success. The planning for accomplishing this task shall be defined in DRD 892MA-001.

1.2 CENTERWIDE SUPPORT

1.2.1 MSFC Data Management (DM) and Configuration Management (CM) Policies, Procedures, Instructions, Forms, and Other Documentation

The Contractor shall provide support to the Office of Primary Responsibility (OPR) designees (ED43/Policies and Procedures Team) in the development, revision, and maintenance of current and future CM, DM, and automated processes documentation, such as the current and planned documentation listed below. All processes that are ED43's responsibility shall be documented as organizational issuances (OI's).

MPG 7120.2, Multiprogram/Project Common-Use Documentation
MPG 7120.3, Data Management, Programs/Projects
MWI 7120.2, Data Requirements Identification/Definition
MWI 7120.3, Program/Project Data System
MWI 7120.4, Documentation Preparation, Programs/Projects
MWI 7120.5, Data Management Plans, Program/Projects
MPG 8040.1, Configuration Management, Program/Projects
MWI 8040.1, Configuration Management Plan, MSFC Program/Projects
MPG 8040.2, Product Identification
MWI 8040.2, Configuration Control, MSFC Programs/Projects
MPG 8040.3, Product Traceability
MWI 8040.3, Deviation and Waiver Process, MSFC Programs/Projects
MWI 8040.4, Application Guidance for Traceability
MWI 8040.5, Floor Engineering Orders and Floor Engineering Parts Lists

MWI 8040.6, Functional and Physical Configuration Audits, MSFC Programs/Projects
MSFC-PROC-1916, Configuration Management Audits of Contractors
MSFC-MNL-1951, Change Processing, Tracking, and Accounting System User's Guide
MSFC-MNL-2061, Enhancement/Discrepancy System User's Guide
MSFC-MNL-2110, MSFC Review Item Discrepancy (RID) System User's Guide

MSFC-STD-555, MSFC Engineering Documentation Standard
MSFC-STD-2806, MSFC Tailoring Guide for the Global Drawing Requirements Manual
ED43 Organizational Issuances

1.2.2 C&DM Support and Requirements Definition

The Contractor shall provide to the C&DM Group, services such as processing of design review issues and action items, processing and accounting of change packages and CCB support, receipt desk functions, maintaining official change package files, and clerical support for design reviews. Maintain official change package files in accordance with MWI 8040.2 and MPG 1440.1.

The Contractor shall support the ED43 OPR designees for development of standard data requirements descriptions (DRDs) for C&DM.

The Contractor shall assist in the preparation and/or tailoring of C&DM Statements of Work and DRDs for specific Program/Project or activities.

The Contractor shall provide support in interpreting C&DM requirements.

The Contractor shall review C&DM Plans to assure conformance with Center policy, procedures, and instructions, and Program/Project-specific requirements.

The Contractor shall review MSFC and other Agency Directives, Multiprogram/Project Common-Use Documents, and Agency Specifications and Standards, and other program/project documentation to ascertain that these documents are compatible with MSFC C&DM processes.

1.2.3 Center Data Requirements Management

The Contractor shall support the Center Data Requirements Manager's (CDRM) functions as defined in MPG 7120.3, MWI 7120.2, ED43-006, and as specified below:

Through coordination with designated OPR contacts, the Contractor shall develop, update and maintain Marshall Standard Data Requirements Descriptions (DRD's). The Contractor shall update and maintain the OPR Contact Matrix, Center Logs, databases of historical DRDs, and DRM forms and formats.

The Contractor shall support the "MSFC Data Requirements Management System" website located at Inside Marshall in the MSFC Integrated Documentation Library.

The Contractor shall support the CDRM's review of Data Management Plans to assure conformance with Center policy, procedures, and instructions.

The Contractor shall provide support to Programs/Projects and Institutional Organizations in the development of Data Requirements Identification and Definition in accordance with MWI 7120.2:

- Data Procurement Documents (DPD's)
- In-house Data Requirements Documents (IDRD's)
- Reports of Work
- Data Requirements List
- Statements of Work Review
- Applicable Documents Lists
- Development/Coordination Matrix

In addition, the Contractor shall serve as DM Advisor for development of Data Requirements Identification and Definition to Acquisition Teams and Source Evaluation Boards/Committees as representative of the CDRM.

The Contractor shall provide input for the definition of the automation of DM processes.

1.2.4 Automation of C&DM Processes

The C&DM automated system activities to be performed by the Contractor shall include the following:

a. Support the development of the Integrated Configuration and Data Management System including the development of system specification and requirements and software as required.

b. Define and document functional requirements for the development of C&DM automated systems. Update, as necessary, functional requirements for existing CM and DM automated systems, such as Integrated Configuration Management System (ICMS), Change Processing, Tracking and Accounting System (CPTAS),

Enhancements/Discrepancy System (EDS), Review Item Discrepancy system (RIDS) and Program/Project Data System (PDS).

c. Define and document requirements that will integrate the C&DM automated systems with external MSFC, Agency, and Contractor systems.

d. Identify enhancements/discrepancies of C&DM software, and perform functional analysis on enhancements and/or discrepancies.

e. Develop and maintain user's manuals, such as MSFC-MNL-1951, MSFC-MNL-2061, MSFC-MNL-2110, or help text and participate in user orientation for C&DM automated systems.

f. Provide input to the development of testing requirements and perform verification/validation testing of C&DM automated systems.

g. Install/Maintain computer hardware/software in support of C&DM automated systems and tools.

h. Administer the "MSFC CM/DM" server and, in accordance with MPD 2810.1 and MPG 2810.1, administer and document the electronic shared fileserver to include backup and other security requirements to safeguard procurement-sensitive information. A list of those accessible to the server shall be furnished to the Center Data Requirements Manager (CDRM).

1.2.5 MSFC Release Desk

The Contractor shall provide an MSFC Release Desk by performing the following tasks in accordance with MPG 8040.1 and ED43-004:

a. Perform Release Desk activities by: (1) assigning identification numbers, (2) providing consultation to inquiries for release activities, (3) reviewing submitted change packages for adherence to appropriate configuration management directives, (4) performing data entry into the Integrated Configuration Management System (ICMS), (5) resolving release system discrepancies with appropriate discipline, (6) performing on-line administrative maintenance of ICMS, and (7) providing final approval for releasing change packages.

b. Maintain Release Desk records and produce monthly reports on releasing activity through the MSFC Release Desk.

c. Define the Release Desk requirements and perform user testing on ICMS and Program/Project Data System (PDS) modifications.

1.2.6 Engineering Documentation and Drawings Checking

The Contractor shall perform checking of engineering documentation and drawings prepared for in-house design/development projects in accordance with MWI 7120.4 and MSFC-STD-2806. This function shall also be performed on out-of-house design/development payload projects as specifically directed by the Contracting Officer's Technical Representative (COTR). The engineering checking function shall include the following:

a. Review for conformance with the applicable NASA and military standards, practices, handbooks, specifications, directives, and manuals with respect to format and technical details.

(1) General areas of format review include the title block, revision block, note numbering and location, letter size, heavy clear lines and arrows depicting signal paths, visual appearance, and quality of the drawing.

(2) Technical details include correct notes, appropriate and adequate specifications, adequate projected views, sections and details, part marking information, dimensions and tolerancing, tolerance fit checks of detail and assembly parts, terminal numbers on electrical schematics, input and output wave form, and component reference designators.

b. Review of book form documents, such as specifications, standards, interface control documents, etc., which will be released by the MSFC ICMS or Multiprogram/project Common Use Documentation System.

c. Consult with design organization personnel prior to and during documentation preparation to provide guidance on preferred techniques of document presentation.

1.2.7 Training for C&DM Processes

The Contractor shall provide the following training:

a. C&DM processes training for civil service and Contractor new hires.

b. C&DM updated processes training for all civil service and Contractor personnel.

c. Center-wide processes and external C&DM practices that affect C&DM processes.

d. Prepare presentations and demonstrations of computer hardware and software technology for C&DM automated systems.

1.2.8 Multiprogram/Project Common-Use Documentation Management

The Contractor shall support the Document Control Board (DCB) Primary Secretariat in the administration of the Multiprogram/Project Common-Use documentation process as defined in MPG 7120.2. Serve as alternate secretariat to the DCB, maintain and disposition associated records. Review submitted draft documents and make recommendations to the Secretariat.

1.2.9 Records

The Contractor shall manage all records associated with this WBS for which they have been designated custodian in accordance with MPG 1440.2.

1.3 C&DM SUPPORT TO PRODUCT LINE DIRECTORATE, PROGRAMS AND PROJECTS

Due to the fluctuation of Programs/Projects at the Center and varying tasks within Programs/Projects, specific C&DM Product Line Directorate and Program/Project support shall be initiated in accordance with Clause G.4, Task Ordering Procedure.

The Contractor shall establish and implement C&DM systems and provide support for specific Product Line Directorates, Programs, and Projects in accordance with MPG 8040.1 and MPG 7120.3, as specifically requested.

1.3.1 Configuration Management (CM) Support

a. The Contractor shall provide support to the Programs/Projects in development of in-house prepared CM Plans in accordance with MWI 8040.1. The Contractor shall also review program/project out-of-house CM Plans and deliverables to assure conformance with contractual and Program/Project specific requirements.

b. The Contractor shall provide Configuration Control to the Programs/Projects in accordance with MWI 8040.2.

c. The Contractor shall provide support to, or serve as, Configuration Control Board (CCB) Secretariat to Program/Project board(s) in accordance with MWI 8040.1.

d. The Contractor shall support the Deviation and Waiver process in accordance with MWI 8040.3.

e. The Contractor shall provide configuration accounting in accordance with MPG 8040.1 and MSFC-MNL-1951.

f. The Contractor shall provide CM audit support in accordance with MSFC-PROC-1916.

g. The Contractor shall support FCA/PCA's in accordance with MPG 8040.1, MWI 8040.6, MPG 8060.1 and program/project-specific plans. The Contractor shall provide an as-designed/as-built comparison and provide the Program/Project Manager a reconciliation report. Other functions may include advising the project on the FCA/PCA structure and procedures, chairing the CM Team, documenting the CM Team objectives and audit items, participating in the audit, providing CM data to support the audit, documenting and tracking action items, and providing meeting logistics.

h. The Contractor shall utilize automated systems as stated in PWS paragraph 1.2.4.

i. The Contractor shall provide training and instruction to program/project personnel in project CM processes.

1.3.2 Data Management(DM) Support

a. The Contractor shall support the Data Manager and provide DM support in accordance with MPG 7120.3.

b. The Contractor shall support the development of Program/Project specific DM Plans in accordance with MWI 7120.5.

c. The Contractor shall review in-house prepared program/project documentation for preparation compliance with MWI 7120.4 and program/project requirements. The Contractor shall also review program/project out-of-house DM Plans and deliverables to assure conformance with contractual and program/project specific requirements.

d. The Contractor shall administer document control processes for non-CCB controlled Program/Project documentation utilizing the Integrated Configuration and Data Management System such as PDS documented in MPG 7120.3 and MWI 7120.3.

e. The Contractor shall through coordination with the CDRM, support the identification and definition of program/project data requirements, both Contractor and in-house supplied.

f. The Contractor shall support documentation management, such as compiling technical review and acceptance data packages,

management of records, develop and maintain program/project master list(s).

g. The Contractor shall support technical/design reviews in accordance program/project specific plans and the Review Item Discrepancy (RID) database in accordance MSFC-MNL-2110.

h. The Contractor shall provide training and instruction to program/project personnel in project DM processes.

i. The Contractor shall support Program/Project web pages.

1.3.3 Records

The Contractor shall manage all records associated with this WBS for which they have been designated custodian in accordance with MPG 1440.2.

1.4 NASA TECHNICAL STANDARDS PROGRAM SUPPORT

The Contractor shall support the assessment, review, development, administration, and management of technical specifications and standards as required to meet the needs of the NASA Technical Standards Program Office in accordance with NPD 8070.6 and the NASA Preferred Technical Standards Program Plan. Occasional travel to other NASA Centers/Headquarters or Standards Developing Organizations and associated meetings, domestic and international, will be required to support this task. The activities to be performed by the Contractor to support this effort shall include, but not be limited to, the following:

a. Validate for NASA use contents of various lists of Non-Government/Voluntary Consensus Standards (VCS) products, including standards, handbooks, recommended practices, etc., that are identified in the Program's Technical Standards Database and in Databases of the NASA Centers.

b. Identify Offices of Primary Responsibility for NASA Technical Standards Products within the NASA and Center Databases.

c. Provide recommendations on non-Government Technical Standards Products for candidates relative to adoption as NASA Preferred Technical Standards.

d. Consolidate inputs from MSFC and other NASA Centers and JPL regarding the identification of NASA, other Government, and non-Government Technical Standards Products; make assessments of documents relative to engineering categories; and establish and maintain a master list of these standards products.

e. Support the modification and maintenance of the master NASA Technical Standards Management System, to include review of contents and recommendations for updates, etc.

f. Participate as required in the NASA Engineering Standards Steering Council meetings relative to NASA Technical Standards Program activities.

g. Prepare materials for presentation and make presentations on scope, processes, procedures, products, databases, etc., of the NASA Technical Standards Program in support of its programmatic responsibilities.

h. Write, in collaboration with Program staff, "White Papers" on matters of current concern and issues related to the NASA Technical Standards Program as deemed necessary.

i. Support the NASA Technical Standards Program's key initiatives.

j. Update, format, and prepare NASA technical standards products for Agency reviews, approvals, and final publication.

k. The Contractor shall manage all records associated with this WBS for which they have been designated custodian in accordance with MPG 1440.2.

1.5 TECHNOLOGY TRANSFER SUPPORT

The Contractor shall support the development, maintenance, integration and updating of tools used to control and track status of Technology Transfer initiatives and activities. Specific tasks shall include:

a. Provide MSFC inputs to update and maintain NASA databases, such as NASA-wide Technology Tracking System (TechTracS), IT Database, Technology Inventory, and the archived Computer Aided Technology Transfer (CATT) database. Query and formulate reports from these databases.

b. Provide support to MSFC Small Business Innovative Research/Small Business Technology Transfer (SBIR/STTR) Team and TechTracS Subteam for Agency systems which involves contacts with MSFC Program/Project contacts, COTR's, Procurement and on occasion, other Field Centers.

c. Transfer data among various databases to assure accurate cross-referencing and configuration management of all MSFC Technology Transfer data.

d. Perform data maintenance, tracking, analyses, and validation of documentation to support program initiatives, including Commercialization Assistance Team (CAT) and licensing activities.

e. Assist in preparation and dissemination of correspondence and documentation relating to Technology Transfer initiatives (e.g., new technology reporting, SBIR/STTR program data, success stories, publications, awards and commercialization).

f. Create and maintain web-based information sources which contribute to Technology Transfer initiatives.

g. Provide support for Technology Transfer Department meetings both internal and external (e.g. TechTracS Subteam, CAT, SBIR/STTR), including preparation and distribution of minutes, update of appropriate databases, and processing of follow-on actions.

h. Develop, document, and promote initiatives that serve the mission areas of the Technology Transfer Department.

i. Develop, document, and implement orientation processes that will increase efficiencies in support of technology transfer and commercialization documentation management.

j. Conduct technical reviews and evaluations of small business program documentation.

k. Perform reviews of management documentation, providing feedback relative to overall content, clarity, and presentation.

l. Obtain, compile, summarize, and document statistical data in comprehensive reports that support Technology Transfer Department requirements.

m. Manage all records associated with this WBS for which they have been designated custodian in accordance with MPG 1440.2.

1.6 ENGINEERING DIRECTORATE SPECIAL STUDIES

The Contractor shall support the Engineering Directorate in conducting Special Studies. Special Studies are defined as unplanned, short duration, team-type activities in support of specific objective(s) that generally require rapid response. Special Studies cover such activities as Mishap Investigation Boards (MIB's), Concept Development Tiger Teams, and special Assessment Team activities.

DATA PROCUREMENT DOC. NO.	ISSUE
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8-1-0-E4-C9392

RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Configuration and Data Management Services at MSFC

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

CONTRACTOR TBD

CONTRACTOR

February 13, 2001

DATE

National Aeronautics and
Space Administration

MSFC - Form 3461 (Rev September 1989)

National Aeronautics and Space Administration

DOCUMENT CHANGE LOG

DATA PROCUREMENT DOC.	
NO.	ISSUE
892	**RFP**

INCORPORATED REVISIONS OUTSTANDING REVISIONS	AS OF:	SUPERSEDING:	PAGE:

AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS
	INTRO	SGR	DRL	DRD	

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration

PAGE REVISION LOG

DATA PROCUREMENT DOC.	
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NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.	AS OF:	SUPERSEDING:	PAGE:

INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.

ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

MSFC - Form 3461-2 (Rev August 1970)

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 MSFC 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) regulation or clause, the regulation will take precedence over the DPD, per 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:

CATEGORY SYMBOL	DESCRIPTION
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 alphanumeric 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:

TYPE	DESCRIPTION
1	All issues and interim changes to those issues requires written approval from the requiring organization before formal release for use or implementation.
2	MSFC reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. Data shall be submitted to the procuring activity for review not less than 45 calendar days prior to its release for use or implementation. The Contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the Contractor has not been notified of any disapproval prior to the release target date, the data shall be considered approved. To be an acceptable delivery, disapproved data shall be revised to remove causes for the disapproval before its release.
3	These data shall be delivered by the Contractor as required by the contract and do not require MSFC approval. However, to be a satisfactory delivery, the data must satisfy all applicable contractual requirements.
4	These data are produced or used during performance of the contract and are retained by the Contractor. They shall be delivered when MSFC requests it according to instructions in the request. The Contractor shall maintain a list of these data and shall furnish copies of the list to MSFC when requested to do so.
5	These data are incidental to contract performance and are retained by the Contractor in those cases where contracting parties have agreed that 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.

2.0 STATEMENT OF GENERAL REQUIREMENTS

2.1 Applicable 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. References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized. 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 MSFC.

2.3 Distribution

2.3.1 Distribution of required documentation shall be as specified in the "Distribution" statement (item 10) of each DRD. Recipient names and email addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer or Contracting Officer's Technical Representative.

2.3.2 Electronic submission of data deliverables is preferred. The preferred formats include Microsoft Word, Excel, PowerPoint, or Adobe Acrobat PDF as appropriate. The software versions shall be confirmed prior to submittals.

2.3.3 If required, electronic data submittals to the Repository shall be coordinated with the Repository. Marshall Policy Directive (MPD) 2210.1 specifies the requirements for utilizing the Documentation Repository. MSFC has the capability of receiving electronic data files for importing into the MSFC Documentation Repository system. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL) and raster image formats.

2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:

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 will be printed on both sides; blank pages will be avoided when possible.
f. Oversize pages will be avoided when possible, but if necessary will 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 Microfilm: When microfilm of drawings, specifications, and associated lists is required, it shall be 35mm silver halide negative, first generation (Type 1, Class 1) in accordance with ANSI/AIIM MS32-1987 (Microrecording of Engineering Source Documents on 35mm Microfilm). Input Form DD Form 1562, Dual Purpose Engineering Document Card, shall be used for microfilm purposes. The microfilm shall be submitted in the form of roll microfilm or master microfilm aperture cards. If microfilm rolls are used, they shall not exceed 100 feet in length. Deviations from these requirement shall be approved by the Contracting Officer. All deviations shall be coordinated with the MSFC Micrographics Manager, located in the Documentation Repository.

2.6 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.

2.7 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 MSFC by the Contractor and, if applicable, as approved by MSFC. This number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The

contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, will be marked "PRELIMINARY PENDING MSFC APPROVAL," and once approved shall be reissued with "APPROVED BY MSFC" and the date and approval authority annotated on the cover.

2.8 Reference to Other Documents in Data Submittals: All referenced documents shall be made readily available to the cognizant MSFC organization upon request. The Contractor should make sure that the references are available to MSFC in a manner which does not incur delays in the use of the response document.

2.9 Maintenance of Type 1 Document Submittals

2.9.1 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).

2.9.2 Individual page revisions shall be made as deemed necessary by the Contractor or as directed by the Contracting Officer.

2.9.3 A Type 1 document shall be completely reissued when, in the opinion of the Contractor and/or MSFC, 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.

2.9.4 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.

2.9.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that will 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.

2.9.6 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 will be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

3.1 MSFC-Initiated Change: New and/or revised data requirements will be incorporated by contract modification to which the new or revised portion of the DPD will be appended. The

Contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the Contractor shall submit the requested changes to MSFC 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 MSFC for approval.

3.3 DPD Change Procedures

3.3.1 Changes to a contractual issue of this DPD will be identified by MSFC on the Document Change Log and Page Revision Log. The actual revised material on the DPD page will be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page will be deleted by the current revision.

3.3.2 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 will be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" will 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 will be reissued by MSFC and will supersede the existing DPD in its entirety. Reissues will be issued by contractual direction.

3.4.2 All revision symbols (vertical lines and contractual direction control numbers) will be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which will commence with "A" and progress through "Z," will be entered in the DPD identification block of each DRD page of the DPD.

CONFIGURATION AND DATA MANAGEMENT SERVICES
DATA REQUIREMENTS LIST

	DRD	DATA TYPE	TITLE	OPR
CD -	Contractual Data			
	892CD-001	3	On-Site Employee Location Listing	PS20
	892CD-002	2	Security Plans for Major Applications and General Support Systems	AD33
LS -	Logistics/Support			
	892LS-001	2	Government Property Management Plan	AD41
MA -	Program Management			
	892MA-001	1	Management Plan	ED43
	892MA-002	3	Progress Reports	ED43
	892MA-003	3	Financial Management Report (533M)	RS40
SA -	Safety			
	892SA-001	2	On-Site Safety and Health Plan	AD02/QS10/ AD10
	892SA-002	3	Mishap and Safety Statistics Reports	QS10

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892CD-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting Contractor floor checks.
8. **OPR:** PS20 9. **DM:** ED43
10. **DISTRIBUTION:** ED43, PS20
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update quarterly. If deemed necessary by the Contracting Officer, the Contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to FAR 52.215-2, Federal Acquisition Regulation Clause: Audit - Negotiation.
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.1
15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The On-Site Employee Location Listing shall provide NASA with a list of all on-site Contractor employees working under this contract and their designated locations.

15.2 **APPLICABLE DOCUMENTS:** None

15.3 **CONTENTS:** The list shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).

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

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 892 **ISSUE:** RFP
2. **DRD NO.:** 892CD-002
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** Security Plans for Major Applications and General Support Systems

7. **DESCRIPTION/USE:** To document risk assessment and safeguards for each Federal major application and general support system.

8. **OPR:** AD33 9. **DM:** ED43

10. **DISTRIBUTION:** ED43, PS20, AD33

11. **INITIAL SUBMISSION:** 45 days after contract award

12. **SUBMISSION FREQUENCY:** Revise as required by MPG 2810.1

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.4

15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** A security plan shall be prepared for each Federal major application and general support system utilized in the performance of the contract by Contractor and subcontractor personnel. Each security plan will be based on an assessment of risks and document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality.

15.2 **APPLICABLE DOCUMENTS**

MPG 2810.1 Security of Information Technology

15.3 **CONTENTS:** Plan contents are defined in MPG 2810.1.

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.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AD41 9. **DM:** ED43
10. **DISTRIBUTION:** Cognizant property administrator; ED43, PS20, AD41
11. **INITIAL SUBMISSION:** Preliminary three months after Authority To Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.3
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	Federal Acquisition Regulation, Part 45
NPG 5100.4	Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto

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.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the Contractor's management system, organization and provide insight for accomplishing the requirements set forth in the contract.
8. **OPR:** ED43
9. **DM:** ED43
10. **DISTRIBUTION:** ED43, PS20
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.1
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 detailed description 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.

c. The plan shall include the Contractor's approach for risk assessment.

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.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892MA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Progress Reports

7. **DESCRIPTION/USE:** To provide data for the assessment of contract progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.

8. **OPR:** ED43 9. **DM:** ED43

10. **DISTRIBUTION:** ED43, PS20

11. **INITIAL SUBMISSION:** Quarterly Self-Evaluation: Ten calendar days following the end of the first two months after authorization to proceed (ATP). Monthly Task Order Progress: Ten calendar days following the end of the first month after ATP.

12. **SUBMISSION FREQUENCY:** Quarterly Self-Evaluation: Bi-monthly for the first six months after ATP and quarterly thereafter. The report shall be submitted ten days following the end of each period. Monthly Task Order Progress: The report shall be submitted ten days following the end of each month.

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.2

15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The Progress Report shall provide a comprehensive status on all active tasks and include the necessary information to assess status and identify problems that need resolution for accomplishment of the contract tasks.

15.2 **APPLICABLE DOCUMENTS:** None

15.3 **CONTENTS:** As a minimum, the reports shall contain the following information:

Quarterly Self Evaluation

a. Review of work accomplished, including quantitative description, during the reporting period.
b. Discussion of non-routine tasks for the next reporting period.
c. Indications of any problems, which may impede performance or impact performance, schedule or cost.
d. Man-hours expended in each Level II WBS task and each Level III WBS task, for the current months and cumulative months, showing overtime hours separately.
e. Any other information that may assist the technical evaluators in evaluating the technical and administrative program; such as innovative processes, cost-reduction initiatives, etc.
f. Personnel statistical information, numbers by functional assignments, etc.

The Contractor shall provide minutes for each of the reviews that include copies of all presentation charts (including back-up charts). Minutes shall be signed by the Contractor and MSFC.

DRD Continuation Sheet

TITLE: Progress Reports **DRD NO.:** **892MA-002**
DATA TYPE: 3 **PAGE:** 2/2

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

15.3 **CONTENTS (CONTINUED):**

Monthly Task Order Progress

a. Contract number, task order number, and date of the order.
b. Task ceiling price.
c. Cost and hours incurred, for the month and cumulative, to date for each issued task.
d. Significant issues/problems and corrective action associated with a task.
e. Cost and hours summary of the status of all tasks issued under the contract.
f. Accounting and Appropriation Data (cost and hours) reported to the Seven Digit Unique Project Number (UPN).
g. Supporting data down to WBS Level III.

15.4 **FORMAT**:

Quarterly Self Evaluation

a. The Progress Report shall be in presentation chart format.
b. Submittal shall be standard hard copy as the presentation, electronic submission or other media as directed by the Contracting Officer.

