

NNM 08A 54C

CONTRACT/ RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Center Operations Support Services (COSS)

PROJECT/ SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

November 21, 2007

DATE

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
<i>DOCUMENT CHANGE LOG</i>					NO. ISSUE	
					1197 RFP	
INCORPORATED REVISIONS OUTSTANDING REVISIONS				ASOF: 11-21-07		SUPERSEDING: PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./ NO.				REMARKS	
	INTRO	SGR	DRL	DRD		

MSFC - Form 3461-1 (Rev. September 2007)

1.0 INTRODUCTION

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

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

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

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

1.2.3 Data Requirements Descriptions (DRD's)

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

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

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
EE	Environmental Engineering
LS	Logistics Support
MA	Management
QE	Quality
SA	Safety

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

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

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

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all revision actions that pertain to the DPD.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

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

2.0 STATEMENT OF GENERAL REQUIREMENTS

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

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

2.2 Subcontractor Data Requirements

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

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

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

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

2.3.2 Format

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

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

2.3.3 Data Restriction Marking

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

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

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

International Traffic in Arms Regulations (ITAR) Notice

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

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

Export Administration Regulations (EAR) Notice

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

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

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

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

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract

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

2.3.4 Transmittal

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

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

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

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.

7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules)
- b. Printable electronic files or hardcopy data.
- 2.3.5 Use of the MSFC Documentation Repository: Marshall Policy Directive (MPD) 2210.1 specifies the requirements for utilizing the Documentation Repository. Electronic data deliverables should be transmitted directly to the Repository via a secure web page, available at <https://webpub.nis.nasa.gov/submittal/index.html>. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL) and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The 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, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.

2.8 Maintenance of Type 1 Document Submittals

- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
- 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.
- 3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. The date that was in the "as of" block shall be entered in the "Superseding" block.
- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.

3.4 DPD Reissues

- 3.4.1 The DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Center Operations Support Services (COSS)

Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD- Contractual Data			
1197CD-001	2	Contract Information Technology (IT) Security Program Plan	IS10
EE – Environmental Engineering			
1197EE-001	2	Asbestos Control Manual	AS10
1197EE-002	2	Lead Program Plan	AS10
1197EE-003	3	Spill Response Team, Equipment and Supplies Listing	AS10
1197EE-004	3	State Indirect Discharge and National Pollutant Discharge Elimination System Monthly Report	AS10
1197EE-005	3	Asbestos and Lead Monthly Report	AS10
LS – Logistics Support			
1197LS-001	2	Government Property Management Plan	AS41
1197LS-002	2	Reliability Centered Maintenance Plan	AS20
1197LS-003	2	Annual Work Plan	AS20
1197LS-004	2	Boiler Certification Report	AS20
1197LS-005	2	Five Year Maintenance Plan	AS20
1197LS-006	3	Facility Condition Assessment Schedule and Reports	AS20
1197LS-007	3	Automatic Fire Sprinkler System Quarterly Report	AS20
1197LS-008	3	Facility Condition Assessment Project Recommendations Report	AS20
1197LS-009	3	Reliability Centered Maintenance Report	AS20
1197LS-010	3	Pre-flight Facilities Checkout Report	AS20
1197LS-011	2	Maintenance Procedures	AS20
1197LS-012	3	Headquarters Metrics Data	AS20
1197LS-013	3	Annual Crane and Hoist Inspection Report	AS20
1197LS-014	3	Annual Elevator Inspection Report	AS20
1197LS-015	3	Five Year Elevator Inspection Report	AS20
1197LS-016	3	IDIQ Schedule	AS20
MA – Management			
1197MA-001	3	Evaluation Period Status Report	AS20
1197MA-002	1	Management Plan	AS20
1197MA-003	3	Contractor Cost Report	CS40
1197MA-004	3	Badged Employee and Remote IT User Listing	AS50
1197MA-005	3	Contractor Employee Clearance Document	AS50
1197MA-006	3	Position Risk Designation for Non-NASA Employee	AS50
QE – Quality			
1197QE-001	3	Quality Control Plan (QCP) and QCP Quarterly Summary Report	AS20
SA – Safety			
1197SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD50
1197SA-002	3	Mishap and Safety Statistics Reports	QD50
1197SA-003	2	Personnel Certification Plan	AS20
1197SA-004	3	Quarterly Contractor Safety Self-Evaluation Report	AS20

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2

6. **TITLE:** Contractor Information Technology (IT) Security Program Plan

7. **DESCRIPTION/USE:** To ensure that the contractor fully understands their responsibility for information and information technology (IT) security as required in NFS 1852.204-76. This plan will describe the contractor's information technology security program that addresses the management, operational, and technical aspects of protecting the confidentiality, integrity and availability of information and information technology systems.

8. **OPR:** IS10 9. **DM:** AS20

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

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

12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.