Monthly Task Order Progress

Contractor format is acceptable.

15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** RS40 9. **ODM:** ED43
10. **DISTRIBUTION:** ED43, PS20, RS40
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the Contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS Paragraph 1.1.2
15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections at the seven digit Unique Project Number (UPN) level for management of the contract.

15.2 **APPLICABLE DOCUMENTS**

NFS 1852.242-73	*NASA Contractor Financial Management Reporting, (July 1997)*
NPG 9501.2	*NASA Contractor Financial Management Reporting*

15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the Contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the Contractor and the NASA project manager. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level, with supporting cost data. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract.

15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPG 9501.2 and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of Contractor data is strongly encouraged.

15.5 **MAINTENANCE:** None required.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** On-site Safety and Health Plan
7. **DESCRIPTION/USE:** To provide the Contractor and the Government a baseline document for planning, management, control, and implementation of the Contractor's industrial/occupational safety, health, and environmental program.
8. **OPR:** AD02/QS10/AD10 9. **DM:** ED43
10. **DISTRIBUTION:** ED43, PS20, AD02, QS10, AD10
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;* PWS paragraph 1.1.5
15. **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The On-site Safety and Health Plan describes the Contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.

15.2 **APPLICABLE DOCUMENTS:** Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.

29 CFR 1910	*Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
40 CFR	*Protection of the Environment*
ANSI Standards applicable to the scope of this contract	
MPG 8870.1	*MSFC Environmental Management Program*
NFPA Standards	*National Fire Codes*
NPG 8715.3	*NASA Safety Manual*
NASA-STD-8719.11	*Safety Standard for Fire Protection*
MPG 1040.3	*MSFC Emergency Plan*
MPG 1840.1	*MSFC Confined Space Entries*
MPG 1810.1	*MSFC Occupational Medicine*
MPD 1840.2	*MSFC Hearing Conservation Program*
MPD 1840.1	*MSFC Environmental Health Program*
MPG 1840.2	*MSFC Hazard Communication Program*
MPG 1800.1	*Bloodborne Pathogens*
MPG 8715.1,	*Marshall Safety, Health, and Environmental (SHE) Program*

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan DRD NO.: **892SA-001**

DATA TYPE: 2 PAGE: 2/2

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

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

a. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
b. Provision for top-level management monthly safety committee meetings.
c. Descriptions of safety and health awareness and motivation programs, including documented safety-meeting requirements, and documented safety awareness training for employees.
d. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
e. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
f. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
g. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified.
h. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
i. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
j. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: on-site Contractors may use MPG 1040.3.)
k. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
l. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
m. Requirements for formal safety inspections and correction of deficiencies.
n. Requirements for documented safety visits, (e.g., one per month per supervisor).
o. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
p. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
q. Provision for suspending work where safety or environmental conditions warrant such action.
r. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
s. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.

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.:** 892 **ISSUE:** RFP
2. **DRD NO.:** **892SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. **OPR:** QS10 9. **DM:** ED43
10. **DISTRIBUTION:** ED43, PS20, QS10
11. **INITIAL SUBMISSION:**
    a. Type A or B mishaps: Initial notification shall be by telephone immediately. MSFC Form 4370 or by telephone (256-544-4357, select "0", and ask the technician to complete the Mishap Flash Report) shall be submitted within 4 hours of knowledge of Type A and B mishaps.
    b. Type C, Incident, and Close Call mishaps: Initial notification shall be by MSFC Form 4370 or by telephone (256-544-4357, select "0", and ask the technician to complete the Mishap Flash Report) within 4 hours of knowledge of mishaps that have the potential for lost-time; damage exceeding $25,000; impacting critical project/program schedule; or gaining public attention in accordance with MWI 8621.1.
    c. A follow-up mishap report shall be submitted using NASA Form 1627 within 10 days of mishap in accordance with MWI 8621.1.
    d. MSFC Form 4371 listing the baseline information (e.g., contract number, subcontractors, SIC codes, number of employees, number of supervisors, etc.) shall be submitted by the 10th of each month following contract award.
    e. Mishap Board Report: After completion of Type A or B mishap investigation.
12. **SUBMISSION FREQUENCY:**
    a. MSFC Form 4370 - Each occurrence of a mishap.
    b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
    c. MSFC Form 4371 - By the 10th of each month.
    d. Mishap Board Report – Each occurrence of a Type A or B mishap.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.1.5
15. **DATA PREPARATION INFORMATION:**

15.1 <u>SCOPE</u>: The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NHB 1700.1 (V2).

15.2 <u>APPLICABLE DOCUMENTS</u>

NPG 8621.1	*NASA Procedures and Guidelines For Mishap Reporting, Investigating, and Recordkeeping*
MWI 8621.1	*Close Call and Mishap Reporting and Investigation Program*

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports **DRD NO.:** **892SA-002**
DATA TYPE: 3 **PAGE:** 2/2

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

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

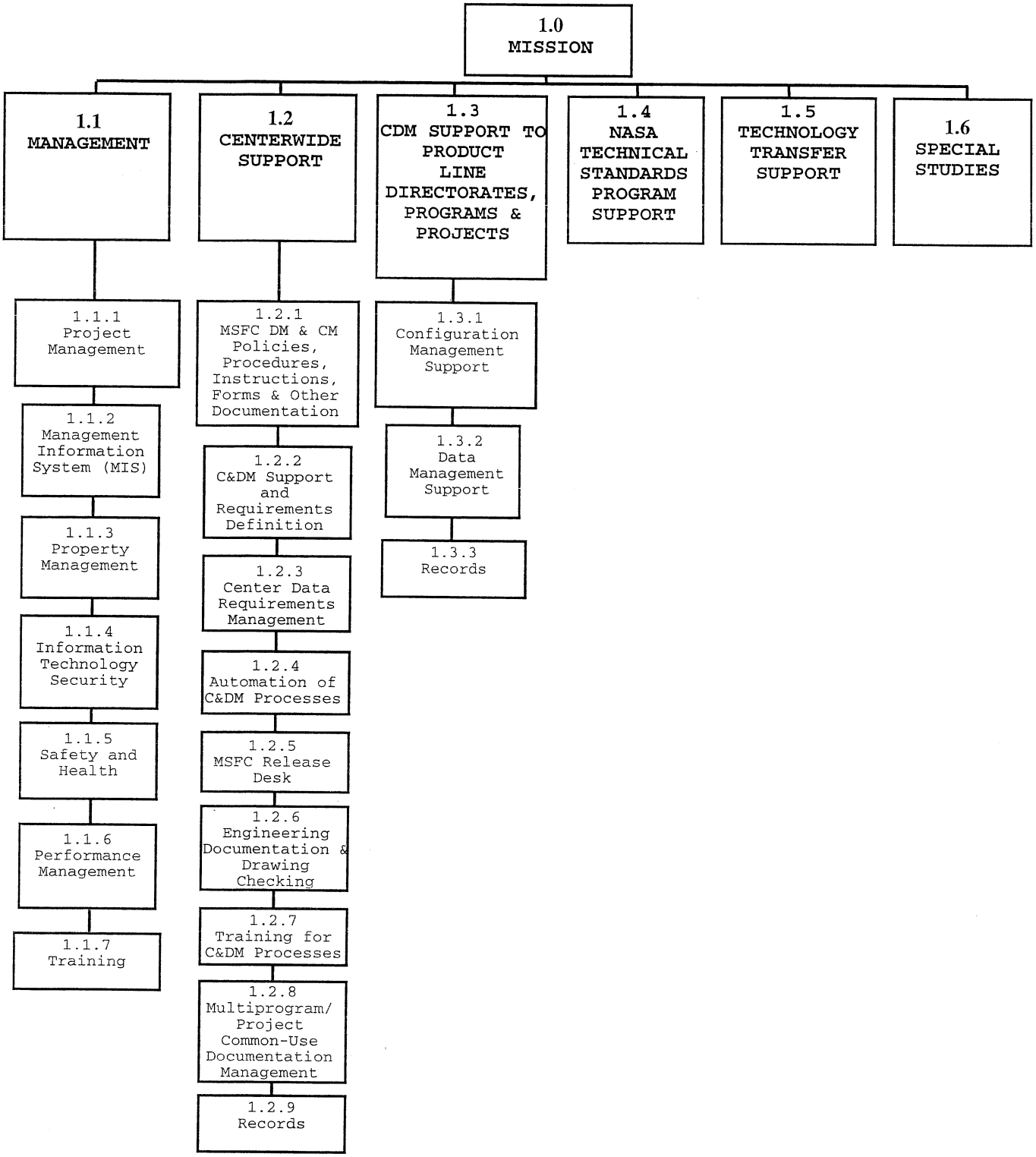
15.4 **FORMAT**: The following formats shall be submitted:

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

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

ATTACHMENT J-3

CONFIGURATION AND DATA MANAGEMENT SERVICES AT MSFC
WORK BREAKDOWN STRUCTURE



ATTACHMENT J-4

SURVEILLANCE AND COST-PLUS-INCENTIVE-FEE PLAN

The Contractor's performance for Configuration and Data Management Services at MSFC, as outlined in Attachment J-5, Performance Requirements Summary (PRS), and explained in Attachment J-1, Performance Work Statement (PWS) shall be evaluated, using this Surveillance and Cost-Plus-Incentive-Fee Plan. The evaluation criteria and incentive fee structure are outlined below.

1. Evaluation Criteria

This contract is performance based and utilizes various methods to calculate fee based upon the defined acceptable quality levels for the performance of this contract. The Contractor's Monthly Self-Assessment of Performance and the PRS will be used to assess Contractor performance and to determine fee. Problems with services will be identified through periodic inspections, customer questionnaires, and Contractor self-identification.

Fee for performance of a listed service, specified in Column 2 of the PRS, is accepted and paid at the fee percentage indicated in column 5 of the PRS when the Acceptable Quality Level (AQL) meets or exceeds that indicated in column 3. The fee is determined quarterly. When the quarterly AQL is not met, the Contracting Officer's Technical Representative (COTR) will issue a Failure to Achieve AQL Report (FAAQL) to the Contractor who shall in turn respond and return it to the Contracting Officer (CO). The Contractor shall explain, in writing, why performance failed to achieve the AQL, and how recurrence of the problem will be prevented in the future. The CO will evaluate the Contractor's explanation and determine if full payment, deductions from full payment, objectionable past performance input, and/or other methods are applicable. The Government specifically reserves the right to make a temporary partial payment for services performed, prior to receipt and evaluation of the Contractor's response to a FAAQL.

Incentive Fee Weighting Chart

Contract Requirement	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
1.1 Management	12%	12%	12%	12%	12%
1.2 Centerwide Support	20%	20%	20%	20%	20%
1.3 CDM Support to Product Line Directorates, Programs & Projects	20%	20%	20%	20%	20%
1.4 NASA Technical Specifications & Standards	6%	6%	6%	6%	6%
1.5 Technology Transfer	6%	6%	6%	6%	6%
1.6 ED Special Studies	1%	1%	1%	1%	1%
Cost	15%	15%	15%	15%	15%
Customer Satisfaction	20%	20%	20%	20%	20%
	100%	100%	100%	100%	100%

Due to dynamic Center commitments and changing priorities, the Government may unilaterally revise the Incentive Fee Weighting Chart and the associated PRS, before the start of a new quarterly evaluation period.

2. Performance Measurement

The Contractor shall perform self surveillance, and report findings on the Quarterly Progress Report (DR 892MA-002). The reported items shall include the standard of performance tasks outlined in Attachment J-5, PRS, however not all efforts under this contract are included in the PRS. Lack of inclusion in the PRS in no way relieves the Contractor of the obligation to perform all delineated tasks as defined in the PWS. All evaluation criteria will be evaluated by the Contracting Officer's Technical Representative (COTR) based upon the Progress Report submitted by the Contractor. The Progress Report data will be reviewed and validated by COTR appointed technical monitors. The technical monitors will be responsible for reporting any discrepancies to the COTR. Random audits of the Progress Report to validate the accuracy of data submitted by the Contractor will be conducted by the Government. Other surveillance techniques may be

employed if considered necessary by the Government.

2.1. Performance Work Statement

2.1.1 Management. The efficiency of the Contractor's Contract Management shall account for 12 percent of the total available fee. This 12 percent is performance fee and will be split into three categories.

2.1.1.1 DRDs. 4 percent of the total available fee shall be based upon timely delivery of contract management DRDs. 100 percent of the DRDs shall be complete, technically correct, and on schedule as described in the contract DRDs.

2.1.1.2 Staffing. 4 percent of the total available fee shall depend upon timely staffing of new requirements and vacated positions with technically appropriate personnel. Positions shall be staffed with appropriate personnel within 3 weeks of the approval of task orders or within 4 weeks of vacated positions.

2.1.1.3 Technical Management. 4 percent of the total available fee shall depend upon the Contractor providing a corrective action plan within 2 weeks of the identification of a technical issue.

2.1.2 Centerwide Support. The efficiency of the Contractor's Centerwide Support shall be performance based and account for 20 percent of the total available fee. The 20 percent shall be based on compliance with the MSFC Directive System and Institutional Milestones.

2.1.2.1 Compliance with MSFC Directive System. The MSFC quality processes already in place shall be used to measure compliance. The Contractor shall not have valid QSDNs, negative internal or external audit findings, or NCRs/RCARs written against their performance. If the Contractor has more than 2 negative QSDNs, or more than 2 internal/external audit findings, or one or more NCRs/RCARs written against them, then 25% of the fee pool allocated to WBS 1.2, Centerwide Support, shall be deducted for each occurrence in excess of the acceptable quality level (metrics), not to exceed the total 20% of the fee allocated to this WBS. The Contractor will not be held responsible for a negative QSDN, a negative internal or external audit finding, or an NCR/RCAR if they are the result of activities outside the control of the Contractor. The Contractor shall perform an assessment and notify the COTR, in writing, of their recommendation within 2 weeks of initiation of the documentation. The COTR will coordinate with all

applicable parties to determine and/or validate whether the negative situation was outside the control of the Contractor.

2.1.2.2 Institutional Milestones. Institutional milestones shall be identified before each quarterly reporting period by the Contractor and submit to the COTR for concurrence. For each milestone that the Contractor misses the due date shall result in a loss of 2 percent fee per occurrence. If the Contractor believes that he is being constrained by the Government in meeting these milestones, then the Contractor shall perform an assessment and notify the COTR, in writing, of their recommendation within 2 weeks of the missed milestone. The COTR will coordinate with all applicable parties to determine and/or validate that the negative situation was outside the control of the Contractor.

2.1.3 CDM Support to Product Line Directorates (PDLs), Programs and Projects. The efficiency of the Contractor's Centerwide Support shall be performance based and account for 20 percent of the total available fee. The 20 percent shall be based on compliance with the MSFC Directive System and Program/Project Milestones.

2.1.3.1 Compliance with MSFC Directive System. The MSFC quality processes already in place shall be used to measure compliance. The Contractor shall not have valid QSDNs, negative internal or external audit findings, or NCRs/RCARs written against their performance. If the Contractor has more than 2 negative QSDNs, or more than 2 internal/external audit findings, or one or more NCRs/RCARs written against them, then 25% of the fee pool allocated to WBS 1.3, Centerwide Support, shall be deducted for each occurrence in excess of the acceptable quality level (metrics), not to exceed the total 20% of the fee allocated to this WBS. The Contractor will not be held responsible for a negative QSDN, a negative internal or external audit finding, or an NCR/RCAR if they are the result of activities outside the control of the Contractor. The Contractor shall perform an assessment and notify the COTR, in writing, of their recommendation within 2 weeks of initiation of the documentation. The COTR will coordinate with all applicable parties to determine and/or validate whether the negative situation was outside the control of the Contractor.

2.1.3.2 Program/Project Milestones. Program/Project Milestones are identified in each task order. Each milestone that the Contractor misses the due date shall result in a loss of 2 percent fee per

occurrence, not to exceed the total 20% of the fee allocated to this WBS. If the Contractor believes that he is being constrained by the Government in meeting these milestones, then the Contractor shall perform an assessment and notify the COTR, in writing, of their recommendation within 2 weeks of the missed milestone. The COTR will coordinate with all applicable parties to determine and/or validate whether the negative situation was outside the control of the Contractor.

2.1.4 NASA Technical Specifications & Standards. The efficiency of the Contractor's data/documentation management for the NASA Technical Specifications & Standards Program shall be performance based and account for 6 percent of the total available fee. This fee shall depend on meeting the Program schedules for the Standards of Performance with a loss of 2 percent of fee for each missed milestone not to exceed the total 6% of the fee allocated to this WBS for the applicable reporting period.

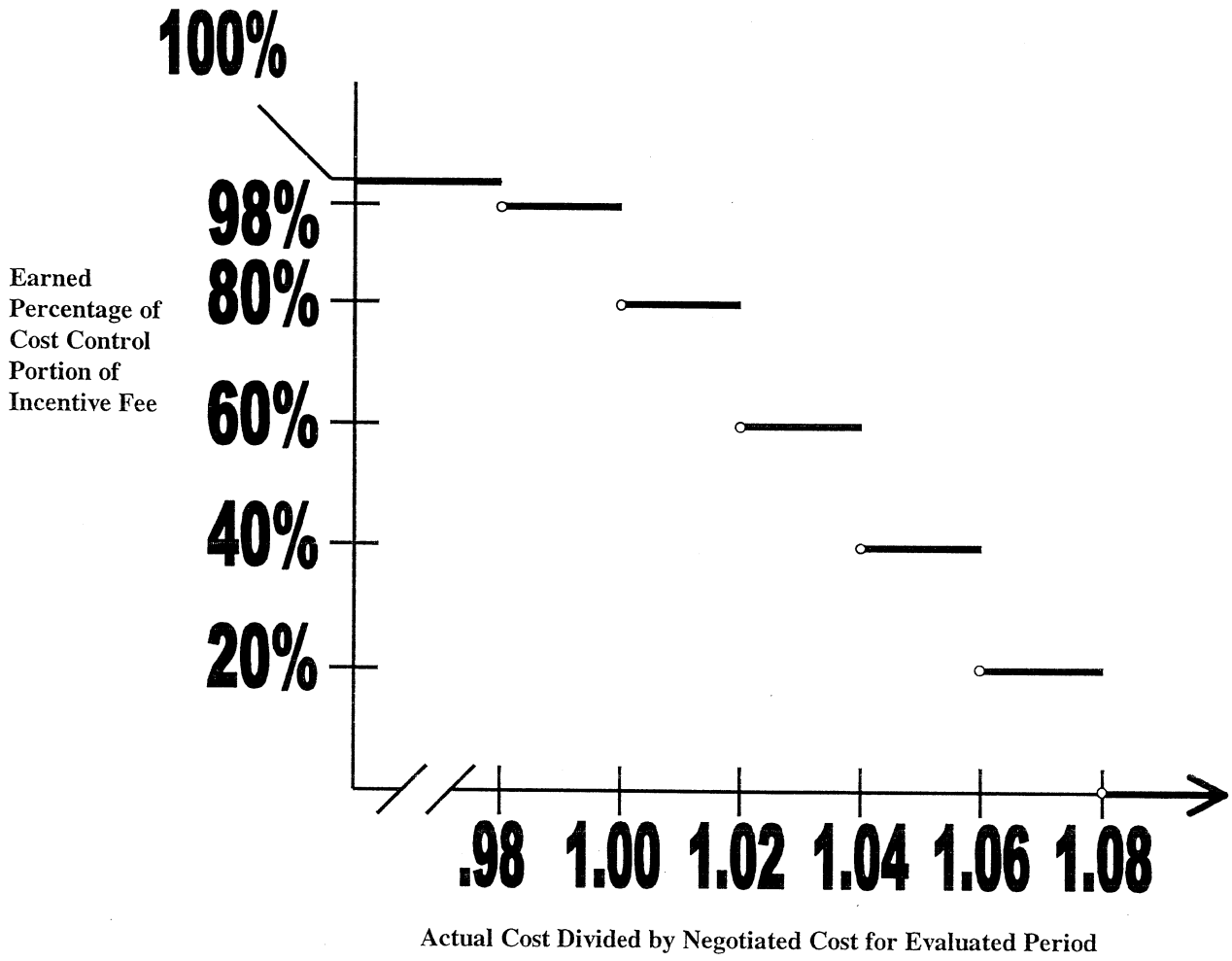
2.1.5 Technology Transfer Data & Document Management. The efficiency of the Contractor's activities in support of Technology Transfer Data & Document Management shall be performance based and account for 6 percent of the total available fee. This fee shall depend on meeting the Program schedules for the Standards of Performance with a loss of 2 percent of fee for each missed milestone not to exceed the total 6% of the fee allocated to this WBS for the applicable reporting period.

2.1.6 Special Studies. The efficiency of the Contractor's activities in support of special studies shall be performance based and account for 1 percent of the total available fee. This fee shall depend on meeting the Program schedules for the Standards of Performance with a loss of 1 percent of fee for each missed milestone not to exceed the total 1% of the fee allocated to this WBS for the applicable reporting period.

2.2 Cost. The Contractor shall control cost consistent with the negotiated cost. The efficiency of the Contractor's Cost Control shall account for 15 percent of the total available fee. The Cost Control Fee Determination Chart (below) shall apply.

Cost Control Fee Determination Chart

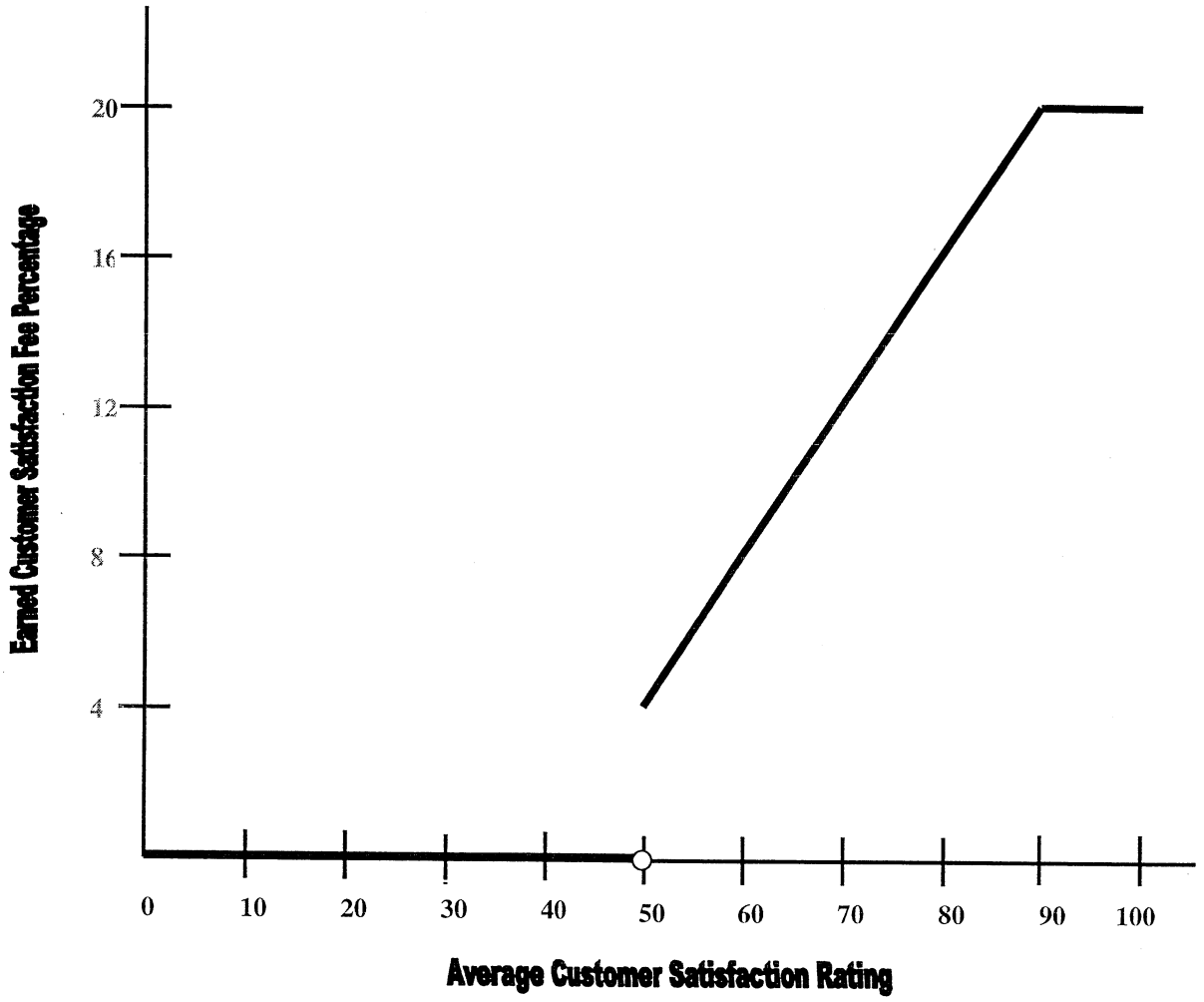
Actual Cost Divided by Negotiated Cost for Evaluated Period	Earned Percentage of Cost Control Portion of Incentive Fee
≤ 0.98 (underrun)	100%
> 0.98 and ≤ 1.00 (on target)	98%
> 1.00 and ≤ 1.02 (overrun)	80%
> 1.02 and ≤ 1.04	60%
> 1.04 and ≤ 1.06	40%
> 1.06 and ≤ 1.08	20%
> 1.08	0%



2.3 Customer Satisfaction. As a measure of the quality of the services provided, the Contractor shall distribute a questionnaire, assemble the results, and forward the results to the COTR. The distribution of the questionnaire shall be as directed by the COTR. The questionnaire shall contain a question concerning overall satisfaction of the services provided with an adjective rating.

ADJECTIVE RATING	DEFINITIONS	NUMERICAL RATING
Excellent	Exceptional performance. No significant problems encountered.	100 pts
Very Good	Performance which demonstrates overall competence and fulfillment of contract requirement. Quality of overall performance outbalances any problem encountered.	90 pts
Good	Performance which shows reasonable fulfillment of contract requirement. As a whole, overall performance quality is not adversely affected by problems encountered.	70 pts
Fair	Performance deficient in accomplishing contract requirement. Problems outbalance areas of quality performance.	50 pts
Poor	Performance without substantive merit.	30 pts

The adjective rating will be converted to points and averaged. Scores will result in customer satisfaction fee as follows:



3. Audit Reporting Integrity

3.1 If random audits by the COTR or appointed representative (s) detect self surveillance reporting errors, the Contractor's incentive fee on the contract requirement found in error will be reduced by 10 percent for the first occurrence. Any repeated reporting errors will result in an incentive fee of 0 percent for the contract requirement (s) found in error. This does not apply to errors that have no effect on the incentive fee.

ATTACHMENT J-5
PERFORMANCE REQUIREMENTS SUMMARY

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Wt.
WBS 1.1 MANAGEMENT	1. Contract administration 2. Staffing 3. Technical management	1. Timely delivery of management DRD's 2. Timely staffing of positions 3. 2 weeks after identification of technical issue provide corrective action plan	Progress Report/ Quarterly	4% 4% 4%
WBS 1.2 CENTERWIDE SUPPORT	1. Compliance with the MSFC Directive System 2. Institutional Milestones	2 QSDN's 2 Audit findings (internal/external) 0 NCR's/RCAR's Meet scheduled milestones	Progress Report/ Quarterly	20%
WBS 1.3 C&DM SUPPORT TO PRODUCT LINE DIRECTORATE, PROGRAM AND PROJECTS	1. Compliance with the MSFC Directive System 2. Program/Project Milestones	2 QSDN's 2 Audit findings (internal/external) 0 NCR's/RCAR's Meet project scheduled milestones	Progress Report/ Quarterly	20%
WBS 1.4 NASA SPECIFICATION AND STANDARDS PROGRAM	1. Update/format 2 NASA Technical Standard's products 2. 3 times a year validate the non-Government Voluntary Consensus Standard's listing 3. Provide review/technical assessment 3 task per quarter	1-3 Meet Program schedules in a timely manner	Progress Report/ Quarterly	6%
WBS 1.5 TECHNOLOGY TRANSFER PROGRAM	1. Support the development of SBIR/STTR and Technology progress report 2. TechTracs quarterly reports 3. Support the NASA Technology Inventory reports to HQ	1. Meet milestones ~~as defined by HQ~~ TOAR 2. Timely submittals of quarterly reports 3. Meet milestones as defined by HQ	Progress Report/ Quarterly	2% 2% 2%

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Wt.
WBS 1.6 ED SPECIAL STUDIES	Special Studies Team milestones	Meet scheduled milestones	Progress report/ Quarterly	1%
COST CONTROL	Actual Cost versus Planned Cost	See Attachment J-4	533M Report/ Monthly	15%
CUSTOMER SATISFACTION	Customer satisfaction	Satisfaction level (for range see Attachment J-4)	Questionnaire/ Quarterly	20%

ATTACHMENT J-6

APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS

The documents listed herein contain specifications to which the work must conform. The Contractor shall comply with the requirements of these documents and all revisions thereto.

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

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

29 CFR 1910, Department of Labor; Occupational Safety and Health Administration Standards for General Industry
40 CFR, Protection of the Environment
OMB Circular A119, Preferred Specifications and Standards
37 CFR 404, Licensing of Government Owned Inventions
42 USC 2451, The National Aeronautics and Space Act of 1958 as amended
CD30-CRF, Customer Request Form
CD01-OWI-001, Customer and Employee Relation
ANSI Standards applicable to the scope of this contract
ANSI/ASQC Q9001-1994/2000, Quality Systems-Model for Quality Assurance in Design, Development, Production, Installation, and Servicing
NFPA Standards, National Fire Codes
NFS 1852.242-73, NASA Contractor Financial Management Reporting (July 1997)
Part 45 of the Federal Acquisition Regulation
NPG 8621.1, NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NHB 5100.4A, Part 18-45, NASA Federal Acquisition Regulation Supplement
NPD 8070.6, Technical Standards
NPG 8715.3, NASA Safety Manual
NPG 9501.2, NASA Contractor Financial Management Reporting
NASA-STD-8719.11, Safety Standard for Fire Protection
MMI 8800.3, MSFC Environmental Management Program
MPD 1280.1, Marshall Management Manual
MPD 1840.1, MSFC Environmental Health Program
MPD 1840.2, MSFC Hearing Conservation Program
MPD 1840.3, MSFC Respiratory Protection Program

MPD 2210.1, Documentation Input and Output of the MSFC Documentation Repository
MPD 2810.1, Security of Information Technology
MPG 1040.3, MSFC Emergency Plan
MPG 1371.1, Procedures and Guidelines for Processing Foreign Visitor Requests
MPG 1440.2, MSFC Records Management Program
MPG 1800.1, Bloodborne Pathogens
MPG 1810.1, MSFC Occupational Medicine
MPG 1840.1, MSFC Confined Space Entries
MPG 1840,2, MSFC Hazardous Communication Program
MPG 2810.1, Information Technology Security
MPG 7120.2, Multiprogram/Project Common-Use Documentation
MPG 7120.3, Data Management, Programs/Projects
MPG 8040.1, Configuration Management, Program/Projects
MPG 8040.2, Product Identification
MPG 8040.3, Product Traceability
MPG 8060.1, Flight Systems Design Control
MPG 8715.1, Marshall Safety, Health, and Environmental (SHE) Program
MWI 3410.1, Personnel Certification Program
MWI 7120.2, Data Requirements Identification/Definition
MWI 7120.3, Program/Project Data System
MWI 7120.4, Documentation Preparation, Programs/Projects
MWI 7120.5, Data Management Plans, Program/Projects
MWI 8040.1, Configuration Management Plan, MSFC Program/Projects
MWI 8040.2, Configuration Control, MSFC Programs/Projects
MWI 8040.3, Deviation and Waiver Process, MSFC Programs/Projects
MWI 8040.4, Application Guidance for Traceability
MWI 8040.5, Floor Engineering Orders and Floor Engineering Parts Lists
MWI 8040.6, Functional and Physical Configuration Audits, MSFC Programs/Projects
MWI 8621.1, Close Call and Mishap Reporting and Investigation Program
MSFC-PROC-1916, Configuration Management Audits of Contractors
MSFC-STD-555, MSFC Engineering Documentation Standard
MSFC-MNL-1951, Change Processing, Tracking, and Accounting System User's Guide
MSFC-MNL-2061, Enhancement/Discrepancy System User's Guide
MSFC-MNL-2110, Review Item Discrepancy System User's Guide
MSFC-STD-2806, MSFC Tailoring Guide for the Global Drawing Requirements Manual
ED40/ED41/ED43 Organizational Issuances

In addition to the regulations and procedures identified elsewhere in this contract, the Contractor shall comply with the following regulations and procedures, and the latest revision thereto. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith, when performing work onsite at MSFC.

OMB CIRCULARS

Circular A-130	Management of Federal Information Resources

NASA DIRECTIVES

NPG 1490.1	Printing, Reproduction, and Self-Service Copying Services
NPD 1000.1	NASA Strategic Plan
NPD 1050.1	Authority to Enter into Space Act Agreements
NPD 2091.1	Inventions Made by Government Employees
NPD 2092.1	Royalties and Other Payments Received by NASA from the Licensing of Patents and Patent Applications
NPD 2210.1	External Release of NASA Software
NPD 2220.5	Management of NASA Scientific & Technical Information (STI)
NPD 7120.4	Program/Project Management
NPG 1050.1	Space Act Agreements Manual
NPG 1441.1	NASA Records Retention Schedules
NPG 7120.5	Program & Project Management Processes and Requirements

MSFC DIRECTIVES

MM 4000.1	Property Management Manual
MPG 1600.1	MSFC Security Procedures and Guidelines
MPG 2500.1	Marshall Telecommunications Services
MPG 1100.1	Marshall Space Flight Center Organizational Manual
MPG 1050.1	Contract (Customer Agreement) Review
MPG 1280.4	MSFC Corrective Action System
MPG 1280.5	MSFC Preventative Action System
MPG 1280.6	Internal Quality Audits
MPG 1410.1	Document and Data Control for Organizational Issuances
MPG 3410.1	Training
MPG 2190.1	MSFC Export Control Program
MWI 4200.1	Equipment Control
MWI 4520.1	Receiving
MPG 6700.1	Motor Vehicle Fleet Operation
MWI 1050.3	Policy and Authority to Take Actions Related to Reimbursable and Nonreimbursable Space Act Agreements
MWI 1280.2	MSFC Quality Comment System
MWI 1280.4	MSFC Quality System Deficiency Notification System
MPD 1050.1	Authority to Enter into Space Act Agreements

MISCELLANEOUS POLICIES AND PROCEDURES

MSFC Smoking Policy at http://hrd.msfc.nasa.gov/smoke.html
DOD Manual 5220.22, Industrial Security Manual for Safeguarding Classified Information

ATTACHMENT J-7

GOVERNMENT-PROVIDED FACILITIES AND EQUIPMENT

The Government will provide, at the Offeror's option, the facilities and equipment described below for on-site effort on a no-charge-for-use-basis. The Government does not restrict the Contractor's discretion in the acquisition or use of whatever incidental IT resources may be required to perform the tasks in the Performance Work Statement. This information is not all inclusive and may be modified depending on the Government's assessment of requirements.

For direct charge contractor employees, the Government will provide office supplies and general-purpose office equipment to include desks, phone service, and computers. The Government will not furnish items such as vehicles, pagers, or cell phones. Laptop computers will not be normal issue but may be provided with COTR concurrence.

The Government will provide office spaces within the following MSFC Buildings: 4200, 4201, 4203, 4481, 4487, 4610, 4619, 4656, 4666, 4708, 4732, and other on-site and near-site facilities as required.

Q #23 spell out

ATTACHMENT J-8

******* MOU WD PROGRAM *******

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

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

William W.Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2008
Revision No.: 15
Date Of Last Revision: 09/13/2000

States: **Alabama**, Tennessee

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

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	7.46
Accounting Clerk II	8.98
Accounting Clerk III	11.42
Accounting Clerk IV	14.28
Court Reporter	11.00
Dispatcher, Motor Vehicle	11.00
Document Preparation Clerk	9.32
Duplicating Machine Operator	9.32
Film/Tape Librarian	9.32
General Clerk I	7.39
General Clerk II	8.33
General Clerk III	9.32
General Clerk IV	10.90
Housing Referral Assistant	13.14
Key Entry Operator I	8.26
Key Entry Operator II	9.44
Messenger (Courier)	7.39
Order Clerk I	8.81
Order Clerk II	11.96
Personnel Assistant (Employment) I	6.93
Personnel Assistant (Employment) II	9.14
Personnel Assistant (Employment) III	10.22
Personnel Assistant (Employment) IV	10.38
Production Control Clerk	13.14
Rental Clerk	9.32
Scheduler, Maintenance	9.32
Secretary I	9.32
Secretary II	11.00
Secretary III	13.14
Secretary IV	15.99
Secretary V	17.76
Service Order Dispatcher	9.32
Stenographer I	10.89
Stenographer II	12.34
Supply Technician	15.99
Survey Worker (Interviewer)	11.00
Switchboard Operator-Receptionist	7.71
Test Examiner	11.00
Test Proctor	11.00
Travel Clerk I	7.55
Travel Clerk II	8.00
Travel Clerk III	8.53
Word Processor I	8.85

Word Processor II	9.94
Word Processor III	11.11

Automatic Data Processing Occupations

Computer Data Librarian	9.81
Computer Operator I	9.81
Computer Operator II	10.95
Computer Operator III	13.87
Computer Operator IV	14.47
Computer Operator V	16.03
Computer Programmer I (1)	13.66
Computer Programmer II (1)	16.09
Computer Programmer III (1)	19.19
Computer Programmer IV (1)	23.22
Computer Systems Analyst I (1)	19.39
Computer Systems Analyst II (1)	21.72
Computer Systems Analyst III (1)	26.49
Peripheral Equipment Operator	9.81

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	15.98
Automotive Glass Installer	14.56
Automotive Worker	14.56
Electrician, Automotive	15.28
Mobile Equipment Servicer	13.20
Motor Equipment Metal Mechanic	15.98
Motor Equipment Metal Worker	14.56
Motor Vehicle Mechanic	15.98
Motor Vehicle Mechanic Helper	12.52
Motor Vehicle Upholstery Worker	13.90
Motor Vehicle Wrecker	14.56
Painter, Automotive	15.28
Radiator Repair Specialist	14.56
Tire Repairer	12.75
Transmission Repair Specialist	15.98

Food Preparation and Service Occupations

Baker	8.69
Cook I	7.73
Cook II	8.69
Dishwasher	6.38
Food Service Worker	6.38
Meat Cutter	8.69
Waiter/Waitress	6.82

Furniture Maintenance and Repair Occupations

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

General Services and Support Occupations

Cleaner, Vehicles	6.38
Elevator Operator	6.38
Gardener	7.73
House Keeping Aid I	6.38
House Keeping Aid II	6.82
Janitor	6.38
Laborer, Grounds Maintenance	6.38
Maid or Houseman	5.93
Pest Controller	8.14
Refuse Collector	6.38
Tractor Operator	7.70
Window Cleaner	6.52

Health Occupations

Dental Assistant	10.98
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	10.98
Licensed Practical Nurse I	8.74
Licensed Practical Nurse II	9.81
Licensed Practical Nurse III	10.98
Medical Assistant	9.81
Medical Laboratory Technician	9.81
Medical Record Clerk	9.81
Medical Record Technician	13.60
Nursing Assistant I	7.13
Nursing Assistant II	8.01
Nursing Assistant III	8.74
Nursing Assistant IV	9.81
Pharmacy Technician	12.24
Phlebotomist	9.81
Registered Nurse I	13.60
Registered Nurse II	16.64
Registered Nurse II, Specialist	16.64
Registered Nurse III	20.13
Registered Nurse III, Anesthetist	20.13
Registered Nurse IV	24.12

Information and Arts Occupations

Audiovisual Librarian	15.99
Exhibits Specialist I	13.50
Exhibits Specialist II	18.04
Exhibits Specialist III	20.00
Illustrator I	13.50
Illustrator II	18.04
Illustrator III	20.00
Librarian	17.76
Library Technician	12.42
Photographer I	13.01
Photographer II	15.02
Photographer III	17.99
Photographer IV	22.00
Photographer V	26.70

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	6.00
Counter Attendant	6.00
Dry Cleaner	7.29
Finisher, Flatwork, Machine	6.00
Presser, Hand	6.00
Presser, Machine, Drycleaning	6.00
Presser, Machine, Shirts	6.00
Presser, Machine, Wearing Apparel, Laundry	6.41
Sewing Machine Operator	7.64
Tailor	7.97
Washer, Machine	6.45

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	17.56
Tool and Die Maker	21.41

Material Handling and Packing Occupations

Forklift Operator	12.09
Fuel Distribution System Operator	16.43
Material Coordinator	13.68
Material Expediter	13.68
Material Handling Laborer	8.33
Order Filler	10.87
Production Line Worker (Food Processing)	10.51
Shipping Packer	10.51

Shipping/Receiving Clerk	10.51
Stock Clerk (Shelf Stocker; Store Worker II)	10.29
Store Worker I	8.76
Tools and Parts Attendant	12.44
Warehouse Specialist	10.51

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	18.38
Aircraft Mechanic Helper	14.41
Aircraft Quality Control Inspector	20.21
Aircraft Servicer	15.98
Aircraft Worker	16.75
Appliance Mechanic	17.56
Bicycle Repairer	14.66
Cable Splicer	18.38
Carpenter, Maintenance	17.56
Carpet Layer	16.75
Electrician, Maintenance	20.61
Electronics Technician, Maintenance I	11.21
Electronics Technician, Maintenance II	19.32
Electronics Technician, Maintenance III	20.13
Fabric Worker	15.98
Fire Alarm System Mechanic	18.38
Fire Extinguisher Repairer	15.72
Fuel Distribution System Mechanic	18.38
General Maintenance Worker	16.43
Heating, Refrigeration and Air Conditioning Mechanic	18.38
Heavy Equipment Mechanic	18.38
Heavy Equipment Operator	17.87
Instrument Mechanic	18.38
Laborer	7.29
Locksmith	17.56
Machinery Maintenance Mechanic	20.72
Machinist, Maintenance	16.92
Maintenance Trades Helper	14.41
Millwright	18.38
Office Appliance Repairer	17.56
Painter, Aircraft	17.56
Painter, Maintenance	17.56
Pipefitter, Maintenance	18.38
Plumber, Maintenance	17.56
Pneudraulic Systems Mechanic	18.38
Rigger	18.38
Scale Mechanic	16.75
Sheet-Metal Worker, Maintenance	18.38
Small Engine Mechanic	16.75
Telecommunication Mechanic I	18.38
Telecommunication Mechanic II	20.21
Telephone Lineman	18.38
Welder, Combination, Maintenance	18.38
Well Driller	18.38
Woodcraft Worker	18.38
Woodworker	16.43

Miscellaneous Occupations

Animal Caretaker	6.38
Carnival Equipment Operator	7.70
Carnival Equipment Repairer	8.09
Carnival Worker	6.38
Cashier	5.63
Desk Clerk	6.90
Embalmer	16.64
Lifeguard	7.71
Mortician	16.64
Park Attendant (Aide)	7.72
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	7.71
Recreation Specialist	11.14
Recycling Worker	7.60
Sales Clerk	7.71

School Crossing Guard (Crosswalk Attendant)	6.38
Sport Official	7.71
Survey Party Chief (Chief of Party)	10.53
Surveying Aide	6.48
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	8.88
Swimming Pool Operator	8.71
Vending Machine Attendant	7.60
Vending Machine Repairer	8.71
Vending Machine Repairer Helper	7.60

Personal Needs Occupations

Child Care Attendant	6.89
Child Care Center Clerk	8.61
Chore Aid	5.93
Homemaker	9.57

Plant and System Operation Occupations

Boiler Tender	18.38
Sewage Plant Operator	17.56
Stationary Engineer	18.38
Ventilation Equipment Tender	14.41
Water Treatment Plant Operator	17.56

Protective Service Occupations

Alarm Monitor	10.29
Corrections Officer	10.88
Court Security Officer	10.88
Detention Officer	10.88
Firefighter	9.62
Guard I	7.42
Guard II	10.29
Police Officer	13.28

Stevedoring/Longshoremen Occupations

Blocker and Bracer	12.20
Hatch Tender	12.20
Line Handler	12.20
Stevedore I	11.66
Stevedore II	12.79

Technical Occupations

Air Traffic Control Specialist, Center (2)	26.18
Air Traffic Control Specialist, Station (2)	18.05
Air Traffic Control Specialist, Terminal (2)	19.88
Archeological Technician I	13.01
Archeological Technician II	14.56
Archeological Technician III	18.04
Cartographic Technician	18.04
Civil Engineering Technician	18.04
Computer Based Training (CBT) Specialist/ Instructor	19.39
Drafter I	11.60
Drafter II	13.01
Drafter III	14.73
Drafter IV	18.04
Engineering Technician I	10.52
Engineering Technician II	13.08
Engineering Technician III	15.71
Engineering Technician IV	21.68
Engineering Technician V	25.30
Engineering Technician VI	30.59
Environmental Technician	15.89
Flight Simulator/Instructor (Pilot)	21.72
Graphic Artist	19.39
Instructor	15.86
Laboratory Technician	13.87
Mathematical Technician	18.79

Paralegal/Legal Assistant I	11.00
Paralegal/Legal Assistant II	15.99
Paralegal/Legal Assistant III	19.51
Paralegal/Legal Assistant IV	23.61
Photooptics Technician	19.16
Technical Writer	23.07
Unexploded (UXO) Safety Escort	16.64
Unexploded (UXO) Sweep Personnel	16.64
Unexploded Ordnance (UXO) Technician I	16.64
Unexploded Ordnance (UXO) Technician II	20.13
Unexploded Ordnance (UXO) Technician III	24.12
Weather Observer, Combined Upper Air and Surface Programs (3)	13.87
Weather Observer, Senior (3)	14.17
Weather Observer, Upper Air (3)	13.87

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	11.02
Parking and Lot Attendant	7.11
Shuttle Bus Driver	9.05
Taxi Driver	8.62
Truckdriver, Heavy Truck	11.12
Truckdriver, Light Truck	9.05
Truckdriver, Medium Truck	10.25
Truckdriver, Tractor-Trailer	11.35

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

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

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A Contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

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

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

(UXO) HAZARDOUS PAY DIFFERENTIAL:

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard including working with or in close proximity to explosives and incendiary materials involved in research, testing, manufacturing, inspection, renovation, maintenance, and disposal. Such as: Screening, blending, dying, mixing, and pressing of sensitive explosives pyrotechnic compositions such as lead azide, black powder and photoflash power. All dry-house activities involving propellants or explosives, demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard. Including working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and, possibly adjacent employees, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard.)

**** UNIFORM ALLOWANCE ****

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

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

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

Source of Occupational Title and Descriptions:

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

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the Contractor so as to provide a reasonable

relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the Contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the Contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the Contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the Contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the Contractor.

6) The Contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J-9

LABOR CATEGORY POSITION DESCRIPTIONS

Position Title	General Characteristics	Typical Duties And Responsibilities	Direction Received	Degree/ Experience
Senior Engineer	Ability to assume full technical responsibility for interpreting, organizing, executing and coordinating assignments. Maintains liaison with individuals and units within or outside his/her organization, with responsibility for acting independently. Possesses a thorough knowledge of the configuration and data management disciplines. Work at this level usually requires extensive progressive experience.	In a supervisory capacity plans, develops, coordinates, and directs configuration and data management for projects of major importance. Implement C&DM policies and procedures. The extent of responsibilities generally requires a few (3 to 6) subordinates.	Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.	BS with a minimum of 10 years experience in the related field or equivalent experience and education.
Engineer	Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignment. Makes decisions independently on engineering problems and methods, and represents the organization in meeting to resolve issue and coordinate work. Has a working knowledge of the Configuration and/or Data Management principles.	1. Plans, schedules, conducts or coordinates configuration and/or data management systems for Programs/Projects. Plan and coordinate design reviews and audits. 2. Provide center-wide support in areas such as procedures, data requirements management, release desk and drawing checking.	Supervision and guidance related largely to overall objectives, critical issues, new concepts and policy matters. Consults with supervisor concerning unusual problem and developments.	BS with a minimum of 5 years experience in related field or equivalent experience and education.

Position Title	General Characteristics	Typical Duties And Responsibilities	Direction Received	Degree/ Experience
Computer System Engineer	Masters concepts, principles, techniques, and practices of software engineering to design and develop complex automated, integrated, web-base database systems. Possesses knowledge and experience in HTML, Java Script and SQL for Oracle database systems.	Conducts feasibility studies and analysis to define concepts and criteria. Develops plans, requirements, specifications and cost estimates.	Assignments are made in general terms, with a wide latitude for independent judgment to obtain objectives.	BS with a minimum of 5 years experience in the related field or equivalent experience and education.
Senior C&DM Specialist	Demonstrates thorough knowledge of configuration and data management. Possesses substantial experience in both configuration and data management and formal training.	1. Plans, schedules, conducts or coordinates configuration and/or data management systems for Programs/Projects. Plan and coordinate design reviews and audits. 2. Provides center-wide support in areas such as procedures, data requirements management, release desk and drawing checking	Assignments are made in general terms, with a wide latitude for independent judgment to obtain objectives.	BA or BS or a minimum of 5 years experience in the related field or equivalent experience and education.

Position Title	General Characteristics	Typical Duties And Responsibilities	Direction Received	Degree/ Experience
C&DM Specialist	Demonstrates specialized skills in configuration and data management. Possesses several years experience in at least one of the areas above and some formal training.	1. Performs routine and non-routine assignments in the implementation of configuration and/or data management systems for Programs/Projects. 2. Performs routine and non-routine center-wide assignments in areas such as procedures, data requirements management and release desk.	Routine assignments are made in general terms, specific procedures are use to implement. Non-routine assignments are made in detail.	AA or AS or a minimum of 2 years experience in the related field or equivalent experience and education.
Engineering Tech IV	Performs routine and non-routine assignments. Such assignments are screened to eliminate unusual designs. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy.	Reviews design packages (design drawings and engineering parts list) for completeness and accuracy. Applies engineering practices (reference Global Drafting Manual).	Assignments are made in general terms, which requires the appropriate standards to be applied. Completed work is checked for quality and accuracy.	AA or AS or a minimum of 2 years experience in the related field or equivalent experience and education.
Accounting Clerk IV	Has management training and significant experience in the fields of accounting, business and finance.	Defines detailed objectives, develops approach, organizes the detail work and assures timely completion of task.	Assignments are made in general terms that require the selection of the appropriate accounting, financial, and business principles to be utilized.	BA or BS with a minimum of 5 years experience in Business Management related field or equivalent experience and education.

Position Title	General Characteristics	Typical Duties And Responsibilities	Direction Received	Degree/ Experience
Accounting Clerk III	Has skill in business, resource management and accounting, with several years experience in these areas.	Performs manpower and cost planning, cost analysis and reporting, accounting operations, budget planning, scheduling, and trend analysis.	Assignments are made in requirements and objectives with additional guidance as required. Completed work is reviewed for quality and accuracy.	AA or AS or a minimum of 3 years experience in a Business related field or equivalent experience and education.
Secretary III	Performs standard and non-standard assignments involving different or methods and unrelated processes in varying sequence: work requires extensive knowledge of rules, operations or business practices.	Follows accepted practices in resolving non-reoccurring problems and meeting deadlines; completed products are evaluated for effectiveness in meeting goals; extensive guidelines in the form of instructions, manuals and regulations are applied.	Supervisor screens assignments for unusual or difficult tasks and selects instructions, manuals and regulations that apply.	None

ATTACHMENT J-10

FULLY BURDENED LABOR RATES

Tables to be completed by Offeror. Refer to Attachment J-9, Labor Category Position Descriptions, for a description for each labor category.

Basic Period (Contract Year 1)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech IV			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 1 (Contract Year 2)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech IV			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 2 (Contract Year 3)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech IV			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 3 (Contract Year 4)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech IV			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

Option Period 4 (Contract Year 5)

LABOR CATEGORY	BURDENED HOURLY COST RATE ($)	FEE DOLLAR	FULLY BURDENED RATE W/FEE
Senior Engineer			
Engineer			
Computer System Engineer			
Senior C&DM Specialist			
C&DM Specialist			
Engineering Tech IV			
Accounting Clerk IV			
Accounting Clerk III			
Secretary III			

ATTACHMENT J-11

IDIQ TASK ORDERS INCORPORATED INTO PWS BY REFERENCE

T.O. No.	Init. Org.	Description	FTE	Period of Performance	Cost	Fee	Total Value

SECTION K

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS

K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (52.203-11) (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989 --

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this

provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

(End of provision)

K.2 TAXPAYER IDENTIFICATION (52.204-3) (OCT 1998)

(a) *Definitions.*

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All Offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the Offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the Offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

☐ TIN: _____.
☐ TIN has been applied for.
☐ TIN is not required because:
☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the U.S.;
☐ Offeror is an agency or instrumentality of a foreign Government;
☐ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

☐ Sole proprietorship;
☐ Partnership;
☐ Corporate entity (not tax-exempt);
☐ Corporate entity (tax-exempt);
☐ Foreign Government;
☐ International organization per 26 CFR 1.6049-4;
☐ Other _____.

(f) *Common Parent.*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
☐ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

K.3 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (52.209-5) (JAN 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and (ii)(A) The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C)

of this provision, has ☐ has not ☐ within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the Offeror shall provide additional information if requested by the Contracting Officer; and

(iii) The Offeror has ☐ has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of

this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.4 SMALL BUSINESS PROGRAM REPRESENTATIONS (52.219-1) (OCT 2000)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541710.

(2) The small business size standard is 1,000 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

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

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

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

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

(5) [*Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.*] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(6) [*Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents, as part of its offer, that--
(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and
(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [*The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture*: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) [*Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.*] The offeror shall check the category in which its ownership falls:
_____ Black American.
_____ Hispanic American.
_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
_____ Individual/concern, other than one of the preceding.

(c) *Definitions*. As used in this provision--
"Service-disabled veteran-owned small business concern"—

(1) Means a small business concern--

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

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

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

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

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern—

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

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

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

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

K.5 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (52.222-22) (FEB 1999)

The Offeror represents that -

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

(b) It ☐ has, ☐ has not, filed all required compliance reports; and

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

(End of provision)

K.6 AFFIRMATIVE ACTION COMPLIANCE (52.222-25) (APR 1984)

The Offeror represents that (a) it ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules

(End of provision)

K.7 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (52.223-13) (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [*Check each block that is applicable.*]

☐ (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

(End of provision)

K.8 <u>BUY AMERICAN ACT - BALANCE OF PAYMENTS PROGRAM -- SUPPLIES (52.225-1) (FEB 2000)</u>

(a) *Definitions*. As used in this clause--
"Component" means any item supplied to the Government as part of an end item or of another component.
"Cost of components" means—

(1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding

profit. Cost of components does not include any costs associated with the manufacture of the end product.

"Domestic end product" means—

(1) An unmanufactured end product mined or produced in the United States; or

(2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

"End product" means supplies delivered under a line item of a Government contract.

"Foreign end product" means an end product other than a domestic end product.

"United States" means the 50 States and the District of Columbia, U.S. territories and possessions, Puerto Rico, the Northern Mariana Islands, and any other place subject to U.S. jurisdiction, but does not include leased bases.

(b) The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States. The Balance of Payments Program provides a preference for domestic end products for supplies acquired for use outside the United States.

(c) Offerors may obtain from the Contracting Officer a list of foreign articles that the Contracting Officer will treat as domestic for this contract.

(d) The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled "Buy American Act--Balance of Payments Program Certificate."

(End of clause)

(End of provision)

K.9 <u>REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (52.227-15) (MAY 1999)</u>

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting

contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data - General clause at 52.227-14 that is to be included in this contract. Under the latter clause a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data - General, the Offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the Offeror's response is not determinative of the status of such data should a contract be awarded to the Offeror.

(c) The Offeror has reviewed the requirements for the delivery of data or software and states [*Offeror check appropriate block*] --

☐ None of the data or software proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and is identified as follows:

_____

_____

_____

NOTE: "Limited-rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data - General."

(End of provision)

K.10 <u>USE OF GOVERNMENT-OWNED PROPERTY (1852.245-79) (JUL 1997)</u>

(a) The Offeror ☐ does, ☐ does not intend to use in

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

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

(3) Amount of rent calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The Offeror ☐ does, ☐ does not request additional Government-provided property for use in performing any contract awarded as a result of this solicitation. If the Offeror requests additional Government-provided property, the Offeror must furnish --

(1) Identification of the property, quantity, and estimated acquisition cost of each item; and

(2) The Offeror's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).

(c) If the Offeror intends to use any Government property (paragraph (a) or (b) of this provision), the offer must also furnish the following:

(1) The date of the last Government review of the Offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the Offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.

(3) A statement indicating whether or not the costs associated with paragraph (c)(2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

(End of provision)

K.11 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (MSFC 52.204-91)(SEP 1999)

(a) Commercial and Government Entity (CAGE) Codes are assigned by the Defense Logistics Services Center (DLSC) to identify a commercial or Government entity. These codes are unique for each commercial or government facility or location. The CAGE code will be used in NASA's computerized acquisition systems. The CAGE code must be for a Contractor's particular name and address, not for a parent or other corporate affiliation.

(b) Information about CAGE codes may be obtained from the following URL: http://www.dlsc.dla.mil. An Offeror who does not have a CAGE code should complete Section B of a DD Form 2051, "Request for Assignment of a Commercial and Government Entity (CAGE) Code," at http://ec.msfc.nasa.gov/msfc/cage.html and submit it electronically to Lisa.Greatouse@msfc.nasa.gov, or by mail to PS01/Lisa Greatouse, George C. Marshall Space Flight Center, MSFC, AL 35812. Submission electronically is preferred.

(c) The Offeror is requested to enter the appropriate information below:

☐ CAGE code (Location proposed to receive award): _____

☐ CAGE code requested but not yet received. DD Form 2051 submitted to _____
on the following date: _____

☐ CAGE code request submitted with this offer.

NOTE: Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

K.12 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (FEB 1999) (Unnumbered - NASA Procurement Information Circular 99-12)

By submission of its offer, the Offeror represents that, if it is subject to the reporting requirements of 37 U.S.C. 4212(d)(i.e., the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled

Veterans and Veterans of the Vietnam Era), it has submitted the most recent report required by 37 U.S.C. 4212(d).

(End of provision)

[END OF SECTION]

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

L.1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offer may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR provisions: http://www.arnet.gov/far/
NASA FAR Supplement provisions:
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm
MSFC provisions: http://ec.msfc.nasa.gov/msfc/msfc_uni.html

(End of provision)

NOTICE: The following provisions are hereby incorporated by reference:

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

Provision No.	Title
52.204-6	Data Universal Numbering System (DUNS) Number (June 1999)
52.211-14	Notice of Priority Rating for National Defense Use (Sep 1990) (Contract will be a DO rated order)
52.215-1	Instructions to Offerors--Competitive Acquisitions (Feb 2000)
52.215-16	Facilities Capital Cost of Money (Oct 1997)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (Oct 1997) -- Alternate IV (Oct 1997) (Fill in paragraph (b) with will comply with Provision L.13 of the RFP.)
52.219-6	Notice of Total Small Business Set-Aside (Jul 1996)
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation (Feb 1999)

52.222-46	Evaluation of Compensation for Professional Employees (Feb 1993)
52.237-8	Restriction on Severance Payments to Foreign Nationals (Oct 1995)
52.237-10	Identification of Uncompensated Overtime (Oct 1997)

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

Provision No.	Title
1852.227-73	Safety and Health Plan (Jul 2000)
1852.227-84	Patent Rights Clauses (Dec 1989)
1852.231-71	Determination of Compensation Reasonableness (Mar 1994)

(End of provision)

L.2 SUBMISSION OF QUESTIONS

In order to expedite the acquisition process, written questions to the Government regarding this solicitation shall be received no later than 1:00 p.m. (local time) March 12, 2001. The Government is not obligated to answer questions received after this time. All answered questions will be addressed in solicitation amendments posted on NAIS.

All questions must be submitted in writing; oral questions will not be accepted. Facsimile questions are not authorized. Questions submitted via e-mail or through the U.S. Postal Service will be accepted.

L.3 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (52.214-34) (APR 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

(End of provision)

L.4 SUBMISSION OF OFFERS IN U.S. CURRENCY (52.214-35) (APR 1991)

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

(End of provision)

L.5 TYPE OF CONTRACT (52.216-1) (APR 1984)

The Government contemplates award of a Cost Plus Incentive Fee contract resulting from this solicitation.

(End of provision)

L.6 SERVICE OF PROTEST (52.233-2) (AUG 1996)

(a) Protest, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

NASA, George C. Marshall Space Flight Center
Attn: PS20/Contracting Officer
Marshall Space Flight Center, AL 35812.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.7 PROTESTS TO NASA (1852.233-70) (MAR 1997)

Potential bidders or Offerors may submit a protest under 48 CFR part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or Offeror may submit the protest to the Deputy Associate Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Deputy Associate Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

L.8 AUTHORIZED DEVIATIONS IN PROVISIONS (52.252-5) (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any NASA/Federal Acquisition Regulation Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

L.9 PROPOSAL PAGE LIMITATIONS (1852.215-81) (FEB 1998)

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

Proposal Section	Page Limit
Volume I - Mission Suitability Factor	60 pages (excluding On-site Safety and Health Plan, DRD 892SA-001)
DPD Preliminary DR 892SA-001	20 pages
Volume II - Cost Factor	No Limit
Volume III - Past Performance Factor	15 pages
Volume IV - Completed RFP & Signed SF33	N/A

Resumes, acknowledgements, certificates and representations, and any submission required on Government-furnished forms are not counted against the page limitation. Likewise dividers, covers, and tab separators are not counted against the page limitation unless containing data for evaluation.

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the Offeror.

(End of provision)

L.10 SUMMARY OF DEVIATIONS/EXCEPTIONS (MSFC 52.215-90) (APR 1987)

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

(End of provision)

L.11 DUE DATE FOR RECEIPT OF PROPOSALS

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

Volume	Date and Time
Volume III - Past Performance Factor	3/19/01 1:00 p.m. (Local)
Volume I - Mission Suitability Factor	4/2/01 1:00 p.m. (Local)
Volume II - Cost Factor	4/2/01 1:00 p.m. (Local)
Volume IV - Completed RFP and Signed SF33's	4/2/01 1:00 p.m. (Local)

(b) Proposals shall be mailed to the address specified in Block 7 of the SF33. Proposals handcarried to MSFC on the date due shall be delivered to Building 4203, basement lobby prior to the times specified in paragraph (a). Offerors are to use the telephone provided in the 4203 basement lobby to call 5-2090, Lynn Southgate, for pickup. Offerors shall contact the Contracting Officer identified on the SF33 to coordinate the delivery of any proposal that will be handcarried to MSFC on a date prior to those specified in paragraph (a).

(c) Proposals received after the due date and time specified in paragraph (a), will be processed in accordance with FAR Clause 52.215-1 "Instructions to Offerors - Competitive Acquisitions."

(d) Requests for extension of due date are strongly discouraged.

(End of provision)

L.12 REQUIRED FORMS (MSFC 52.253-90) (DEC 1997)

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

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

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

___ SF 272 - Federal Cash Transaction Report

___ SF 294 - Subcontracting Report for Individual Contracts

___ SF 295 - Summary Subcontract Report

___ SF 298 - Report Documentation Page

_X_SF 1034 - Public Voucher for Purchases and Services Other Than Personal

___ SF 1413 - Statement and Acknowledgment

___ SF 1414 - Consent of Surety

_X_SF 3881 - Payment Information Form ACH Vendor Payment System

_X_NASA Form 533M - Monthly Contractor Financial Management Report

___ NASA Form 533Q - Quarterly Contractor Financial Management Report

_X_ NASA Form 778 - Contractor's Release

_X_NASA Form 780 - Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts

_X_NASA Form 1018 - NASA Property in the Custody of Contractors

___ DD Form 250 - Material Inspection and Receiving Report

_X_ DD Form 1419 - DOD Industrial Plant Equipment Requisition, if applicable.

(End of provision)

L.13 INSTRUCTIONS FOR PROPOSAL PREPARATION

(a) Introduction

This RFP is issued to obtain proposals for providing MSFC Configuration and Data Management Services in accordance with the Performance Work Statement (PWS) set forth in Attachment J-1.

The Government contemplates only one award as a result of this solicitation.

The contract resulting from this RFP will be on a "mission" basis wherein Government direction will be limited to the minimum necessary to assure operational requirements are met. The Contractor selected shall be responsible for staffing the contract with appropriate skills and numbers of personnel to assure excellence of performance within the costs proposed and negotiated.

In addition to providing the direct staff required, it shall be necessary for all Offerors to provide personnel necessary to perform general and administrative functions in accordance with the system of costing and types of functions determined necessary to accomplish the required mission services. Offerors shall clearly propose arrangements for administrative effectiveness and operational control.

Offerors are cautioned to provide complete supporting rationale for all elements of their proposal. Failure to provide such rationale may be just cause to exclude that proposal from further consideration for selection.

Offeror's are reminded that the MSFC Team is committed to the MSFC Core Values: People, Customers, Excellence, Teamwork, and Innovation. These values are presented more fully in Attachment L-1. The MSFC Team expects the successful Offeror to be equally committed to those core values. Offerors are encouraged to demonstrate their commitment to these values and, if applicable, describe how their own values match those of the MSFC Team.

The contents of this RFP should be carefully reviewed to assure that all requirements for proposal data, detail and supporting rationale are fully met. Questions on any area wherein clarification appears warranted should be submitted in writing no later than 1:00 p.m. (local time) March 12, 2001.

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

Name:	Lynn P. Southgate
Phone:	(256) 961-2090 (voice) (Collect calls not accepted)
Fax:	(256) 544-8353
Address:	George C. Marshall Space Flight Center Marshall Space Flight Center, AL 35812 Attention: PS24-J/Lynn P. Southgate

(b) General

The prime Contractor shall be responsible for satisfactory accomplishment of the contract awarded hereunder. In the event other organizations are proposed as being involved in the conduct of this work, their relationship during the effort shall be indicated, and their proposed contributions to the work and to your proposal shall be identified and integrated into each part of the proposal as applicable.

Because the Government intends to make an award based on initial proposals without discussions, Offerors should take care to fully complete all required sections of Volume IV and submit its most competitive proposal initially. All proposals shall be subject to negotiation at the option of the Government; however, an Offeror could be removed from a competitive range, cost and other factors considered, if other than its most realistic proposal is submitted.

Each proposal shall be based on a term of 1 year, with four priced option years, to extend the contract at 1-year intervals, for a maximum period of 5 years.

WBS elements 1.1 and 1.2 are considered core non-IDIQ elements while WBS 1.3-1.6 are IDIQ elements. The Offeror shall submit a cost proposal addressing WBS 1.1 and 1.2 for the core effort, WBS 1.3-1.5 for the IDIQ effort identified in Attachment L-5, and supply the fully burdened labor rates by contract year as identified in Attachment J-10 to address WBS 1.3-1.6 IDIQ tasks not identified in Attachment L-5. The Government will utilize a predetermined formula as indicated in Section M.3.d.2.ii to calculate unidentified but anticipated IDIQ costs for WBS 1.3-1.6 and add these to the Offeror's proposed cost for WBS 1.1-1.2 and WBS 1.3-1.5 identified in Attachment L-5 in determining Offeror's total proposed cost. For the purpose of properly sizing WBS 1.1 (Management) to include all elements, the Offeror is instructed to assume level staffing for the IDIQ WBS elements 1.3-1.6 as indicated in the Staffing portion of Section L.14, Background and Historical Data.

Note: The IDIQ tasks identified in Attachment L-5 are to be priced for the base year only; the most probable cost for

these identified tasks for all option years will be developed by the Government utilizing the fully burdened rates proposed on Attachment J-10.

The PWS set forth is unclassified, and proposals should be submitted accordingly. However, some Contractor personnel may require access to classified documents; therefore, the selected Contractor must possess or be able to acquire a Facility Security Clearance. Security clearance, for those persons required to have such, shall be obtained in accordance with the Industrial Security Manual for Safeguarding Classified Information, DOD Manual 5220.22. Contractor personnel working at MSFC must comply with pertinent MSFC security regulations.

(c) Proposal Format

1. General

A. Your proposal should be submitted in four loose-leaf binders and organized as follows with each section appropriately tabbed and identified.

B. Original and 10 copies of Volumes I, II, and III shall be submitted along with the original and one copy of Volume IV. In addition to paper copies of the proposal, an exact electronic copy of Volumes I, III, and IV shall be submitted in Microsoft Word format. Where the electronic proposal differs from the hardcopy proposal in Volumes I, III, and IV the hardcopy proposal will prevail. Also the Volume II paper copies shall be accompanied by an electronic PPAS proposal. If variation in content between the paper copy of Volume II and the electronic submission is noted, the electronic copy will prevail. Text, tables, and graphics shall allow for copy and paste into other applications. All electronic information shall be provided on a CD ROM or 100/250 Zip disk accessible via a Windows 95/98 PC platform. See provision 1852.215-81 for proposal page limitations. The cover sheet on each volume/copy shall indicate either "Original" or "Volume __, copy __ of 10".

C. Information in your proposal must be furnished entirely in compliance with these instructions and be complete within itself. The information requested and the manner of submission is essential to permit a prompt and thorough evaluation.

2. Your proposal should be arranged in the following manner:

Volume I - Mission Suitability Factor

The Mission Suitability Factor indicates the Offeror's understanding of the roles and missions of the Marshall Space Flight Center; the management structure and organizational interrelationships; the distribution and responsibilities of the configuration and data management disciplines within the MSFC Product Line Directorates and other offices; and the role that the Configuration and Data Management (C&DM) Contractor shall play in supporting these responsibilities. Furthermore, the Mission Suitability Section indicates the Offeror's understanding of the requirements of the Performance Work Statement (PWS), the Offeror's plan for satisfying those requirements, and the likelihood that the approach will result in effective and efficient performance.

In preparing Volume I of their proposals, Offerors are reminded to carefully review the following clauses of the RFP.

B.2 "General" for delineation of "core" and "IDIQ" services.

B.3 "Total Estimated Cost and Incentive Fee Amounts" for minimum and maximum quantities of services to be ordered by the Government.

H.4 "Organizational Conflicts of Interest" and H.5 "Limitation of Future Contracts" for restrictions on existing and future work performed by the Offeror.

Attachment J-1 "Performance Work Statement" for the requirement that all work shall be performed on-site at MSFC.

Attachment J-7 "Installation Provided Property and Services" for a list of those items that will be provided by the Government.

Attachment J-8 "Wage Determination" for the minimum wages and fringe benefits allowed for non exempt labor categories. Please note that the Government anticipates that the only non exempt labor categories to be employed during performance of the contract resulting from this solicitation are those listed in clause G.7 "Statement of Equivalent Rates for Federal Hires", Paragraph A.

Each proposal will be evaluated and scored based on the Mission Suitability Subfactors set forth below. (Note: the alphanumeric bullets within each supporting subfactor shall not be construed as an indication of the order of importance or relative weighting within the individual subfactors as there are no discrete point values attached to any of the bullets; the bullets are numbered to facilitate comparison with the elements listed in Section M.)

Subfactor 1 Technical and Management Approach

The Offeror shall develop and describe the technical approach proposed to fulfill the technical requirements of the contract. The Offeror shall explain how the proposed management structure, system, or method maximizes efficiency in completing PWS tasks and flexibility in responding to variations in workloads among PWS tasks. The Offeror shall show evidence of proven management techniques, cost control policies, and organizational skills that shall be applied to this contract.

- TMA1 Tasks, Activities, Planning, and Scheduling

The Offeror shall provide an in-depth explanation of approach and methods to be employed in fulfilling the tasks down to the lowest WBS in the Performance Work Statement, Attachment J-1.

The Offeror shall describe those activities that shall be performed in the accomplishment of these tasks.

The Offeror shall provide complete information concerning the various methods and/or techniques to be used in planning, scheduling, processing, controlling and completing the Performance Work Statement tasks, both routine and special.

- TMA2 Organizational Structure and Core Values

The Offeror shall provide charts that show the organizational structure, including connections or associations with corporations, division organizations and subcontractors. These charts should identify clear internal and external lines of authority. Complete rationale for the organization structure shall be provided to demonstrate a logical, organized approach to the integrated planning, controlling, and reporting of contract activities that support the C&DM Services and the MSFC core values. The Offeror shall describe their core values and any correlation between those values and the MSFC core values.

- TMA3 Local Autonomy

The Offeror shall describe the degree of local autonomy, including the authority of the project manager, any relationship to a parent organization, and any decisions or approvals that will be made outside the local organization. Descriptions shall include, but not be limited to, identification of the organizational and geographical placement of authority to:

- Assume existing tasks
- Negotiate contract modifications
- Accept in-scope assignments
- Release completed work and vouchers to the Government
- Reassign work in response to varying workloads

- Recruit and hire required personnel in a manner consistent with task skills and schedule requirements
- Acquire (by direct hire, subcontract, or teaming agreement)specific and unique scientific or technical expertise in a manner consistent with task skills, and schedule requirements
- Approve travel
- Hire, dismiss, promote, and demote personnel
- Select, administer, and terminate subcontracts
- Acquire materials as necessary
- TMA4 Organizational Conflict of Interest

The Offeror shall describe their approach to executing the tasks in the Performance Work Statement, while complying with clauses H.4, "Organizational Conflicts of Interest", and H.5, "Limitation of Future Contracting".

- TMA5 Teaming Arrangement

Any teaming and subcontracting arrangements shall be described. The description shall include rationale for each of the arrangements, identification of points of contact, how management and control policies will be implemented, and how work will be controlled, reported, and reviewed. The proposal shall include a description of the accessibility and flow of relevant support from internal and external sources, such as parent organizations, teaming arrangements, and subcontractors. Any integration of team members or subcontractors into the management and supervisory hierarchy shall be fully described. The rating of subcontractor performance and fee arrangements between prime Contractors and subcontractors shall be discussed.

- TMA6 Communication Plan

The Offeror shall describe their approach for maintaining good communication within the Government, other MSFC Contractor support personnel, Offeror's subcontractors and the Offeror's corporate structure (internal). Offerors shall discuss proposed methods of resolving ambiguities, concerns, and conflicts that become apparent during the performance of tasks.

- TMA7 Marshall Management System

The Offeror shall describe their approach to performing the tasks in the Performance Work Statement utilizing the policies and procedures defined in MPD 1280.1. The Offeror shall also address plans to safeguard information and ensure that data is not intentionally or accidentally destroyed or compromised.

- TMA8 Personnel Training

The Offeror shall address personnel training (WBS 1.1.7) in sufficient detail to ensure C&DM success, demonstrating the ability to provide necessary orientation and training for employees to assume C&DM functions.

- TMA9 Productivity Improvement

The Offeror shall address plans to implement new technical and management approaches, techniques, or systems that will improve the quality and efficiency of performance, to include the Offeror's approach to providing an automated system to generate new task orders. Innovation, cost effectiveness, and low cost planning shall be considered and will be evaluated. Offerors are encouraged to translate this emphasis into every element of operations proposed in order to maximize performance in the proposed contract.

- TMA10 Risk Analysis

The Offeror shall submit a risk analysis for this Subfactor, which identifies risk areas. The analysis shall include a recommendation to mitigate the impact of the identified risks.

Subfactor 2 Key Personnel

The Offeror shall determine key personnel positions and identify individuals proposed to staff those positions.

- KP1 Qualification of Key Personnel

The Offeror shall furnish complete and detailed information on the background, education, training, extent and applicability of related experience, special or unique qualifications and demonstrated performance references on all key personnel, including subcontractors, if applicable. This information shall be provided on the Key Personnel Description and Resume Form (see forms following Section M). No more than five key personnel shall be proposed, with one of those being the project manager responsible for the day-to-day oversight of the entire contract effort. Rationale for identifying positions (other than the project manager) as "key" shall be provided. The Offeror shall indicate whether each proposed individual has given a commitment, the extent of their availability, and company commitment for key personnel staffing stability of the proposed positions. It shall be stated whether these same individuals are being included in any concurrent proposals. If any proposed key personnel have previously served in key personnel positions, it shall be noted on the Key Personnel Resume Form.

- KP2 Risk Analysis

The Offeror shall submit a risk analysis for this Subfactor, which identifies risk areas. The analysis shall include a recommendation to mitigate the impact of the identified risks.

Subfactor 3 Staffing Plan

The Offeror shall provide a high quality and stable management team and workforce which satisfies the requirements for the C&DM Services Contract.

- SP1 Phase-In

The Offeror shall describe their approach to the assumption of on-going work under the new contract. The Offeror's phase-in plans shall be fully described to include the phase-in time required (not to exceed 45 days), the method by which current task directives will be transitioned to the new contract with minimal impact, the extent to which incumbent personnel will be hired, their plan to recruit the remainder of the required workforce and any other issues deemed critical to a successful transition from the current contract to this follow-on effort.

- SP2 Labor Categories, Skill Mix and Correlation with the PWS

The Offeror shall propose labor categories, number of personnel in each category and convincing rationale clearly substantiating the need for the labor categories and numbers proposed. The Offeror shall address the selection of skill levels, job qualifications for each skill level, and their relationship to the PWS. The staffing plan shall be prepared in a manner that will permit required correlation among the various tasks of the PWS. The Offeror shall provide a breakdown of workforce consistent with that set forth in the PWS, to include supporting rationale. The plan shall include any details regarding workload adjustments capability and cross-utilization of personnel to demonstrate flexibility to respond to dynamic work requirements as IDIQ tasks are completed or added.

- SP3 Recruitment and Retention

The Offeror shall demonstrate the extent to which it plans to use personnel from its own organization, make new hires, obtain personnel on-board with the incumbent, or use other sources, with the percentage each source contributes to the total work force. The Offeror shall show evidence of the extent of commitment and availability of personnel and describe any recruitment and employment methods to be used, including potential adjustments to possibly volatile changes in IDIQ tasks.

- SP4 Compensation Plan

It should be noted that only information relative to the compensation plan pertaining to the discussion of logic or rationale should be submitted as part of Volume I, "Mission Suitability." Data such as formulas, factors, rates, etc. shall be submitted as part of Volume II, "Cost Factor."

The Offeror shall describe any policies intended to attract and retain professional employees as defined in 29 CFR 541 and other non-exempt personnel. The Offeror is cautioned that materially lower or higher compensation than that of local standards for comparable work may indicate a lack of understanding of the complexity of the total contract. The Offeror shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work on the contract. The compensation plan shall include a description of employees' benefits, such as vacation, sick leave, health insurance, life insurance, relocation reimbursement, savings plan, severance pay, and retirement plan. The compensation package shall be described in terms of its capability to support recruitment, to retain employees, and its realism. The compensation levels proposed shall reflect a clear understanding of the work to be performed as evidenced by the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet PWS objectives. The salary rates/range must take into consideration the complexity of various disciplines, and professional job difficulty. Supporting information may include data, such as recognized national and regional compensation surveys and studies of professional, public, and private organizations used in establishing the total compensation structure. The Offeror shall describe personnel policies, such as performance, incentive, promotion, award, training, seniority, and professional development opportunities. In addition, the Offeror shall describe policies for addressing benefits and seniority of incumbent staff hired from the current Contractor.

- SP5 Risk Analysis

The Offeror shall submit a risk analysis for this Subfactor, which identifies risk areas. The analysis shall include a recommendation to mitigate the impact of the identified risks.

Subfactor 4 Safety and Health

The Offeror shall describe their policies for workplace safety and training initiatives to promote safety in and around MSFC. Note any processes for ensuring that on-site personnel follow the MSFC policies for workplace safety. The Offeror shall submit for evaluation a draft version of the Data Requirement Document 892SA-001, Safety and Health Plan, as set forth in Section J-2.

Volume II - Cost Factor

a. General

The Cost Factor shall include all costs associated with the requirements of the proposed contract and shall comply with the applicable Federal Acquisition Regulation (FAR) and NASA FAR Supplement Regulations and governing statutory requirements. These instructions, including the requirements for detailed costs and substantiation data, are equally applicable to subcontractors under the circumstances set forth in FAR 15.404-3.

Offerors are cautioned not to include Mission Suitability related data in their Cost Volume.

Certified cost or pricing data are not required; however, information other than cost and pricing data are required for cost realism analysis.

All data files and electronic media delivered to the Government must be reviewed to ensure that they are virus-free.

The Government will utilize IBM compatible personal computers using the Windows 95/98 operating system and Mainstay Software Corporation's Proposal Pricing and Analysis System (PPAS) product, Release 6.8, including PPAS Composite, and where necessary, Excel 2000 to aid in the evaluation and analysis of proposals. Therefore, Offeror's cost proposal shall be provided in hard copy and Zip disk or CD ROM utilizing the PPAS and PPAS Composite format, Release 6.8, and Excel 2000 or lower. Supporting narrative shall be provided in MS Word 2000 or lower. If variation in content between the paper copy and the electronic copy is noted and that variation is not resolved with the Offeror, the electronic copy from PPAS shall be considered the submitted proposal.

PPAS is designed to comply with the Offerors' accounting and estimating practices and to provide NASA with information necessary to evaluate all Offeror's proposals on a uniform and consistent basis. The contemplated resultant contract will be written in a manner that is consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices. The Offeror may select the version of PPAS that is consistent with their approved accounting and estimating systems and the scope of their proposal. Offerors may contact Mainstay Software Corporation at (303) 220-8780 to purchase copies of PPAS. All questions regarding the use of PPAS should be directed to Mainstay Software Corporation.

Offerors shall provide a copy of their cost proposal, including the electronic PPAS, PPAS Composite, and Excel files, to their cognizant Defense Contract Audit Agency (DCAA) in conjunction with the submission to MSFC for audit/verification purposes. For

identification of the cognizant DCAA office, see DCAA Publications at the DCAA website: http://www.dcaa.mil/.

It is contemplated that a contract will be awarded for the period August 1, 2001 through July 31, 2002, with four 1-year priced option periods (through July 31, 2006).

Offerors and their subcontractors or team members, if any, are required to state ceiling G&A rates that they will be willing to accept from contract inception through the 4th option period. These rates shall be inserted into Clause B.7, "Allowable Items of Cost."

Vehicles that the Offeror deems necessary to carry out the requirement shall be proposed at an amount not greater than the General Services Administration (GSA) lease cost, which includes maintenance. The Government invites proposal of an innovative approach to minimize vehicle costs. The GSA pricing information is available at the following internet address: http://www.gsa.gov/travel.html.

All Government owned property listed in the RFP is offered on a rent-free basis.

b. Pricing and Estimating Techniques

All pricing or estimating techniques shall be clearly explained in detail (projections, rates, ratios, percentages, factors, etc.) and shall support the proposed costs in such a manner that audit, computation, and verification can be accomplished. Also, any experience factors (unit price, hours, quantities, efforts, etc.) adjusted for proposal purposes shall be explained in this section. All actuals shall identify the periods of time and costs in detail when used as a basis for estimating the proposed costs.

There will be no advantage in proposing rates that are understated with the assumption that the probability of receiving a contract award will be increased. Since total cost estimates will not be given a numerical score in the evaluation process, unrealistic rates, either low or high, will tend to indicate a lack of understanding of the Performance Work Statement (PWS) and requirements for contract performance. Unrealistic estimates may adversely impact the Offeror's Mission Suitability ratings and scores.

c. Cost Proposal Preparation

Offerors shall provide an electronic copy of their cost proposal as well as hard copies as indicated in L.13(c)1.B. Offerors shall provide the general information described at FAR 15.408, Table 15-2 paragraph I.A., including the cognizant Government audit agency, address, and phone number.

Each Offeror shall include their entire cost model in PPAS, including PPAS Composite, using the Government specified labor categories/classifications, and including the Required Cost Elements (RCEs) provided in PPAS. Any additional cost elements may be added by the Offeror as necessary. All costs shall be submitted in real year dollars.

Offerors shall use PPAS (including PPAS Composite where applicable) for computation and support of the "Core" portion of this effort (WBS 1.1 and 1.2) for the base and each option year of the contract and for the subset of IDIQ tasks (WBS 1.3-1.5) for the base year as identified in Attachment L-5.

Offerors shall use PPAS Composite for determination and support of all fully burdened labor rates for the unidentified but anticipated IDIQ portion (WBS 1.3, 1.4, 1.5, and 1.6) for the base and each option year of the contract.

Summaries for the "Core" portion of this effort shall be provided by cost element for each contract year and the total contract. The identified subset of IDIQ tasks listed in Attachment L-5 shall be included for the base year only. The first summary shall be based on a full twelve months of effort for the base year and each of the (4) four option years. A second set of two summary pages shall include:

1. The total cost for the phase-in period of up to forty-five (45) days, and

2. The balance of the base year.

The PPAS Cost Summary report is an acceptable reporting format to use for these summaries.

For evaluation purposes, the base contract year will be evaluated on a full 12-months of performance. However, the contract will be awarded based on the phase-in costs, plus additional cost for the base year and the four (4) option years.

All contract articles (previously found in Section B) shall be completed using the values provided for phase-in plus the balance of the base year and the 4 option years.

PPAS and PPAS Composite will each create two (2) Windows files, with the same proposal name followed by the number "1". One file will conclude with a .ddb extension and the other with a .mdb extension. For example, for a proposal named DEMO, the files DEMO1.ddb and DEMO1.mdb will be created. Offerors shall not change the names of the files from those created in PPAS. Offerors shall deliver both the .ddb and .mdb files for each proposal/scenario in PPAS, as well as PPAS Composite.

If data files are delivered in compressed format, Offeror shall ensure that the files are either self-extracting or that the

software program(s) required to extract the files to their original format is included.

Data shall be provided for each Government specified labor classification and by cost element. Offerors shall use PPAS Composite to establish and present the relationship between Offeror's unique labor classifications and the Government specified labor classifications. Once defined in PPAS Composite, the Government specified labor classifications and their associated rates shall be uploaded into PPAS for use in the "Core" proposal.

The WBS structure provided in Section J-4 shall be adhered to by the Offerors in developing their proposed WBS. Beyond this prescribed WBS, Offerors have complete flexibility based on the proposed implementation approach.

Arithmetic division operations shall not be used in the PPAS logic file. This causes a divide-by-zero error in some of the average rate reports used by the Government. Instead, invert a factor to be divided and then multiply by the inverted factor in the logic file. This does not adversely affect the pricing of the proposal.

Electronic cost proposals in PPAS and PPAS Composite are also required from each proposed subcontractor or team member whose effort is expected to exceed $500,000 in value where subcontractor selection was based on other than adequate price competition or commercial item pricing exemption. Team members and/or major subcontractors may submit the detailed cost proposal in PPAS directly to the Government if such data are considered to be proprietary.

d. Direct Labor

Direct labor by individual labor classifications, conformed to the Government specified labor classifications, shall be provided in PPAS.

The appropriate area U. S. Department of Labor Wage Determinations (Attachment J-8) provides minimum hourly wage and fringe benefit information for the classes of service employees planned to be employed under this effort. The logic and reasonableness of the relationship between personnel qualifications, proposed labor rates, and fringe benefits will be carefully evaluated as a significant indicator of the Offeror's understanding of solicitation requirements. Should the Wage Determination not reflect all nonexempt labor classifications required for implementation of the Offeror's approach, appropriate action should be taken pursuant to the "Service Contract Act of 1965." All such proposed classifications and corresponding labor rates must be thoroughly described with complete supporting rationale.

In order to facilitate timely evaluation of cost proposals, unplanned overtime hours should be estimated at one percent (1%) of nonexempt employees' regular direct labor hours. Any proposed uncompensated overtime for employees exempt from the overtime requirements of the Fair Labor Standards Acts (FLSA) shall be identified, supported, and justified in the written explanation of the cost proposal. There will be no advantage in proposing the use of unpaid exempt overtime.

Offerors shall provide the methodology and rationale used to establish salary/wage ranges and pricing rates for each individual, including consideration of the following: the various skills and disciplines; the features of the compensation plan designed to enable the Offeror to attract and retain qualified employees; applicability of collective bargaining agreements, if any; and overtime payment policies. The Wage Determination rates set forth herein represent the minimum rate of pay for entry level employees performing under this contract. When proposing to retain incumbent personnel, Offerors should consider the incumbent employees' experience level and length of service in computing the labor rates proposed.

Wage/salary increases shall be in compliance with any applicable union agreements and in accordance with Offeror's established policies. Offerors shall propose reasonable labor rate increases for non-union labor classifications. These increases shall be included in PPAS either as an Escalation Table or as increases to base labor rates in a Labor Rate Table.

The following NASA uniform rates of change for pricing purposes are provided below for Offerors' consideration:

2001 3.1%
2002 2.9%
2003 2.8%
2004 3.0%
2005 3.0%
2006 3.0%

Offerors shall provide information on the derivation of labor rates for the base contract year (including the basis; incumbent rate, wage survey, etc., and increases), as well as the option years.

Using PPAS Composite, Offerors shall identify (by individual position) their unique classifications of labor that are considered equivalent or the combination of their unique labor classifications that can be blended to form the equivalent of the Government labor categories provided herein. Using appropriate proportions of each unique labor classification, Offerors shall develop the Government labor category rates. The blended rate for each applicable Government labor category, once developed in PPAS Composite, shall be imported into PPAS for estimating and pricing of actual hours of proposed effort. The purpose of this

process is to expedite evaluation, not to limit or prescribe the labor classifications proposed. In the event that an "Offeror" identifies the need for a labor classification that is not comparable to any of the Government labor categories, it shall be included as an additional PPAS Resource.

The total number of hours available (productive and nonproductive) for each contract year is indicated below.

Terms	Labor Hours
Base year	2088
Option Year No. 1	2080
Option Year No. 2	2088
Option Year No. 3	2088
Option Year No. 4	2088

Total labor cost (productive and nonproductive combined) shall be based on the above hours per year. Offerors shall provide, as supplemental data, the typical productive and nonproductive hours per year based on their personnel and accounting policies and practices. Nonproductive time is all paid absences, i.e., vacation, holidays, sick leave and other authorized paid or non-paid absences. In PPAS, Offerors shall take account of nonproductive time either (1) as part of the labor overhead burden pool, or (2) through the use of other PPAS structures as provided in the software. The number of hours to be charged as direct labor shall be entered in the Man-Month Table in PPAS. Offeror's normal accounting practices shall be followed.

e. Overhead(s) & G&A

All proposed overhead/burden rates (labor overhead, material handling, procurement burden, G&A expense, etc.) shall be provided as part of the PPAS proposal by creating a Custom Factor for each rate that is applicable to the Offeror's proposal. Offerors shall ensure that adequate costs for statutory payroll additives (FICA, FUI, SUI, Worker's Compensation, etc.) are included.

DCAA audit and approval status, if any, of the proposed rates shall be included as part of the basis of estimate provided in Microsoft (MS) Word.

Offerors are required to provide the following substantiating rationale for each indirect rate proposed:

(1) The major cost elements within each indirect pool.

(2) The equivalent indirect personnel in each pool, by Offeror's fiscal year, and the types of functions performed.

(3) Identify the composition of the allocation base and the basis for projection.

(4) Specify the percent of total allocation base that this contract represents to the Offeror.

Each Offeror shall propose G&A ceiling rates for each of their fiscal years included in the contract's period of performance. This information shall be provided on Form H (Indirect Rates and Factors). For evaluation/selection purposes - these G&A ceiling rates will be used in establishing the Most Probable Cost for each Offeror.

f. Subcontracts

In addition to the explanation and rationale for teaming and subcontract arrangements provided in the Mission Suitability Volume for all proposed subcontracts in excess of $500,000, the Offeror shall provide the information described below. Include a copy of any teaming agreements applicable to this effort. Information submitted for subcontracts of $500,000 or more must be at the same level of detail and format as that required of the prime Offeror. Information to be provided by the prime Offeror includes:

(1) A brief description of the work to be subcontracted or assigned to other team members.

(2) The number of firms solicited, the number proposals/quotes received, and the number found to be acceptable.

(3) Approval status of subcontractor's business systems (accounting, compensation, estimating, purchasing, and property management)as appropriate. (Approval by the Defense Contract Audit Agency (DCAA), etc.).

(4) Names and addresses of the subcontractors tentatively selected and basis of selection, i.e., low bidder, delivery schedule, technical competence, etc.

(5) Offeror's rating of the subcontractor's competence (fair, good, excellent).

(6) Type of contract and estimated cost and fee or profit.

(7) Affiliation with the prime, if any.

(8) Whether or not subcontractor or team member is a small or small disadvantaged business concern.

(9) The extent of subcontract supervision anticipated.

(10) The telephone number and name of the Defense Contract Audit Agency (DCAA) Office having cognizance over the subcontractor or team member.

The prime Offeror shall explain the difference, if any, between the costs included in the subcontractor's proposal and the amounts included in the prime's proposal including the cost or price analysis accomplished in accordance with FAR 15.404-3. This difference will be identified in PPAS using an increment/decrement Resource for each subcontractor Resource where a difference exists.

g. Materials

Materials (including equipment and supplies), or subcontracted services not otherwise identified and exclusive of items furnished through the Government Property Division Stores, and incidental materials for discrete projects should be estimated based on the following:

Base Year:	$25,000
Option No. 1:	$25,775
Option No. 2:	$26,522
Option No. 3:	$27,265
Option No. 4:	$28,083

These values should be input as a single Material Resource in the PPAS proposal and spread evenly over the appropriate months within each contract year.

Offerors shall identify and include as a separate PPAS Resource the monthly estimate for any items not specified in the solicitation if required by the Offeror to perform the PWS. If additional costs are proposed, Offerors shall provide supporting rationale for the proposed cost elements and amounts. Lease versus purchase analysis shall be provided where applicable.

h. Other Direct Costs (ODC)

Using the PPAS ODC module, include monthly cost estimates for normal relocations, if any, not attributable to phase-in, that are anticipated to occur during the contract period of performance. Include estimates for travel directly associated with relocation. Supporting data for relocations should include expected number of relocations, types of personnel/labor category to be relocated, geographical locations involved, and composition of estimated costs.

Using the PPAS Travel module, Offerors shall include monthly detailed estimates for personnel training associated with WBS 1.1.7, including the destination, number traveling, duration, etc.

Offerors shall use the following estimates for WBS 1.2 - 1.6 travel not related to relocation.

Base Year:	$35,000
Option No. 1:	$36,085
Option No. 2:	$37,131
Option No. 3:	$38,171
Option No. 4:	$39,316

These values should be input as a single Travel Resource spread evenly over the appropriate months within the program years in the PPAS proposal.

For other types of direct charges anticipated to be incurred during the performance of the PWS, the manner of presentation is left to the Offeror's discretion but all such costs shall be included as part of the PPAS proposal. Supporting data should be sufficiently detailed to permit NASA to fully understand the basis for the estimate.

Include for each year of performance, the projected cost of: (1) comprehensive liability/product liability insurance which protects the Offeror from liability claims of third persons, (2) the comprehensive liability/product liability insurance which protects each of its subcontractors from liability to third persons and (3) deductibles, if any, and projected payments. Identify, as appropriate, the method of cost recovery anticipated under the resultant contract. Indicate whether the cost is normally charged as other direct cost or as an indirect cost. If the cost is charged as other direct cost, include the estimates in the PPAS ODC module supported by additional narrative using either PPAS Textual Information or MS Word. If the costs are anticipated to be recovered as an indirect cost, include the cost in the appropriate indirect expense pool in accordance with Offeror's normal accounting/estimating procedures for costing purposes, and reflect the cost on Form H.

i. Contract Facilities Capital Cost of Money (COM)

If Facilities Capital Cost of Money is proposed, in accordance with FAR 15.408(h), the Offeror shall complete the PPAS DD Form 1861 report template in PPAS, showing the calculation of Facilities Capital Cost of Money.

Since it is NASA's policy to reduce fee objectives dollar-for-dollar for imputed facilities capital cost of money, Offerors may elect to forego the development of facilities capital cost of money and attendant fee objective reduction. If this approach is elected by the successful Offeror, the clause in FAR 52.215-31 will be included in the resultant contract.

j. Fee

The Government anticipates the contract will be a Cost-Plus-Incentive-Fee contract. The Offeror's fee proposal should recognize the varying degrees of risk and challenges for the Contractor in performing different tasks within the PWS. The resultant contract shall contain no base fee.

If teaming arrangements or other business combinations are proposed, a single fee pool will be established for distribution among the participant Contractors/subcontractors, thereby precluding any pyramiding of fees. Offerors shall submit to the Government for evaluation all teaming agreements applicable to this effort.

k. Phase-In

Phase-in costs shall include all costs incurred prior to full assumption of the PWS. These costs shall include those required to secure the initial staff, equipment, etc. and shall reflect the cost associated with staffing build-up to full assumption of contract responsibility.

Phase-in shall be defined as a Cost-Type in PPAS with a Code of "P". This Phase-in Cost-Type category shall include all the first 45 days Phase-in costs (and only Phase-in costs). Include any relocation and travel cost associated with phase-in with supporting rationale. The Phase-in cost and labor hours shall be presented in the same detail as required for the balance of the base contract year.

The remainder of proposed costs estimated for performance of the PWS shall be included as a Cost Type of "0" (Other than Phase-in). All costs (phase-in and other) shall be delineated by element of cost in accordance with the Offeror's normal estimating procedures.

Include relocation and travel cost associated with phase-in with supporting rationale. The phase-in cost and labor hours shall be presented in the same detail as required for the balance of the base contract year.

Offerors are cautioned to include phase-in costs/fee in the base year value provided in Paragraph B.3 of proposal.

l. IDIQ Effort (WBS 1.3, 1.4, 1.5, and 1.6)

IDIQ support may be requested in accordance with Section G.4 for effort that cannot be anticipated or defined for direct estimating. Note that only a subset of the base year IDIQ tasks are identified in Attachment L-5. Utilizing PPAS Composite, all Offerors shall develop and provide, for evaluation purposes, fully burdened labor rates for the Government labor categories based upon a skill mix of their unique labor classifications,

blended as necessary. These rates should be consistent with the rates provided for the Government labor categories provided in Attachment J-9. Any inconsistencies should be explained. However, unlike the Core portion of this effort, Offerors shall not add any of their individual labor rates that are not conformed to the Government labor categories provided. Calculations should be provided to show the application of rates and factors in arriving at the rates provided. Do not include any material costs in the fully burdened labor rates. For evaluation purposes, include paid leave (vacation, holidays, sick leave, etc.) either (1) as part of the labor overhead burden pool, or (2) as one or more PPAS Custom Factors applied to the direct labor rates for computation of the fully burdened labor rates. Offeror's normal accounting practices shall be followed.

The resulting fully burdened labor rates shall be incorporated into Attachment J-10.

m. Instructions for Completing RFP Specified Forms

The following Cost Forms are required in addition to the information provided in PPAS. These required Cost Forms are provided in the Microsoft Excel workbook, "C and DM Cost Forms". Any reproduction of the forms is the responsibility of the Offeror. The Offeror may resize the forms to better fit the proposal package but must adhere to the format designs. Amounts proposed should be to the nearest whole dollar.

Form No.	Title
B	Direct Labor Costs (see below)
D	Fringe Benefits
H	Indirect Rates and Factors
I	Personnel and Fringe Benefit Policies

NOTE: Forms A, C, E, F, and G are not required.

For all subcontracted effort estimated at less than $1M involving direct labor subject to the Service Contract Act, the prospective team members or subcontractors (any tier) anticipated to perform under this contract shall complete the following forms and comply with the instructions contained herein:

Five hundred thousand dollars or more - Cost Forms D, and H, and I.

Less than five hundred thousand dollars - Forms B, D, H, and I.

The completed Cost Forms shall be submitted through the prime Contractor to the Government for evaluation. If the subcontractor considers this information to be proprietary data, it is incumbent upon the prime Contractor to insure that the completed forms are submitted directly from the subcontractor to

the Government contracting officer not later than the proposal due date specified in this solicitation.

Form B - Direct Labor Costs

Subcontractors or team members whose estimated cost is less than $500,000, and involves direct labor subject to the Service Contract Act, shall provide the labor information indicated on Form B. Detailed instructions provided under Direct Labor are applicable except that information may be provided on Form B instead of PPAS Composite.

A separate Form B shall be provided for the base and each option year, as well as a Form B that provides the totals for all years.

Form D - Fringe Benefits

Provide rationale and explanations for the development of each proposed element of fringe benefit cost. It is incumbent upon the Offeror to insure that proposed Contractor furnished fringe benefits meet at least the minimum requirements as set forth in the applicable Wage Determination and union agreements. The data in Form D is for stand alone evaluation purposes. Offerors should also include fringe benefit costs on Form H, if fringe benefits are normally included in overhead.

Form H - Indirect Rates and Factors

Offerors shall provide information on Form H (parts A through G as follows) in support of the indirect rates used in their cost proposal.

A. Offeror's fiscal year,
B. Burden Pool(s) Dollars
C. Burden Distribution Base Dollars
D. Burden Rates
E. G&A Ceiling Rates
F. Historical Recorded data
G. Cost elements within the burden pool

The type of indirect rate (labor overhead, material handling, G&A, etc.) shall be clearly indicated on the face of Form H. These indirect rates shall be defined in PPAS as Custom Factors and utilized in the PPAS Logic File in accordance with Offeror's normal accounting practices.

Offerors, as well as subcontractors and team members, shall submit G&A ceiling rates for Contractor fiscal years and also for evaluation purposes show the effective rates for the contemplated contract base and option year periods on this form. The most probable cost to the Government will be evaluated utilizing the proposed G&A ceiling rates. This proposed ceiling rate will also be incorporated into the resulting contract.

Form I - Personnel and Fringe Benefit Policies

Form I provides a standard format to disclose, by employee category, the application of personnel policies and fringe benefits which will be in effect at the time of award. Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs which will arise upon award of the contract. Comments are required on all of the items listed below under the proper column, whether or not the policy is written. The consistent practice of the Offeror and its applicability to this proposal is to be provided. If the items below are not applicable, annotate by "N/A". Offeror shall ensure that the applicable cost of any benefit described on Form I is included in the cost proposal. ANY OTHER ITEMS PERTINENT TO THE OFFEROR WHICH ARE NOT IDENTIFIED MUST BE INCLUDED IF COST RECOVERY IS ANTICIPATED.

Relocation
Insurance - Life
Insurance - Health
Retirement
Severance Pay
Per Diem
Vacation
Holidays
Sick & Personal Leave
Overtime Policy
Other Differentials
Compensatory Leave Policy
Shift Premium Policy
Suggestion Award Policy
Offsite Differential
Bonus Plan
Training
Special Workweek

The following required cost elements shall be included in the proposal database:

Code	Description	Print Order
RCE.DIRLAB	RCE Direct Labor Unburdened hours and dollars resulting from only the Prime Contractor's regular time (not overtime) direct labor hours.	9500
RCE.OTLABOR	RCE Overtime Labor Unburdened hours and dollars resulting from only the Prime Contractor's overtime (not regular time) direct labor hours.	9510
RCE.SUMLABOR	RCE Labor + Overtime Labor Total of unburdened hours and dollars resulting from only the Prime Contractor's regular time direct labor hours and overtime direct labor hours.	9520

RCE.OVERHEAD	RCE Labor Overhead Overhead dollars applied to the total of only the Prime Contractor's regular time direct labor hours and overtime direct labor hours.	9530
RCE.TOTLABOR	RCE Labor plus Overhead Total of unburdened dollars from only the Prime Contractor's regular time direct hours, overtime direct labor hours, and overhead on these dollars.	9540
RCE.MAJSHRS	RCE Major Subcontractor Hours Total of regular time direct labor hours and overtime direct labor hours from the sum of all Subcontractors that exceed the $500 thousand threshold	9550
RCE.OTHSHRS	RCE Other Subcontractor Hours Total of regular time direct labor hours and overtime direct labor hours from the sum of all Subcontractors that do not exceed the $500 thousand threshold.	9560
RCE.TOTSHRS	RCE Major + Other Subcontractor Hours Total of regular time direct labor hours and overtime direct labor hours from all Subcontractors regardless of whether they exceed the $500 thousand threshold.	9570
RCE.TOTHOURS	RCE Total Hours Total of all direct labor hours (regular and overtime) from Prime, all Sub-contractors, and all Inter-divisional Transfers.	9580
RCE.MAJSUBS	RCE Major Subcontractor ($) Total dollars, including Subcontractor burden but not Prime burden, from regular time direct labor hours and overtime direct labor hours from the sum of all Subcontractors that exceed the threshold defined in paragraph 5.6.1.	9590
RCE.OTHSUBS	RCE Other Subcontractor ($) Total dollars, including Subcontractor burden but not Prime burden, from regular time direct labor hours and overtime direct labor hours from the sum of all Subcontractors that do not exceed the threshold defined in paragraph 5.6.1.	9600
RCE.TOTSUBS	RCE Major + Other Subcontractor ($) Total dollars, including Subcontractor burden but not Prime burden, from regular time direct labor hours and overtime direct labor hours from all Subcontractors regardless of whether they exceed the threshold defined in paragraph 5.6.1.	9610
RCE.SUBMAT	RCE Major Subcontractor Material ($) Total material dollars from all Subcontractors that exceed the $500 thousand threshold.	9620
RCE.SUBBURN	RCE Subcontractor Burden Total burden dollars applied by the Prime to the sum of all Subcontractor dollars (those above and below the $500 thousand threshold.	9630
RCE.ALLSUBS	RCE Total Subcontractors + Burden ($) Total of all Subcontractor dollars plus all burden applied by the Prime to the sum of all Subcontractor dollars.	9640

RCE.MATERIAL	RCE Material Total material dollars from only the Prime Contractor.	9650
RCE.MATBURN	RCE Material Burden Total burden dollars from only the Prime Contractor.	9660
RCE.TOTMATL	RCE Material plus Burden Total of Prime Contractor's material dollars plus Prime Contractor's burden on material.	9670
RCE.ODC	RCE Other Direct Cost Total of Prime Contractor's Other Direct Cost dollars.	9680
RCE.COST	RCE Cost less G & A Total dollars resulting from all direct labor, all Sub-contractors, all Inter-divisional Transfers, all material, all ODC, and all burden but excluding general and administrative costs, cost of money and fee.	9690
RCE.G_A	RCE G & A ($) Total of general and administrative dollars applied by the Prime Contractor.	9700
RCE.CSTINCGA	RCE Cost including G & A Total dollars resulting from all direct labor, all Sub-contractors, all Inter-divisional Transfers, all material, all ODC, all burden, general and administrative costs applied by the Prime Contractor but excluding cost of money and fee.	9710
RCE.COM	RCE Cost of Money Total cost of money dollars applied by the Prime Contractor.	9720
RCE.FEEBASE	RCE Cost Basis for Fee Total dollars on which fee is applied including direct labor, Sub-contractors, Inter-divisional Transfers, material, ODC, burden, general and administrative costs applied by the Prime Contractor, and cost of money applied by the Prime Contractor but excluding fee.	9730
RCE.FEE	RCE Fee ($) Total fee dollars applied by Prime Contractor.	9740
RCE.MISC	RCE Miscellaneous Total of all dollars not applicable to other Required Cost Elements (Provide description of components in Proposal Textual Information.)	9750
RCE.PRICE	RCE Price Total proposal price.	9760

Offerors may use whatever unique names they wish for all other cost elements, but must calculate these cost elements from their standard cost proposal format in order that the Government may use PPAS's Cost Summary reports without having to interpret Offerors' pricing logic. Print order numbers are illustrative only to ensure that the required cost elements print in the order specified.

Volume III - Past Performance Factor

The Offeror shall provide a listing of related technical experience and contracts which the Offeror and the proposed subcontractor(s) have performed during the past 3 years to include a description of how each respective contract is similar

in size and complexity to the C&DM services at MSFC. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that it is comparable. In addition, the Offeror shall provide a listing of all contracts terminated within the last 3 years including reasons therefore. The listings should identify the contract, project and names, addresses, and telephone numbers of responsible Government technical personnel and Contracting Officers who have knowledge of the Contractor's performance. Past performance and experience data should cover the Offeror's qualifications in all areas of this RFP Work Statement.

The Offeror shall provide information which indicates business management qualifications and experience in the areas listed below. Furnish data from the organization proposing to provide the services described herein or, if a new organization is proposed, utilize data from the most nearly comparable company organization in terms of size and function.

Extent of prior cost reimbursable and incentive type contracts;

Voluntary turnover history for exempt and nonexempt employees (or other major categorization used by the Offeror) for the past 3 years.

The Offeror shall address management attention and commitment to safety and health including corrective action. Offerors shall identify their Lost Time Incident Rate for the last 3 years, including the associated Standard Industrial Classification (SIC) Code or North American Industry Classification System (NAICS) Code.

The Offeror shall complete one "Past Performance Interview/Questionnaire Form" (see forms following Section M) for up to 10 of the Offeror's most relevant contracts which are currently being performed or have been completed within the last 3 years. The limitation of 10 forms applies to the Offeror's entire team, regardless of the number of subcontractors/team members proposed. The Offeror shall forward the "Past Performance Interview/Questionnaire Form" to customer references, along with a transmittal letter similar to the one provided at the end of the form. Customer references shall be requested by the Offeror to fully complete the questionnaire and return it to PS24-J/Lynn Southgate by the time that Volume III submittals are due. Ensuring that questionnaires are completed and provided to MSFC is the sole responsibility of the Offeror. Contracts identified on Past Performance Questionnaire which have been completed more than 3 years ago will not be evaluated. The same applies to Past Performance Questionnaires received in excess of the limitation of 10 forms. In addition to Contractor provided references, the NASA/MSFC past performance database and references known to the SEC will be checked as deemed necessary.

Instructions for completing the Past Performance Questionnaires are contained on the form.

Volume IV Completed RFP and Signed SF33

The Offeror shall complete Items 12-18 of the SF33 and include three copies of the SF33 in this volume. All three copies of the SF33 shall have an original signature in Item 17. To aid in completing this form, Items 12-18 have been highlighted in yellow on the NASA Acquisition Internet Service Website.

The Offeror shall also complete the following sections of the RFP and include a complete copy of the RFP (Sections B-M plus Forms and exhibits) in this volume following the SF 33's.

Section	Fill-in Required
Clause B.3	Core Cost Amount and Total Estimated NTE (paragraph A); Core Cost Amount (paragraph B)
Clause B.6	Overtime Premium Amount for each Contract Year
Attachment J-10	Fully Burdened Labor Rates for each of the Government-provided labor categories by contract year
Section K (All)	Certifications and Representations as Applicable

L.14 Background and Historical Data

The services covered by this solicitation have been obtained contractually for the past several years from Pace and Waite, Inc., 7501 South Memorial Parkway, Huntsville, AL, 35802. The current contract for Configuration Management (CM) services is written on a "mission basis"; that is, the Offeror should recognize that Government direction would be kept to an absolute minimum. It is intended that any resultant contract to this solicitation shall also be written on a "mission" basis encompassing core and IDIQ requirements. Offerors shall understand that the successful Contractor's obligation under this contract may be extended to include resolution of unusual or emergency situations which may occur from time to time throughout the period of performance. Work of this nature directed to the Contractor by the Government shall be by "Technical Directive" from the Contracting Officer or his/her Representative. Technical Directives are explained in Section G.3. The Work Breakdown Structure was established to organize the requirements and not intended to be a staffing requirement.

The actual work to be accomplished under this procurement has changed substantially from the current, ongoing contract

(NAS8-40831). The work performed under WBS 1.6 CM Verification in NAS8-40831 is to be performed under a new contract vehicle that is in no way related to this procurement. The Data Requirements Management performed under WBS 1.3 and the Program/Project Data Management performed under WBS 1.8 in NAS8-40831 have been combined into WBS 1.3.2 Data Management Support for this solicitation and its resulting contract.

THE INFORMATION FURNISHED IN THIS SECTION IS IN NO WAY INTENDED TO RESTRICT A PROSPECTIVE OFFEROR IN ITS APPROACH TO PREPARATION OF ITS PROPOSAL. The information is furnished for the sole purpose of providing all Offerors a better understanding of the requirements contained in this solicitation and should not constrain the Offeror from proposing a more efficient solution.

Each Offeror should propose on the program management effort in accordance with the system of costing and types of functions it feels will be necessary to accomplish the required mission support.

Staffing

The staffing below, was derived from recent historical data and supplemented, where deficiencies were known. During the previous fiscal year, MSFC had a major reorganization. During this reorganization, Configuration and Data Management Group acquired the additional duty of Program/Project data management. Therefore WBS 1.3.1 and 1.3.2 were not fully staffed over the past fiscal year. Those WBS numbers were adjusted to reflect the expected requirement in those areas.

1.1.1 Project Management

(1) Project Manager (PM)
(1) Deputy PM
(1) Secretary III
(1) Accounting Clerk III
(1) Accounting Clerk IV

1.2.1 MSFC Data Management and Configuration Management Policies, Procedures, Instructions, Forms, and Other Documentation

(1) DM Engineer
(1) CM Specialist

1.2.2 C&DM Support and Requirements Definition

(3) C&DM Specialists

1.2.3 Center Data Requirements Management

(1) Sr. Data Management (DM) Engineer
(1) DM Engineer

1.2.4 Automation of C&DM Processes

(2) Computer System Engineers

1.2.5 MSFC Release Desk

(1) Sr. Engineer
(2) C&DM Specialists

1.2.6 Engineering Documentation and Drawings Checking

(1) Sr. Engineer
(5) Engineers
(2) Engineering Technicians IV

1.2.7 Training for C&DM Processes

(1) Sr. Engineer

1.2.8 Multiprogram/Project Common-Use Documentation Management

(1) Sr. Engineer
(1) Engineer

1.3.1 Configuration Management (CM) Support

(8) Sr. Engineers
(8) Engineers
(10) Sr. C&DM Specialists
(11) C&DM Specialists

1.3.2 Data Management (DM) Support

(3) Sr. Engineers
(4) Engineers
(7) Sr. C&DM Specialists
(7) C&DM Specialists

1.4 NASA Technical Standards Program Support

(2) Sr. Engineers
(1) C&DM Specialist

1.5 Technology Transfer Support

(2) Sr. Engineers
(2) Sr. C&DM Specialists
(1) C&DM Specialist

1.6 Special Studies

(1) C&DM Specialist

Product-Line Directorate Support

WBS 1.3.1 and 1.3.2, a major portion of this contract is IDIQ. These WBS's are in support of the Product-Line Directorates, which are the Space Transportation Directorate (TD), the Science Directorate (SD), Flight Projects Directorate (FD), and the Shuttle Projects Offices (MP). See Attachment 4 for a listing of Programs/Projects currently being supported.

Other Directorate Support

WBS 1.4, 1.5, and 1.6 are IDIQ. WBS 1.4 and 1.6 support the Engineering Directorate (ED) and WBS 1.5 supports the Center Operations Directorate (COD). These WBS's provide unique data management support to the respective Directorates.

MSFC Normal Tour of Duty

The normal MSFC duty hours are provided for the Offeror's information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 hours per day between the hours of 7:00 a.m. and 5:30 p.m. The successful Offeror shall be required to establish normal duty hours compatible with the Configuration and Data Management Group, which are Monday through Friday commencing at 7:00 a.m., with overtime/compensatory time for any time over 8 hours a day, weekends, and holidays.

The normal holidays observed by MSFC are as follows:

New Year's Day, January 1
Martin Luther King Jr.'s Birthday, third Monday in January
President's Day, third Monday in February
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Columbus Day, second Monday in October
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
Christmas Day, December 25

Government Provided Facilities

The Government has provided facilities and equipment for onsite effort on a no charge for use basis. The facilities and equipment furnished have been a normal office setting including office space, desk, phone and computer.

See the chart below, for the facilities currently being occupied by the mission service contractor.

Bldg	Room	Bldg	Room	Bldg	Room	Bldg	Room
4200	510G	4201	238B	4487	A222	4656	204
4201	131	4201	433A	4487	A224	4666	TBD
4201	201	4201	434A	4487	A225	4666	TBD
4201	206	4203	510	4487	A225A	4666	TBD
4201	207	4203	2132	4487	A225B	4708	217
4201	208	4203	2310	4487	A228	4732	167-4
4201	209	4203	2321	4487	A233A	4732	227-12
4201	218	4203	2405	4487	A242	4732	227-6
4201	220	4203	2429	4487	A244	4732	227-7
4201	232	4203	3200	4487	B123	4732	227-8
4201	236	4203	3201	4487	B131	4203	4157
4201	305	4203	3404	4487	B184	4487	C108
4201	311	4203	3405	4487	C118	4732	167-1
4201	313	4203	5228	4487	C247	Ingr B7	717E
4201	324	4203	5311	4610	1066	Ingr B7	715G1
4201	433	4481	106	4610	1068	Ingr B7	717F
4201	434	4481	109	4610	2061		
4201	132B	4481	101A	4610	2099		
4201	201B	4481	101D	4610	2601		
4201	218A	4487	A216	4656	202		
4201	220B	4487	A220	4656	203		

Budget Profile

The Government anticipates that funding will be approximately $2 million per year, for the Basic year, on the core portion of the contract (WBS 1.1 and 1.2) exclusive of the IDIQ required (WBS 1.3-1.6). If additional effort is required over and above the core funding for WBS 1.1 and 1.2, the Government anticipates supplementing with IDIQ tasks. Funding for the IDIQ effort will be provided by the programs/projects on a task by task basis. Offerors may assume a 3% inflation factor per year for the option years. This information is provided for proposal preparation purposes only and may or may not represent actual funding. There is no commitment or obligation on the Government's part to fund the contract at this level. The Government's total obligation is limited to those amounts specified in Section B of the RFP and the "Limitation of Funds" clause.

Attachments:

		Page No(s)
Attachment L-1	Marshall Values	L-1-1
Attachment L-2	MSFC Organizational Chart	L-2-1
Attachment L-3	C&DM Organizational Chart	L-3-1
Attachment L-4	Current Project Listing	L-4-1 - L-4-4
Attachment L-5	Committed Base Year IDIQ Tasks	L-5-1 - L-5-4
Attachment L-6	C&DM Tasks for Programs/Projects	L-6-1 - L-6-7
Attachment L-7	Special Tasks	L-7-1 - L-7-2
Attachment L-8	Sample Customer Satisfaction Questionnaire	L-8-1
Attachment L-9	Acronym Listing	L-9-1 - L-9-4

(End of provision)

[END OF SECTION]

ATTACHMENT L-1

MARSHALL VALUES

The Marshall Space Flight Center team is committed to these core values. These values serve as the principles that guide our decisions and behaviors.

People:

- We recognize that the people who work here are "most important" - and are our greatest strength.
- We create a safe and healthy environment.
- We encourage balance between personal and professional life.
- We enable personal and professional growth.
- We commit ourselves to the highest standards of integrity and ethical behavior.
- We reward and celebrate our accomplishments.
- We recognize individual and cultural differences and treat each other with dignity and respect.

Customers:

- We are accountable to our customers and are committed to their satisfaction.
- Our customers can depend on us to deliver products and services.

Excellence:

- We pursue excellence in our people and in everything we do.
- We promote continual learning and improvement.
- We hold one another accountable for doing what we commit to do.

Teamwork:

- We are a unified and interdependent team.
- We cooperate, communicate openly and share ideas with each other for the common good.
- We seek and enable partnerships with other NASA Centers, other agencies, academia, industry and our local and global communities.

Innovation:

- We promote innovation and creativity.
- We seek different ideas and perspectives.
- We are committed to making a significant difference.
- We are willing to accept well-assessed, selected risks in the pursuit of our goals - but never at the expense of safety.

MSFC Organizational Chart

Director	A.G. Stephenson	DA01
Deputy Director	J.W. Kennedy	DD01
Associate Director	S.P. Saucier	DE01
Associate Director for Policy and Review	A. Roth	DE01
Assistant Director and Chief Engineer for Space Propulsion Systems	R.L. Sackheim	DA01
Assistant to the Director for Space Optics	J.W. Bilbro	DA01

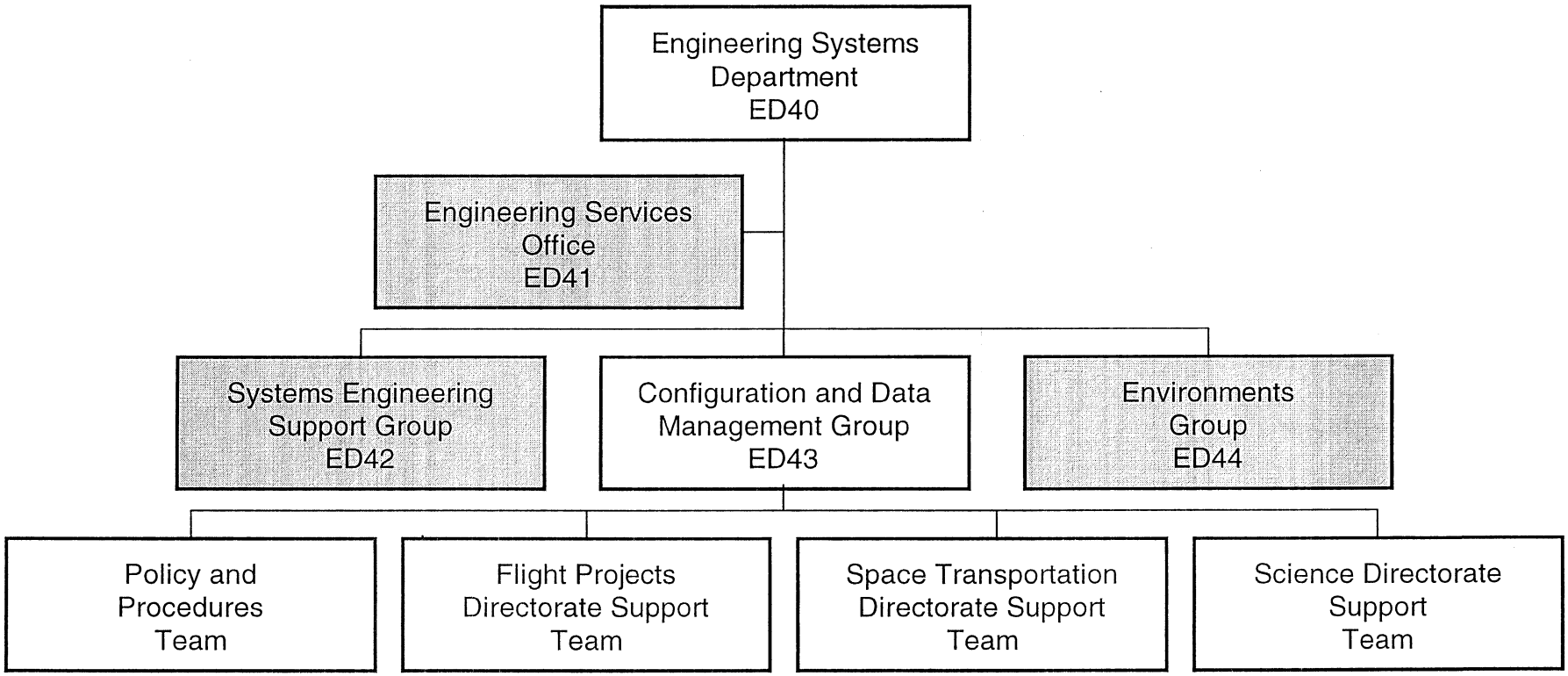
- **QS01 Safety and Mission Assurance Office** — Dir.: A.H. Goodson; Dep.: J.M. Ellis
- **PS01 Procurement Office** — Dir.: S.P. Beale; Dep.: B.W. Butler
- **RS01 Office of Chief Financial Officer** — Dir.: D.K. Bates; Dep./Fin. (Act.): J.C. Alexander; Dep./Res. (Act.): F.D. Mayhall
- **LS01 Office of Chief Counsel** — Dir.: W.A. Hicks; Dep.: J.R. Frees
- **OS01 Equal Opportunity Office** — C.H. Scales
- **VS01 Systems Management Office** — R.O. McBrayer

- **TD01 Space Transportation Directorate** — Dir.: J.R. Rogacki; Dep.: D.E. Smith
  - TD12 Development Projects Office — R.W. Hughes
  - TD13 X-33 Program Office — Charlie Dill (Act.)
  - TD14 Pathfinder Program Office — D.E. Smith (Act.)
  - TD15 Advanced Space Transportation Program Office — G.M. Lyles
  - TD20 Second Generation RLV Program Office — D.L. Dumbacher
  - TD30 Advanced Concepts Department — N.S. Brown
  - TD40 Propulsion Research Center — S.L. Rodgers
  - TD50 Vehicles & Systems Development Department — H.V. McConnaughey
  - TD60 Subsystem & Component Development Department — H.V. McConnaughey (Act.)
  - TD70 Technology Evaluation Department — J.R. London
- **SD01 Science Directorate** — Dir.: M.F. Rose; Dep.: A.F. Whitaker
  - SD03 National Space Scienc and Tech. Ctr. (NSSTC) Exe. Office — Vacant
  - SD10 Microgravity Research Program Office — M.F. Rose (Act.)
  - SD20 Science Systems Department — L.W. Rossell
  - SD30 Gravity Probe-B Program Office — Vacant
  - SD40 Microgravity Science & Applications Department — R.D. Geveden
  - SD50 Space Science Department — N.F. Six
  - SD60 Earth Science Department — J.E. Arnold
  - SD70 Space Optics Manufacturing Technology Center — W.S. Smith
- **FD01 Flight Projects Directorate** — Dir.: N.J. Davis; Dep.: Vacant
  - FD03 Chandra Program Office — A.R. Lavoie
  - FD20 Flight Systems Department — S.D. Croomes
  - FD30 Payload Operations & Integration Department — T.B. Vanhooser
  - FD40 Ground Systems Department — A.R. McNair
  - FD50 *ISS* Propulsion System Project Office — L.L. Metts
- **ED01 Engineering Directorate** — Dir.: J.W. Kilpatrick; Dep.: Vacant
  - ED10 Avionics Department — J. Bullman
  - ED20 Structures, Mechanics, & Thermal Department — P.K. McConnaughey
  - ED30 Materials, Processes & Manufacturing Department — P.M. Munafo
  - ED40 Engineering Systems Department — D.A. Kraus
- **AD01 Center Operations Directorate** — Dir.: S.S. Cloud; Dep.: J.H. Carter
  - AD02 Management Support Office — W.C. Bailey
  - AD03 Office of Chief Information Officer — S.S. Cloud (Act.)
  - AD04 IFM Integration Project Office — J.Q. Pettus
  - AD10 Environmental Engineering Department — R.C. McCaleb
  - AD20 Facilities Engineering Department — P.W. Allen
  - AD30 Information Services Department — S.S. Cloud (Act.)
  - AD40 Logistics Services Department — R.W. Malone
  - AD50 Protective Services Department — W.B. Waits
- **CD01 Customer & Employee Relations Directorate** — Dir.: T.H. Washington; Dep.: S.L. Cloud
  - CD10 Human Resources Department — D.R. Hightower
  - CD20 Employee & Organizational Development Department — G.J. Walker
  - CD30 Technology Transfer Department — S.A. Little
  - CD40 Internal Relations & Communications Department — R.H. Champion
  - CD50 Government & Community Relations Department — S.R. Hendrick
  - CD60 Education Programs Department — J.R. Pruitt
  - CD70 Media Relations Department — D.A. Amatore
- **MP01 Space Shuttle Projects Office** — Dir.: A.A. McCool; Dep.: J.A. Singer
  - MP04 KSC Resident Office — B. Clever
  - MP21 Space Shuttle Main Engine Project Office — G.D. Hopson
  - MP31 External Tank Project Office — J.W. Smelser
  - MP41 Solid Rocket Booster Project Office — P.V. Counts
  - MP51 Reusable Solid Rocket Motor Project Office — M.U. Rudolphi
  - MP71 Shuttle Integration Office — J.J. Martin

Unofficial
January 2001

ATTACHMENT L-3

ENGINEERING SYSTEMS/ CONFIGURATION AND DATA MANAGEMENT GROUP



ATTACHMENT L-4

PROGRAMS/PROJECTS AT MSFC

Space Solar Power Exploratory Research and Technology	FD02
Chandra X-ray Observatory	FD03
Oxygen Generation Assembly/Water Processor Assembly (OGA/WPA) (Part of ECLSS)	FD21
Urine Processor Assembly (UPA)	FD21
Power Supply Module (PSM)	FD21
Nodes 2/3	FD22
Environmental Control and Life Support System (ECLSS-VCD)	FD23
Multi-Purpose Logistics Module (MPLM)	FD23
Environmental Control and Life Support System (ECLSS)	FD23
Hardware Development & Integration Group (HDIG)	FD23
Payload Carriers	FD23
Interim Control Module (ICM)	FD24
Express Pallet Oversight	FD31
Biological Research Project (BRP)	FD31
Human Research Facility (HRF)	FD31
Express Rack Development	FD31
ISS Window Observation Research Facility (WORF)	FD31
HOSC - Payload Operations Integration Center (POIC)	FD41
HOSC - Payload Data Services System (PDSS)	FD41
HOSC - Payload Data Library (PDL)	FD42
HOSC - Payload Planning System (PPS)	FD42
Microgravity Research Program	SD10
Protein Crystalography	SD10
Microgravity Crystal Growth Demonstration (MCGD)	SD20
Solar-B	SD21
Gravity Probe-B	SD30
Vapor Diffusion Apparatus-2 (VDA-2) (Part of BiC)	SD44
Material Science - Physical Properties and Processes of Undercooled Glass-Forming Metallic Alloys (PUGMA) (In Formulation)	SD44
Material Science - Transitions in Undercooled Liquid Phases (TULiP) (In Formulation)	SD44
Material Science - Investigation of the Relationship Between Undercooling and Solidification Velocity (In Formulation)	SD44
Material Science – BUNDLE (In Formulation)	SD44
Material Science - Interface Pattern Formulation (Small Glovebox payload)	SD44

Material Science - Interface Pattern Selection Criteria for Cellular Structures in Directional Solidification (In Formulation – part of BUNDLE)	SD44
Material Science - Comparison of Structure and Segregation in Alloys Directionally Solidified in Terrestrial and Microgravity Environments (CSS) (In Formulation - part of BUNDLE)	SD44
Material Science - Transient Dendritic Solidification Experiment (TDSE) (In Formulation – part of MSRF)	SD44
Material Science - Equiaxed Dendritic Solidification Experiment (EDSE) (In Formulation – part of MSRF)	SD44
Material Science - Execution of Local Microstructures: Spatial Instabilities of Coursening Clusters (ELMS) (In Formulation – part of MSRF)	SD44
Material Science - Isothermal Dendritic Growth Experiment (IDGE) (In Formulation – part of MSRF)	SD44
Material Science - Solidification Using a Baffle in Sealed Ampoules (SUBSA) (Small Glovebox payload)	SD44
Material Science - Space and Ground-Based Crystal Growth Using a Magnetically Coupled Baffle (CGMCB) (In Formulation)	SD44
Material Science - Spaceflight Holography Investigation in a Virtual Apparatus (SHIVA) (In Formulation)	SD44
Material Science - Crystal Growth in ZnSe and Related Ternary Compound Semiconductors by Vapor Transport (CGVT) (In Formulation)	SD44
Material Science - Pore Formation and Mobility (PFM) (Small Glovebox payload)	SD44
Materials Science - Research Rack-1 (MSRR-1) (included in MSRF)	SD44
Materials Science - Diffusion Module Inserts (DMI) (included in MSRF)	SD44
Materials Science - Quench Module Inserts (QMI) (included in MSRF)	SD44
Material Science - Gravitational Effects on Distortion in Sintering (In Formulation – part of Glovebox)	SD44
Material Science - Kinetics of Nucleation and Crystal Growth in Glass Forming Melts in Microgravity (CROM) (In Formulation – part of Glovebox)	SD44
Material Science - Identification and Control of Gravity Related Defect Formation During Melt Growth of Electro-Optic Single Crystals: Sillenites (EOSC) (In Formulation – part of Glovebox)	SD44
Material Science - Coupled Growth of Hypermonotectics (CGH) (Part of MSRF)	SD44
Material Science - Particle Engulfment and Pushing by Solidifying Interfaces (PEP) (Part of MSRF)	SD44
Materials Science - Research Facility (MSRF) [7]	SD44
Materials Science - Research Rack-2 (MSRR-2) (included in MSRF)	SD44
Materials Science - Research Rack-3 (MSRR-3) (included in MSRF)	SD44

Materials Science - Sample Ampoule/Crucible Containment Assy (SACA) (included in MSRF)	SD44
Material Science - Etching Under Diffusion Controlled Transport Conditions (In Formulation)	SD44
Material Science - Self-Diffusion in Liquid Elements (SDLE) (In Formulation)	SD44
Material Science - Thermophysical Property Measurements of Te-Based II-VI Semiconductor Compounds (In Formulation)	SD44
Material Science - Frontal Polymerization in Microgravity (FPM) (In Formulation)	SD44
Biotechnology - Interferometer for Protein Crystal Growth (In Formulation)	SD45
Biotechnology - Mechanics of Granular Materials (MGM) [8]	SD45
Biotechnology - Investigation of Particle Dynamics in the Vicinity of Crystal Surfaces, Diffusion-Controlled Crystalization Apparatus for Microgravity (In Formulation)	SD45
Biotechnology - Dialysis Crystallization Apparatus for Mg (DCAM) (Part of BiC)	SD45
Biotechnology - Biotech Carriers Reflight (BiC-1) [4]	SD45
Protein Crystal Growth – Single Thermal Enclosure System (PCG-STES) (Part of BiC)	SD45
Biotechnology - Biotechnology, Ambient, Generic (BAG) (Part of BiC)	SD45
Biotechnology - Handheld Diffusion Test Cell (HHDTC) (Part of BiC)	SD45
Biotechnology - PCG Facility-Based Microgravity Hardware (FBH) (In Formulation)	SD45
Biotechnology - Dynamically Controlled Protein Crystal Growth (DCPCG) [3]	SD45
Biotechnology – Protein Crystal Growth-Enhanced Gaseous Nitrogen Dewar (PCG-EGN) [5]	SD45
Biotechnology - Observable Protein Crystal Growth Apparatus (OPCGA) [6]	SD45
Microgravity Science Glovebox (MSG) [1]	SD46
Microgravity Glovebox (MGBX) [2]	SD46
Materials Science - Lab Support Equipment (Small OTS buy)	SD46
Glovebox Integrated Microgravity Isolation Technology (g-Limit) (Small Glovebox payload)	SD46
Microgravity Science Glovebox (MSG) Integration [9]	SD46
Glovebox	SD46
ASTP - Operations and Range Technology	TD01
Flight Experiments Projects	TD02
ASTP – Space Transportation Architecture Study	TD03
ISS Propulsion Module	TD11

Development Projects	TD12
Next Generation Launch Services (NGLS)	TD12
Europa IUS	TD12
Pluto Kuiper IUS	TD12
ISS Alternate Access Vehicle	TD12
X-38 Deorbit Propulsion Module (DPS)	TD12
CRV DPS (part of X-38 DPS)	TD12
X-33 Advanced Technology Demonstrator	TD13
Pathfinder X-34 Advanced Technology Demonstrator	TD14
Pathfinder	TD14
X-37 Advanced Technology Demonstrator	TD14
ASTP - Space Transfer Using Electrodynamic Tethers (STEP) - Airseds	TD15
ASTP - Advanced Propulsion Research Project	TD15
ASTP – PROSEDS	TD15
ASTP - Space Transfer Technology	TD15
ASTP - Propulsion Technology and Integration Project	TD15
ASTP - Launch Technology	TD15
ASTP - Interstellar Precursor Project	TD15
ASTP	TD15
ASTP - Upper Stage Technologies	TD15
ASTP - Reusable Launch Vehicle (RLV) Focus Technologies	TD15
ASTP - Airframe Technology (LaRC Project under MSFC TD15 Program)	LaRC
ASTP - IVHM (ARC Project under MSFC TD15 Program)	ARC
ASTP - MC1 (LCBT) Engine (part of X-34)	TD20
2nd Generation RLV	TD20
Advanced Concepts - Five Segment Booster	TD30

ATTACHMENT L-5

SUBSET OF BASE YEAR IDIQ TASKS

CWC Number	PROGRAM/PROJECT NAMES	TASKS REQUIRED ARE APPLICABLE FOR WBS 1.3 (REFERENCE L-6 AND L-7)	WBS 1.3.1 SUBPARAGRAPHS	WBS 1.3.2 SUBPARAGRAPHS
FD21-0108	Water Recovery System	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7, CM-ST, DM-ST1, DM-ST2, DM-ST3, DM-ST4, DM-ST5, DM-ST6	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD21-0110	Oxygen Generation System	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7, CM-ST, DM-ST1, DM-ST2, DM-ST3, DM-ST4, DM-ST5, DM-ST6	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD22-0107-4	Node 2/3	CM1, CM2, CM3, DM1,DM3, DM4, DM5, DM6, DM7, CM-ST, DM-ST1, DM-ST2, DM-ST3, DM-ST4, DM-ST5, DM-ST6	a,b,c,d,e,f,g	a,b,d,f,g,i
FD23-115	MPLM System Engineering & Integration/MPLM Cargo Element Integration	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD23-183	MPLM Sustaining Engineering	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7, CM-ST	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD23-861	Unpressurize Logistic Carrier Integration	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7, CM-ST	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD23-862	CSA CEI Project Management	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD30-775-2	Payload Operations Integration Function	CM1, CM2, CM3, DM1,DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
FD30-786	ISS Utilization Management	CM1, CM2, CM3, DM1,DM3, DM4, DM5, DM6, DM7, DM-ST1, DM-ST2, DM-ST3, DM-ST4, DM-ST5, DM-ST6	a,b,c,d,e,f,g	a,b,d,f,g,i
FD41-34	Payload Operations Integration Center (POIC)	CM1, CM2, CM3, DM1,DM3, DM4, DM5, DM6, DM7, DM-ST3, DM-ST4, DM-ST6	a,b,c,d,e,f,g	a,b,d,f,g,i

SD10-0058	Microgravity Research - ISS	CM1,DM1	a,b,c,d,e	a,b
SD21-0003	Solar-B	CM1,CM2,DM1	a,b,c,d,e,g	a,b
SD21-0045	GLAST Burst Monitor	CM1,CM2, DM1	a,b,c,d,e,g	a,b
SD30-0053-1	Gravity Probe B	CM1,CM2,DM1	a,b,c,d,e,g	a,b
SD44-0231-1	Materials Science Early Project Development	CM1, CM2, CM3, DM1, DM2, DM3, CM-DE2	a,b,c,d,e,f,g	a,b,c,d,e
SD44-0234-11	SUBSA/PFM/PWP/WCI	CM1, CM2, CM3, DM1, DM2, DM3, DM4, DM5, DE1	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
SD44-0243-11	SDLE/TPTS Formulation Phase Activities	CM1, CM-DE2, DM1, DM4	a,b,c,d,e	a,b,i
SD44-0245-11	TIPMPS/MDMG	CM1, CM-DE2, DM1,DM4	a,b,c,d,e	a,b,i
SD44-1050-14	EDSE/TDSE/ELMS/DASE/DECLIC	CM1, CM-DE2, DM1,DM4	a,b,c,d,e	a,b,i
SD44-1131-10 SD44-1131-11	BUNDLE	CM1,CM2,CM3,DM1,DM4, DM5,DM6,DM7	a,b,c,d,e,f,g	a,b,g,i
SD44-931	ISS Microgravity Research Program	CM1,CM2,CM3,CM-DE1, CMDE2,	a,b,c,d,e,f,g	none
SD44-936	ISS Microgravity Research Program	DM1,DM2 DM3 DM4 , DM5,DM6,DM7	none	a,b,c,d,e,f,g,i

SD45-759-4	Biotechnology Engineering and Management Support	CM1,CM2,CM3,CM-DE1, CMDE2,DM1, DM2, DM3, DM4, DM5, DM6 DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
SD46-0238-4	g-LIMIT	CM1,CM2,CM3,CM-DE1, CMDE2,DM1, DM2, DM3, DM4, DM5, DM6 DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
SD46-0239-6	Middeck Glovebox Facility (MGBX)	CM1,CM2,CM3,CM-DE1, CMDE2,DM1, DM2, DM3, DM4, DM5, DM6 DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
SD46-0250	MSG Investigation Integration	CM1,CM2,CM3,CM-DE1, CMDE2,DM1, DM2, DM3, DM4, DM5, DM6 DM7	a,b,c,d,e,f,g	a,b,c,d,e,f,g,i
TD12-0063	NGLS	CM3	f	none
TD12-1121	X-38 Crew Return Vehicle - DPS	CM1, CM3, DM1, DM3, DM4, DM5, DM6	a,b,c,d,e,f	a,b,d,g,i
TD12-772	X-38 DPS	CM1, CM2, SM-DE1, CM-DE2, DM1, DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,g	a,b,d,g,i
TD14-0076	X-37	CM3, DM5	f	g
TD14-0120	X-34 Engineering and Integration	CM1, CM3, SM-DE1, DM1, DM3, DM4, DM5	a,b,c,d,e,f	a,b,d,g,i
TD14-0192	X-34 MC-1 Engine DDT&E	CM1, CM2, SM-DE1, CM-DE2, DM1, DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,g	a,b,d,g,i
TD15-0175	3rd Gen PT&I ISTAR RBCC Engine Demonstrator Project	CM1, DM1	a,b,c,d,e	a,b
TD15-0228	ProSEDS	CM1, CM2, CM3, DM3, DM4, DM5, DM6, DM7	a,b,c,d,e,f,g	d,g,i

TD20-0166-2	2nd Gen RLV Goals Management	CM1, CM3, DM1, DM3, DM4, DM5	a,b,c,d,e,f	a,b,d,g,i
	Standards		*WBS 1.4	
	Technology Transfer		*WBS 1.5	

ATTACHMENT L-6

CONFIGURATION MANAGEMENT (CM) TASKS

Functions	Products	Requirement
CWC CM1: Provide CM support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces. This function includes: • Draft the CM Plan per MWI 8040.1. • Act as the CCB Administrator (Secretariat) per MWI 8040.2. • Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3. • Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan. • Provide support to project to define CM requirements for contract SOW's and CM Data Requirements. Review CM-related data deliverables when received by the project (at Design Reviews, etc.). • Provide training to Project Personnel for CM processes.	• Configuration Management Plan • CCB Agendas, Minutes/Actions, and Directives • CM Status and Accounting Reports • Program Control Number (PCN) Files (Change Files) • On the job instruction and training classes	• NPD 7120.4 • NPG 7120.5 • MPD 1280.1 • MPG 7120.1 • MPG 8040.1 • MWI 8040.1 • MWI 8040.2 • MWI 8040.3

CM1 Detailed Description: Draft the CM Plan and coordinate CM system with the project. CM Plan shall contain project CM system for configuration identification, control, accounting, and verification in accordance with MPG 8040.1. Provide input to project on CM requirements for contract SOW's and CM Data Requirements. Advise project on tailoring of CM DRD's for project use. Review the CM deliverable data for adequacy when it is received by the project.

Summary of MPG 8040.1 elements:

- Identification includes identifying configuration items (CI's), establishing CI and configuration documentation identification systems, CI baseline establishment and documentation release.
- Control includes establishment and administration of CCB's, and establishing the system for documenting, evaluating, presenting, and dispositioning proposed baseline changes and the implementation of approved changes into CI's.
- Accounting includes use of CPTAS and ICMS for baseline identification, status records of all proposed changes, official change files, and the approved/released baseline record.
- Verification includes audits of the CM System, and FCA/PCA to ensure that a CI complies with its requirements and that the CI as-built records accurately reflect the as-designed configuration.

NOTE: CM Personnel administrate the CM system, they do not act as document managers or provide technical expertise/represent technical positions on changes - the Change Package Engineer provides technical consolidation and expertise for change packages.

Functions	Products	Requirement
CWC CM2: **Support FCA/PCA CM functions at FCA/PCA's, Acceptance Reviews, or PreShip Reviews.**	• **Input to CM portion of FCA/PCA Audit Plan** • **Signature on CM portion of FCA/PCA Certificates** • **As-Designed vs. As-Built Comparison Report**	**MPG 8060.1** **MPG 8040.1** **Project Specific Plans**
CM2 Detailed Description: Input the CM FCA/PCA objectives and audit items to the audit plan; chair and/or participate on the CM Team; review contractor CM data; provide CM data to support the audit (such as CM accounting records, copy of changes/deviation/waivers, and As-Designed Configuration Report for MSFC in-house items); perform the As-Designed/As-Built configuration comparison for MSFC in-house items (using As-Designed data from ICMS and As-Built data provided by Quality) and provide a discrepancy report to the project for reconciliation. **NOTE: For MSFC in-house hardware, the As-Designed Configuration and As-Designed/As-Built comparison can only be provided for drawings/parts lists released through the MSFC Release system.**		

Functions	Products	Requirement
CWC CM3: **Perform CM audits per MSFC-PROC-1916 or appropriate program documents, and certify CM System.**	• **CM Audit Report**	**MSFC-PROC-1916 or Project Audit Plan**

Functions Provided to Design Engineering by ED43 Institutional

Functions	Products	Requirement
CWC CM-DE1: MSFC Release Desk	• **ICMS Administration** • **Official release of configuration documentation and accounting** • **As-Designed Configuration/ Indentured Parts Lists**	**MSFC-STD-555**

Functions	Products	Requirement
CWC CM-DE2: Drawing/Documentation Checking (for configuration documentation released by the MSFC Release Desk)	• **Redlined Drawings and Documentation**	**MSFC-STD-555**

Data Management (DM) Tasks

Functions	Products	Requirement
CWC DM1 (MSFC Required/ED43 Function): Provide DM support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces. This includes: • **Draft the DM Plan per MWI 7120.5.** • **Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.** • **Provide support to project to define DM requirements for contract SOW's and DM Data Requirements. Review DM-related data deliverables when received by the project (at Design Reviews, etc.).** • **Support Records Management planning** • **Provide training to Project personnel for DM processes**	**Data Management Plan** **Document Control Process (DCP) files** **Document Identification Number log for** **Project-specific numbering system (if applicable)** **On the job instruction and training classes**	**NPD 7120.4** **NPG 7120.5** **MPD 1280.1** **MPG 7120.1** **MPG 7120.3** **MWI 7120.5**

DM1 Detailed Description: Support the Project Manager/Data Manager to produce the DM Plan per MWI 7120.5 and program/project requirements. DM Plan shall address all elements of MPG 7120.3. Establish and administer the Document Control Process for non-configuration documentation. Provide input to project on DM requirements for contract SOW's and DM Data Requirements. Review the DM deliverable data for adequacy when it is received by the project. Provide support to the Project Manager/Data Manager in records planning - identifying record types, custodians, locations, and retirement, advising records custodians on content and approval of records plans.

Summary of MPG 7120.3 and MWI 7120.5 Elements: DM Plan shall contain project DM system and cover the following topics: Identification of project data to be produced and production schedule (DPD, IDRD), document format and identification numbering requirements (per MWI 7120.4 and project requirements), document control process for delivery, evaluation, approval and release of project data, controls for import/export (per MPG 2190.1), proprietary data, and configuration data (per MPG 8040.1), forms management of project-specific forms, master list establishment and maintenance, and records management (per MPG 1440.2).

NOTE: ED43/CM-DM Group personnel cannot be appointed as the Program/Project Data Manager.

Functions	Products	Requirement
CWC DM2 (MSFC Required/ED43 Function): Support the identification/definition of Project data requirements, overall project requirements, Contractor and in-house supplied.	• **Data Procurement Documents** • **In-house Data Requirements Documents** • **Data Requirements List**	**MWI 7120.2**
DM2 Detailed Description: Coordinate with project and OPR's the development of the DPD, IDRD, and DRL that specifies required deliverables and delivery schedule. **NOTE: After the DPD, IDRD, and DRL are produced, the project will provide the document manager for these documents.**		

Functions	Products	Requirement
CWC DM3 (MSFC Required/ED43 Optional): Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).	• **Deliverable Data Tracking List and Reporting**	**MWI 7120.2**
DM3 Detailed Description: Establish and maintain a tracking list of deliverable data per the DPD, IDRD, and DRL (or equivalent). Serve as the project receipt point for deliverable data.		

Functions	Products	Requirement
CWC DM4 (MSFC Required/ED43 Optional): Develop Project Master List per MPG 7120.3 and serve as Project Master List Custodian	• **Project Master List**	**MPD 1280.1** **MPG 7120.3**
DM4 Detailed Description: A master list is defined in MPD 1280.1 and MPG 7120.3 as a "controlled list(s) of [project] data/documents, which identifies the correct version status of the data" and Program/Project Data is defined as "all data required for the definition of the product and the management of the program/project." ED43's recommended implementation of this requirement is to create and maintain list(s) of all documentation controlled by a Project with the first tier applicable documents of those controlled documents. Each time a document is approved through the project document control process, the Master List Custodian updates the master list with the most current approved document information that is specified in MPG 7120.3. For program/project documentation controlled by other organizations (i.e., program level, Contractor data, etc.), pointers may be made to the master lists of those organizations for the most current version. **NOTE: For web-based implementation of a Master List, using HTML and interactive linkage of documents, web support must be provided by the project. ED43 personnel will provide the updated document and document information to the web support personnel for programming on the webpage.**		

Functions	Products	Requirement
CWC DM5 (ED43 Optional): Support administration of Technical/Design Reviews	• **RID System Database, status reports, and RID closure files** • **FCA/PCA, Acceptance Review, Pre-ship Review action item List, status reports, and action closure files** • **Preboard and Board Minutes/Actions**	• **MPG 8060.1** • **Review plans**
Set up and administer the Standard Review Item Discrepancy (RID) System described by MSFC-MNL-2110 for project design reviews; document and track action items from FCA/PCA, Acceptance, or Preship Review; advise project on structure, schedule, and documentation of design or technical reviews; review and input to review plans; act as Secretariat for Technical/Design Review Preboard and Board.		

Functions	Products	Requirement
CWC DM6 (ED43 Optional): **Compile technical/design review packages**	• **Review Packages** • **Review Package files**	Review plans
With project review lead, compile review package content list and assign data POC's. Notify POC's, receive data from POC's, log, and organize into a review package. Arrange for reproduction and distribution. If data is being received from a Contractor organization, receive data, check off planned list, and distribute data to reviewers. **NOTE: For web-based availability of a review data package, using HTML and interactive linkage of documents, web support must be provided by the project. ED43 personnel will provide data to the web support personnel for programming on the webpage.**		

Functions	Products	Requirement
CWC DM7 (ED43 Optional): **Compile Acceptance Data Package**	• **ADP file**	
With ADP technical lead, review required content list as specified by the project, and assign data POC's. Notify POC's, receive data from POC's, log, and organize into the ADP with checklist, coversheets, etc. Arrange for reproduction and distribution as needed.		

CWC CM-DM Task Summary

CM1: Provide CM support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
This function includes: draft the CM Plan per MWI 8040.1, act as the CCB Administrator (Secretariat) per MWI 8040.2, process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3, process and account program and Contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan, provide support to project to define CM requirements for contract SOW's and CM Data Requirements, review CM-related data deliverables when received by the project (at Design Reviews, etc.), and provide training to Project Personnel for CM processes.

CM2: Support FCA/PCA CM functions at FCA/PCA's, Acceptance Reviews, or PreShip Reviews.

CM3: Perform CM audits per MSFC-PROC-1916 or appropriate program documents, and certify CM System.

DM1: Provide DM support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
This includes: draft the DM Plan per MWI 7120.5, administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3, provide support to project to define DM requirements for contract SOW's and DM Data Requirements, review DM-related data deliverables when received by the project (at Design Reviews, etc.), support Records Management planning, and provide training to Project personnel for DM processes.

DM2: Support the identification/definition of Project data requirements, overall project requirements, Contractor and in-house supplied.

DM3: Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).

DM4: Develop Project Master List per MPG 7120.3 and serve as Project Master List Custodian

DM5: Support administration of Technical/Design Reviews

DM6: Compile technical/design review packages

DM7: Compile Acceptance Data Package

ATTACHMENT L-7

Special Tasks – Not to be offered to Projects as Standard CM-DM CWC Tasks; per Project Request Only

Functions	Products	Requirement
CM-Special Task: CM ST1 **Process Preliminary Interface Revision Notices (PIRNs) through the project evaluation/disposition process.**	• Tracking records • Change files	

DM-Special Task: **Develop Project documentation trees that define documentation requirements and their relationships.**	• Documentation Tree	
A documentation tree is a planning tool which graphically depicts the planned documentation requirements for a particular project. The tree usually shows all documentation controlled by a project, with hierarchy of requirements documents, the 1st tier parent documentation, and groupings of related documents (by subsystem, etc.). NOTE: Doc trees do not show drawings or applicable documents of the controlled documents. After the project is mature/50% complete, the planning features of a doc tree lose value, and the project DR list and master list provide identification of the project controlled documents.		

DM-Special Task: DM ST1 **Develop and maintain an integrated action item tracking database for all Project actions**	• Project action item Database with Status and accounting reports for all Project actions.	

DM-Special Task: DM ST2 **Act as record custodian for project records – hardcopy or electronic.**	• Record Plans • Records Files • Record Index	

DM-Special Task: DM ST3 **Create and maintain a project library (reference data) – hardcopy or electronic.**	• Library Files • Library Index	

DM-Special Task: DM ST4 **Create and maintain program/project webpages.**	• Webpages	

DM-Special Task: DM ST5 Create and maintain a project applicable documents list (ADL).	• Applicable Documents List	
The project applicable documents list (ADL) would list the number and title of each applicable document from the project-controlled documents (CCB or DCP controlled), the current version being utilized by the project, and each project-controlled document which references that document.		

ATTACHMENT L-8

Sample Customer Satisfaction Questionnaire

This questionnaire seeks technical performance input for evaluation of the Configuration & Data Management Services contractor for the period month-day-year through month-day-year.

Please consider the following questions in your evaluation:

1. How well did the contractor perform the task as outlined in the Performance Work Statement that supports your mission (Poor, Fair, Good, Very Good, Excellent)?
2. Did the contractor demonstrate strength in any particular areas; provide examples?
3. Did the contractor have areas requiring improvement, or areas which the contractor was unable to perform, provide examples?
4. Was the work performed in a timely manner?
5. Provide any other comments you wish to communicate.

If you have questions, concerns or recommendations, please contact the Contracting Officer's Technical Representative.

ATTACHMENT L-9

ACRONYM LISTING

ADL	Applicable Documents List
ASTP	Advanced Space Transportation Program
ATP	Authority to Proceed
AQL	Acceptable Quality Level
ARC	Ames Research Center
BAG	Biotechnology, Ambient, Generic
BiC	Biotech Carriers
BiC-1	Biotech Carriers Reflight
BRP	Biological Research Project
BUNDLE	Bridgman Unidirectional Dentrite in a Liquid Experiment
CAD	Computer-Aided Design
CAGE	Commercial Government and Entity Code
CAT	Commercialization Assistance Team
CATT	Computer Aided Technology Transfer
CCB	Configuration Control Board
CCR	Central Contractor Registration
CDRM	Center Data Requirements Manager
CFR	Code of Federal Regulations
CGH	Coupled Growth of Hypermonotectics
CGVT	Crystal Growth in ZnSe and Related Ternary Compound Semiconductors by Vapor Transport
CGMCB	Crystal Growth Using a Magnetically Coupled Baffle
CI	Configuration Item
CITSM	Center Information Technology Security Manager
CIO	Center Information Officer
CM	Configuration Management
CO	Contracting Officer
COM	Cost of Money
COMSEC	Center Communications Security
COTR	Contracting Officer's Technical Representative
CPIF	Cost-Plus-Incentive-Fee
CPR	Core Process Requirement
CPTAS	Change Processing, Tracking and Accounting Systèm
CROM	Kinetics of Nucleation and Crystal Growth in Glass Forming Melts in Microgravity
CSS	Comparison of Structure and Segregation
C&DM	Configuration and Data Management
DCAA	Defense Contract Audit Agency
DCAM	Dialysis Crystallization Apparatus for Mg
DCB	Document Control Board
DCL	Document Change Log
DCP	Document Control Process
DCPCG	Dynamically Controlled Protein Crystal Growth
DLIS	Defense Logistics Information Service
DM	Data Management
DMI	Diffusion Module Inserts
DPD	Data Procurement Document
DPS	Deorbit Propulsion Module
DRD	Data Requirements Description

DRL	Data Requirements List
DUNS	Data Universal Number System
EAR	Export Administration Regulations
ECLSS	Environmental Control and Life Support System
EDS	Enhancements/Discrepancy System
EDSE	Equiaxed Dendritic Solidification Experiment
ELMS	Execution of Local Microstructures: Spatial Instabilities of Coursening Clusters
EO	Equal Opportunity
EOSC	Electro-Optic Single Crystals
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986
FAAQL	Failure to Achieve AQL Report
FAR	Federal Acquisition Regulation
FBH	Facility-Based Microgravity Hardware
FGE	Federal Grade Equivalency
FICA	Federal Insurance Compensation Act
FIPS	Federal Information Processing Standards
FLSA	Fair Labor Standards Acts
FPM	Frontal Polymerization in Microgravity
FPR	Final Proposal Revision
FUI	Federal Unemployment Insurance
GAO	General Accounting Office
HDIG	Hardware Development & Integration Group
HHDTC	Handheld Diffusion Test Cell
HPGL	Hewlett-Packard Graphic Language
HRF	Human Research Facility
HUBZone	Historically Underutilized Business Zone
ICM	Interim Control Module
ICMS	Integrated Configuration Management System
IDGE	Isothermal Dendritic Growth Experiment
IDIQ	Indefinite-Delivery-Indefinite-Quantity
IDRD	In-house Data Requirements Document
IRS	Internal Revenue Service
ISS	International Space Station
IT	Information Technology
ITAR	International Traffic in Arms Regulations
IUS	Inertial Upper Stage
IVHM	Integrated Vehicle Health Management
LCBT	Low Cost Booster Technology
LTA	Lost Time Accidents
MIS	Management Information Systems
MPD	Marshall Policy Directive
MB	MegaByte
MCGD	Microgravity Crystal Growth Demonstration
MGBX	Microgravity Glovebox
MGM	Mechanics of Granular Materials
MIB	Mishap Investigation Board
MPLM	Multi-Purpose Logistics Module
MSDS	Material Safety Data Sheet
MSRF	Materials Science - Research Facility
MSRR-1	Materials Science - Research Rack-1
MSRR-2	Materials Science - Research Rack-2
MSRR-3	Materials Science - Research Rack-3
MSG	Microgravity Science Glovebox

NAC	National Agency Check
NATO	North Atlantic Treaty Organization
NCR	Nonconformance Report
NFS	NASA FAR Supplement
NGLS	Next Generation Launch Services
NPD	NASA Policy Directive
NTE	Not To Exceed
OGA	Oxygen Generation Assembly
OI	Organizational Issuance
OPCGA	Observable Protein Crystal Growth Apparatus
OPR	Office of Primary Responsibility
PRL	Page Revision Log
PEP	Particle Engulfment and Pushing by Solidifying Interfaces
PDL	Payload Data Library
PDSS	Payload Data Services System
POIC	Payload Operations Integration Center
PPS	Payload Planning System
PWS	Performance Work Statement
PPE	Personnel Protective Equipment
PRS	Performance Requirements Summary
PUGMA	Physical Properties and Processes of Undercooled Glass-Forming Metallic Alloys
PPA	Pollution Prevention Act of 1990
PFM	Pore Formation and Mobility
PSM	Power Supply Module
PIRN	Preliminary Interface Revision Notices
PDL	Product Line Directorate
PCN	Program Control Number
PDS	Program/Project Data System
PM	Project Manager
PPAS	Proposal Pricing and Analysis System
PROSEDS	Propulsive Small Expendable Deployer System
PCG-EGN	Protein Crystal Growth-Enhanced Gaseous Nitrogen Dewar
PCG-STES	Protein Crystal Growth - Single Thermal Enclosure System
QSDN	Quality System Deficiency Notice
QMI	Quench Module Inserts
RCAR	Recurrence Control Action Request/Report
RFP	Request for Proposal
RCE	Required Cost Elements
RLV	Reusable Launch Vehicle
RID	Review Item Discrepancy
SACA	Sample Ampoule/Crucible Containment Assy
SBIR	Small Business Innovative Research
SDLE	Self-Diffusion in Liquid Elements
SEC	Source Evaluation Committee
SF	Standard Form
SHE	Marshall Safety, Health, and Environmental Program
SHIVA	Spaceflight Holography Investigation in a Virtual Apparatus
SIC Code	Standard Industrial Classification Code
STEP	Space Transfer Using Electrodynamic Tethers
STTR	Small Business Technology Transfer
SUBSA	Solidification Using a Baffle in Sealed Ampoules
SUI	State Unemployment Insurance
TechTracS	NASA-wide Technology Tracking System

TIN	Taxpayer Identification Number
TDSE	Transient Dendritic Solidification Experiment
TULiP	Transitions in Undercooled Liquid Phases
UPN	Unique Project Number
UPA	Urine Processor Assembly
VCD	Vapor Compression Distillation
VCS	Voluntary Consensus Standards
VDA-2	Vapor Diffusion Apparatus-2
WBS	Work Breakdown Structure
WORF	Window Observation Research Facility
WPA	Water Processor Assembly

SECTION M

EVALUATION FACTORS FOR AWARD

M.1 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (52.219-6) (JUL 1996)

Notice of Total Small Business Set-Aside (Jul 1996)

(a) *Definition.* "Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) *General.* (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) *Agreement.* A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed $25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

M.2 AWARD WITHOUT DISCUSSIONS

As provided for in FAR 52.215-1 "Instructions to Offerors - Competitive Acquisitions", the Government intends to evaluate proposals and AWARD A CONTRACT WITHOUT DISCUSSIONS with Offerors (except clarifications as described in FAR 15.306 (a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint.

Contract award will be made WITHOUT SUBSEQUENT DISCUSSION OR NEGOTIATIONS and will be evidenced by the Contracting Officer's signature on the proposal submitted by the successful Offeror

The Government reserves the right to conduct discussions if the Source Selection Authority later determines them to be necessary. If the Source Selection Authority determines that the

number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Source Selection Authority may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals; to promote efficiency and reduce unnecessary expense to both Offerors and NASA, a total of no more than three proposals shall be a working goal in establishing the competitive range.

If discussions are deemed necessary, Offerors within the competitive range will be advised of weaknesses and deficiencies and uncertainties identified in their proposal and allowed a reasonable opportunity to satisfy the solicitation requirements. At the conclusion of discussions, a Final Proposal Revision (FPR) will be requested from all Offerors within the competitive range. This FPR shall be submitted in the form of a contractual document that has been executed by an individual with authority to contractually bind the Offeror. Selection will be made in accordance with the evaluation criteria set forth in Section M of this solicitation.

(End of provision)

M.3 EVALUATION OF OPTIONS (52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the government to exercise the option(s).

(End of provision)

M.4 EVALUATION FACTORS FOR AWARD

(a) General

The proposed procurement will be evaluated in accordance with procedures prescribed by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS).

(b) Source Evaluation Committee

A Source Evaluation Committee (SEC), appointed by the Director of Procurement, Marshall Space Flight Center, will evaluate the offers submitted to the Request for Proposal (RFP). Proposal content requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of information that will be used by the SEC. Acceptable offers will be evaluated in accordance with the factors set forth below.

(c) Source Selection Authority/SEC Voting Members

Source selection will be made by the Director of Procurement. Voting members of the SEC are:

David W. Hood	Lynn P. Southgate
Michael A. Nelson	Donald M. Szymczak

(d) Evaluation Factors and Subfactors

(1) Acceptable offers will be evaluated using the following factors and subfactors:

Mission Suitability Factor
- Technical and Management Approach Subfactor
- Key Personnel Subfactor
- Staffing Subfactor
- Safety and Health Subfactor

Cost Factor
Past Performance Factor

(2) The detailed descriptions of the factors and subfactors are set forth below:

(i) Mission Suitability Factor (Volume I)

The Mission Suitability Factor assesses the excellence of the proposed approach for satisfying the Performance Work statement and the Offeror's ability to perform. The Offeror's degree of understanding of the requirements will be assessed in all Mission Suitability Subfactors. A key measure in assessing the Offeror's understanding of the requirements is the adequacy of the Offeror's risk analysis and the recommended approach to minimize the impact of identified risks to the overall success of the program. In addition to risk analysis, cost realism, or the lack thereof, will be used in evaluating the Mission Suitability Subfactors as an indicator of the Offeror's understanding of the requirement. Also, using the graduated scale set forth in paragraph M.4(d)(2)(ii) of this Section M, the Government will proportionally adjust the Offeror's Mission Suitability score for an assessed overall lack of cost realism.

Each proposal will be evaluated and scored based on the Mission Suitability Subfactors set forth below. (Note: the alphanumeric bullets within each supporting subfactor shall not be construed as an indication of the order of importance or relative weighting within the individual subfactors as there are no discrete point values attached to any of the bullets; the bullets are included to facilitate comparison with the requirements of Section L.)

Subfactor 1: Technical and Management Approach

This Subfactor will be used to evaluate the Offeror's management and operating approach for providing the services delineated in the PWS. The adequacy, completeness, technical soundness, methods, operations and excellence of the Offeror's approach will be evaluated encompassing:

- TMA1 The Offeror's approach and methods to fulfill the PWS, the activities that will be performed in the accomplishment of the PWS, and the methods and/or techniques used in planning, scheduling, processing, controlling and completing the PWS.

- TMA2 The Offeror's organizational structure, identification of clear lines of authority, and rationale for approach to planning, controlling, and reporting contract activities. The Offeror's understanding of MSFC core values and the extent to which their values align with MSFC's.

- TMA3 The Offeror's extent of autonomy and authority granted to the on-site program manager to manage local operations, relationship to the parent organization, and approval process that will be made outside the local organization.

- TMA4 The Offeror's approach to executing PWS work assignments while complying with the "Organizational Conflicts of Interest" and "Limitation of Future Contracting" clauses.

- TMA5 The effectiveness of the Offeror's approach to teaming and subcontracting.

- TMA6 The effectiveness of Offeror's approach for ensuring good internal and external communication.

- TMA7 The Offeror's approach to performance in accordance with MPD 1280.1, and the Offeror's plans to safeguard information and ensure data integrity.

- TMA8 The Offeror's demonstrated ability to provide necessary orientation and training for employees to assume C&DM functions.

- TMA9 The Offeror's planning for new management techniques and systems to improve services and products, including the Offeror's approach to providing an automated system to generate new task orders and administer the task order process.

- TMA10 The Offeror's identification of risk and recommended mitigation for risks which may impact this Subfactor.

Subfactor 2: Key Personnel

This subfactor will be used to evaluate the Offeror's Key Personnel including the following:

- KP1 The experience of each key person for the position being proposed, the qualifications (education and training) of each key person proposed, the degree of availability and commitment of each key person, and the rationale for designating each particular position as key.

- KP2 The Offeror's identification of risk and recommended mitigation for risks which may impact this Subfactor.

Subfactor 3: Staffing Plan

This subfactor will be used to evaluate the Offeror's approach to ensure that stable, high quality personnel are available to provide C&DM services. Included in this Subfactor evaluation will be:

- SP1 The Offeror's approach for a contract phase-in with minimal project impact.

- SP2 The Offeror's labor categories, and associated staffing numbers, the Offeror's skill mix, correlation to the PWS, workload adjustments capability, approach to staffing as IDIQ tasks are completed or added, and personnel cross-utilization.

- SP3 The Offeror's demonstrated approach to recruiting and retaining necessary personnel.

- SP4 The Offeror's total compensation plan and personnel policies and their ability to attract, motivate, and retain a qualified workforce.

- SP5 The Offeror's identification of risk and recommended mitigation for risks which may impact this Subfactor.

Subfactor 4: Safety and Health

The Offeror's safety and health policies and processes, including the draft Safety and Health Plan, will be evaluated to assess focus on workplace safety and adherence to MSFC safety and health policies.

(ii) Cost Factor (Volume II)

The adequacy and realism of the cost proposal and the probable incurred cost will be evaluated. Estimated cost and fees for the basic year and all options will be evaluated. The Government assessment of the probable "cost of doing business" with each Offeror, of the possible cost growth during the course of the contract, and of features that could cause a given proposal to cost more or less than proposed will be included. Proposed costs will be adjusted in order to report to the Source Selection Authority the probable "cost of doing business" with each Offeror for the basic and option periods. G&A ceiling rates shall be used in establishing the most probable cost. For evaluation purposes, base year costs shall be on a full 12-month period of performance basis. Phase-in costs will not be included in the base price, but they will be separately identified. Both the Offeror's proposed cost and the Offeror's probable cost developed by the SEC will be presented to the Source Selection Authority.

As instructed in Section L.13, the Offeror shall provide the fully burdened labor rates for labor categories indicated in Attachment J-10. The Government will utilize these rates with predetermined labor hours for each labor category to determine unidentified but anticipated IDIQ most probable costs for WBS elements 1.3 through 1.6. The unidentified but anticipated IDIQ most probable costs will be added to the Offeror's most probable cost for WBS 1.1 and 1.2 and the subset of base year IDIQ tasks identified in Attachment L-5 to determine the Offeror's total most probable cost.

The Offeror's proposed phase-in costs will be identified separately from the most probable cost and reported to the Source Selection Authority. Adjustments to the proposed phase-in costs will not be made by the SEC, however, the overall adequacy and realism of the proposed phase-in costs will be reported to the Source Selection Authority.

The Cost Factor will not be numerically scored by the SEC, but will be reported by the SEC to the Source Selection Authority. The importance of the cost factor in the selection will depend on the magnitude of the cost differentials, the relevance to the Mission Suitability Factor and its supporting subfactors, and the impact of the Past Performance Factor.

The Cost Factor is an indicator of the Offeror's understanding of the requirements of this solicitation. Proposals requiring significant adjustment to the proposed cost will cause an Offeror's Mission Suitability score to be reduced (NFS 1815.305). A maximum of 300 points may be deducted from an Offeror's Mission Suitability score depending on the size of the cost adjustment necessary to establish the most probable cost. There will be no deductions made to the Mission Suitability score

for cost adjustments necessary to reflect the proposed G&A ceiling rates. Adjustments to the Mission Suitability score resulting from probable cost adjustments, follow the schedule provided below.

MISSION SUITABILITY COST REALISM POINT ADJUSTMENT

Most Probable Cost Adjustment	Mission Suitability Point Adjustment
+/- 5 percent	0
+/- 6 to 10 percent	-50
+/- 11 to 15 percent	-100
+/- 16 to 20 percent	-150
+/- 21 to 30 percent	-200
+/- more than 30 percent	-300

(iii) Past Performance Factor (Volume III)

The Offeror's overall corporate past performance, to include the corporate past performance of any proposed subcontractors (as opposed to that of proposed key personnel), on comparable or related procurement/project efforts will be considered. Emphasis will be given to the extent of direct experience and quality of past performance on previous contracts that are highly relevant to the effort defined in this RFP (cost control, schedule performance, management, engineering, and operation of configuration management (CM), data management (DM), and C&DM automated systems). The Offeror's safety and health performance and lost time incident rate will be considered. This factor is not numerically scored but is assigned an adjective rating and reported to the Source Selection Authority for consideration in making a selection. Offerors having no relevant past performance will receive a neutral rating of "Good" (i.e., they will not be evaluated favorably nor unfavorably).

(e) Relative Importance of Evaluation Factors/Subfactors

(1) While only the Mission Suitability Factor is scored, in order to provide the Offeror with an indication of the relative importance of the three factors listed above, the following information is furnished:

(a) Mission Suitability is the most important factor. The Past Performance Factor and Cost Factor are equal in importance, and each is somewhat less important than the Mission Suitability Factor.

(b) Per FAR 15.304 (e) the following information is provided: all evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

(2) The subfactors to be used in evaluating Mission Suitability and their corresponding weights are listed below:

Technical and Management Approach	500 points
Key Personnel	200 points
Staffing Plan	250 points
Safety and Health	50 points
Total	1,000 points

The numerical weights assigned to the subfactors identified above are indicative of the relative importance of those evaluation areas.

(End of provision)

[End OF SECTION]

List of Forms and Exhibits

Title	Pages
Key Personnel Position Description and Resume	3
Past Performance Interview/Questionnaire Form	10
Form B, Direct Labor Costs	6
Form D, Fringe Benefits	5
Form H, Indirect Rates and Factors	2
Form I, Personnel and Fringe Benefit Policies	1

KEY PERSONNEL POSITION DESCRIPTION AND RESUME

(Complete one form for each proposed Key Person. Copies of this form should be used for continuation of work experience; use plain bond paper if additional space is needed otherwise. Start with the present or most recent position and work back. Do not submit work experience prior to 1990. Employer and customer references may be contacted during the proposal evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the offeror before submission).

PROPOSED POSITION TITLE: _____

PROPOSED POSITION SALARY: _____

NAME OF PROPOSED KEY PERSON: _____

CURRENT EMPLOYER: _____

DESCRIPTION AND SCOPE OF PROPOSED KEY POSITION:

RATIONALE FOR SELECTING THIS AS A KEY POSITION:

REASONS FOR SELECTING PROPOSED PERSON FOR THIS POSITION:

THE PROPOSED PERSON:

HAS _____ HAS NOT _____ BEEN CONTACTED
IS _____ IS NOT _____ COMMITTED TO THE PROPOSED POSITION
HAS _____ HAS NOT _____ BEEN INCLUDED IN CONCURRENT PROPOSALS WILL DEVOTE _____% OF TIME TO THIS CONTRACT

COLLEGE EDUCATION OF PROPOSED KEY PERSONNEL:

NAME & LOCATION OF INSTITUTION	YEAR OF DEGREE	TYPE OF DEGREE AND MAJOR

OTHER SPECIALIZED TRAINING/MEMBERSHIP IN PROFESSIONAL SOCIETIES:

EMPLOYMENT HISTORY (SINCE 1990) STARTING WITH CURRENT POSITION:
EXPLAIN ANY INTERRUPTIONS IN EMPLOYMENT

DATES EMPLOYED: TITLE/SALARY:

EMPLOYER & LOCATION: TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED: TITLE/SALARY:

EMPLOYER & LOCATION: TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED: TITLE/SALARY:

EMPLOYER & LOCATION: TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE FORM

This evaluation should be completed by the Contracting Officer (CO), Contracting Officer's Representative or Contracting Officer's Technical Representative (COR or COTR), Task Monitor (TM), or other person identified in the contract by the appropriate Contracting Officer with monitoring the contractor's compliance with the requirements of the contract.

In compliance with the direction in the FAR, the information contained in this evaluation is not subject to view by anyone other than the designated source selection evaluation personnel.

INSTRUCTIONS, DEFINITIONS, AND RATING GUIDELINES

Instructions

This evaluation is to be completed as indicated below. For purposes of these evaluations, the term "project" is intended to mean "contract". This package consists of the following:

Section	**Description**	**Who completes**
Section I	Basic contract information	Contractor being evaluated
Section II	Customer reference identifying information	Customer reference
Section III	Contractor Performance Report	Customer reference

Any questions you might have concerning completion of this form should be addressed to Lynn P. Southgate at (256) 961-2090.

CONTRACTOR PERFORMANCE REPORT

Section I

To be completed by Contractor requesting evaluation.

Contract Number:	
Contract Title:	
Contract Prime Contractor:	
Contract Award Date:	
Contract Completion Date (including options):	

Contract Type:	Competitive	Non-Competitive

CONTRACTOR PERFORMANCE REPORT

Section II

To be completed by Customer reference performing the evaluation.

COTR, COR, TM, or Other Name:	
COTR, COR, TM, or Other Signature:	
Commercial Phone Number:	
Facsimile Phone Number:	
E-mail address:	
Date:	

CONTRACTOR PERFORMANCE REPORT

Section III

Definitions and Rating Guidelines

The Factors/Ratings tables on the next page summarize contractor performance in each of the following rating areas. Each criteria will be assigned a rating, from highest to lowest, of Excellent Plus, Excellent, Good, Fair, Poor, or Unsatisfactory. If a particular criteria is not applicable, it will be rated in the far right column as N/A. However, the evaluator is encouraged to provide comments on any rating to further support a particular rating.

The following definitions and instructions should be used as guidance to aid in evaluating the criteria in the Factors/Ratings tables. Please read the definitions and instructions before rating any criteria to be sure that each criteria is graded in the context of the definitions. Also, please ensure that this assessment is consistent with any other assessments that have been done for the same contractor for the same work, such as for payment of fee purposes, exercise of option, other past performance requests, etc.

Technical Performance	**Cost Control**	**Timeliness of Performance**	**Management Effectiveness**
- Compliance with contract requirement - Appropriateness of personnel - Technical excellence - Responsive to technical direction - Effective contractor recommended solutions	- Within budget (over/under target costs) - Current, accurate, and complete cost reporting and billings - Cost efficiencies	- Met interim schedule milestones - End items delivered on time - Contract administrative activities performed timely	- Reliable - Pro-active - Reasonable and cooperative - Flexible - Prompt notification of problems - Effective small and small disadvantaged business subcontracting program - Accuracy of reports

The four headings above relate to the actual ratings defined on the following pages.

CONTRACTOR PERFORMANCE REPORT
Section III (Cont'd)

Technical Performance	Cost Control	Timeliness of Performance	Management Effectiveness
Excellent Plus			
The contractor has demonstrated an exceptional performance level in any of the below categories that justifies additional consideration. This rating will be used only in those circumstances when contractor performance clearly exceeds the Excellent performance level.			
Excellent			
There are no quality problems.	There are no cost issues.	There are no delays.	Responses to inquiries, technical, service, and administrative issues are effective and responsive.
Good			
Nonconformances or technical issues do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is usually effective and responsive.
Fair			
Nonconformances or technical issues require minor Agency resources to ensure achievement of contract requirements.	Cost issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is somewhat effective and responsive.
Poor			
Nonconformances or technical issues require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is marginally effective and responsive.

Unsatisfactory			
Nonconformances or technical issues are compromising the achievement of contract requirements, despite use of Agency resources.	Cost issues are compromising performance of contract requirements.	Delays are compromising the achievement of contract requirements, despite the use of Agency resources.	Response to inquiries, technical, service, and administrative issues is not effective and responsive.

CONTRACTOR PERFORMANCE REPORT
Section III (Cont'd)

Item	FACTORS/RATINGS	Excellent Plus	Excellent	Good	Fair	Poor	Unsatis-factory	N/A
	Technical Performance							
1	Overall skill level & technical competence of Contractor personnel.							
2	Ability to identify risk factors and alternatives for alleviating risk.							
3	Ability to identify and solve problems expeditiously.							
4	Ability to work without extensive guidance.							
	Cost Control							
5	Ability to accurately estimate and control contract cost (if the contract experienced an overrun, please amplify on the following page).							
6	Did the Contractor diligently search for and apply cost efficient practices?							
7	Were Contractor's reports and documentation accurate and complete?							
8	Were all reported costs allowable?							
	Timeliness of Performance							
9	Completion of major tasks or key project milestones on schedule.							
10	Did the Contractor deliver end items per the Contract schedule?							
11	Were the Contractor's reports and documentation submitted timely?							
	Management Effectiveness							
12	Was the Contractor able to effectively coordinate, integrate & manage subcontractors?							
13	Did the Contractor management team show innovation and a proactive approach to problem identification and resolution?							
14	Was the Contractor effective in interfacing with the Government's staff?							
15	Was the documentation produced by the Contractor satisfactory to the users?							
16	Ability to recruit and maintain qualified personnel.							
17	Responsiveness to changes in technical direction.							

18	Extent to which the Contractor displayed initiative in meeting requirements.							
19	Sufficiency of local management authority for effective and efficient contract management.							
20	Compliance to Service Contract Act.							
21	Attentiveness to overall safety and health.							
22	Control of lost time incident rate.							
	Overall Evaluation							
23	How would you rate the Contractor's *overall management performance* on this contract?							
24	How would you rate the Contractor's *overall technical performance* on this contract?							
25	Would you use this Contractor again? (If "No", please comment in the Narrative Summary)	**Yes**					**No**	

Additional Information

- How long did proposed key personnel remain on contract?

- What is the Contractor's average annual turnover rate?

- Is there an award or incentive fee? If so, please give the percentages earned for the last three reporting periods.

Review Period	% of Possible Fee
_____	_____
_____	_____
_____	_____

CONTRACTOR PERFORMANCE REPORT
Section III (Cont'd)

NARRATIVE SUMMARY (Use this section to explain additional information not included above)

Item	Comments

PAST PERFORMANCE FORM LETTER EXAMPLE

MSFC Configuration and Data Management Services –
RFP 8-1-0-E4-C9392

CLIENT AUTHORIZATION LETTER: FORMAT

[*Date of Letter*]
[*Name and Address of proposed Offeror's customer*]
Attention: [*Name and Designation of Customer's Contract Manager or Appropriate Contact*]

Dear [*Contact Name*]:

We are currently responding to the NASA, Marshall Space Flight Center Request for Proposal (RFP) 8-1-0-E4-C9392 titled "MSFC Configuration and Data Management Services." NASA is requesting that clients of entities responding to their solicitation be identified and their participation in the evaluation process requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. Your cooperation with this effort is greatly appreciated. Please direct any questions to [*Name and Phone Number of Offeror's Point-of-Contact*].

We have included our work for your agency as a past performance reference. A Past Performance Questionnaire is enclosed. Please complete Sections II and III of the enclosed evaluation and return the signed, completed document to:

NASA/Marshall Space Flight Center
Attention: Lynn Southgate, PS24J
MSFC, Alabama 35812

Please forward the completed evaluation to NASA at the above address to ensure it is received prior to 1 PM Local Time on March 19, 2001.

In order to maintain the integrity of this process, please **DO NOT** return the questionnaire to us. Return it to NASA/MSFC at the address listed above.

Sincerely,
[*Name of Signer*]
[*Designation of Signer*]