13. **REMARKS:** The Federal Information Processing Standards (FIPS) Publication Series of the National Institute of Standards and Technology (NIST) is the official series of publications relating to standards and guidelines adopted and promulgated under the provisions of the Federal Information Security Management Act (FISMA) of 2002. FIPS Pub 200, Minimum Security Requirements for Federal Information and Information Systems, specifies minimum security requirements for information and information systems supporting the executive agencies of the federal government and a risk-based process for selecting the security controls necessary to satisfy the minimum security requirements.

The seventeen security-related areas to be addressed in the content of the Contractor IT Security Program Plan represent a broad-based, balanced information technology security program that addresses the management, operational, and technical aspects of protecting information and information technology systems. Additional information for these security-related areas can be found in FIPS Pub 200.

14. **INTERRELATIONSHIP:** PWS paragraph 1.4G.3

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contractor IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, processed or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/ subcontractor's information system.

- 15.2 **APPLICABLE DOCUMENTS:**
NFS 1852.204-76 *Security Requirements for Unclassified Information Technology Resources (May 2007)*

- 15.3 **CONTENTS:** The Contractor IT Security Program Plan shall contain:
 - a. A brief description of the types of information that will be stored, generated, processed, or exchanged with NASA or on behalf of NASA during the performance of the contract. Provide the security categorization of the information (LOW, MODERATE, or HIGH). A description of the policy or procedure to ensure the return of all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

DRD Continuation Sheet

TITLE: Contractor Information Technology (IT) Security
Program Plan

DRD NO.: 1197CD-001

DATA TYPE: 2

PAGE: 2/2

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

- b. A brief description regarding personnel (location, local or remote connections or access, privileged users, etc.) and the IT resources (NASA provided or contractor-owned) and environments utilized in the support of the work to be performed and their access to information identified.
- c. A brief description of policy or procedure that ensures the contractor inserts NFS 1852.204-76 in all subcontracts as required.
- d. Provide a description of each of the security-related areas (see Remarks) with regard to policies and procedures of the contractor's enterprise-wide information technology security program protecting the confidentiality, integrity, and availability of information and information technology systems.
 - 1. Management.
 - (a) Certification, Accreditation, and Security Assessments.
 - (b) Planning.
 - (c) Risk Assessment.
 - (d) Systems and Services Acquisition.
 - 2. Operational.
 - (a) Awareness and Training.
 - (b) Configuration Management.
 - (c) Contingency Planning.
 - (d) Incident Response.
 - (e) Maintenance.
 - (f) Media Protection.
 - (g) Physical and Environmental Protection.
 - (h) Personnel Security.
 - (i) System and Information Integrity.
 - 3. Technical.
 - (a) Access Control.
 - (b) Audit and Accountability.
 - (c) Identification and Authentication.
 - (d) System and Communications Protection.

NOTE: Any security-related area not currently implemented in the Contractor's IT security program shall be identified and the contractor's plan of action for implementation shall be explained.

15.4 **FORMAT:** Contractor format is acceptable and shall be consistent with contents of paragraph 15.3d of this DRD.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-------------------------|--------------------------------------|
| 1. DPD NO.: 1197 | 2. DRD NO.: 1197EE-001 |
| 3. DATA TYPE: 2 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. **TITLE:** Asbestos Control Manual
7. **DESCRIPTION/USE:** To provide documentation of the contractor's asbestos control program.
8. **OPR:** AS10 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 calendar days after contract award
12. **SUBMISSION FREQUENCY:** Annually; update on anniversary of Authority to Proceed (ATP)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.3B.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Asbestos Control Manual documents the contractor's asbestos control program and activities.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Asbestos Control Manual shall contain:
- a. Asbestos containing material log.
 - b. Notification of all work requiring notice broken down by actual abatement, spill cleanups, routine operations, and ceiling tile replacement.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197EE-002**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Lead Program Plan
7. **DESCRIPTION/USE:** To provide documentation of the contractor's lead control program.
8. **OPR:** AS10 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 calendar days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; update on anniversary of ATP
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.3B.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Lead Program Plan documents the contractor's control of lead exposure and release.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Lead Program Plan shall address how the contractor plans to minimize worker and employee lead exposure and minimize lead releases to the environment during the abatement, removal or disturbance of paints and materials containing lead or other regulated heavy metals.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197EE-003</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Spill Response Team, Equipment and Supplies Listing
7. **DESCRIPTION/USE:** To provide current information about people, equipment and materials available for spill response.
- | | |
|---------------------|--------------------|
| 8. OPR: AS10 | 9. DM: AS20 |
|---------------------|--------------------|
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** March 1 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by March 1, or as requested by the Environmental Engineering Department
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.3A.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Spill Response Team, Equipment and Supplies Listing provides spill response team and equipment/materials available to respond to spills.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Spill Response Team, Equipment and Supplies Listing shall contain:
- a. Names of individual spill response team members.
 - b. Training credentials for spill response team members.
 - c. Equipment available for spill response.
 - d. Stock available for spill response.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-------------------------|--------------------------------------|
| 1. DPD NO.: 1197 | 2. DRD NO.: 1197EE-004 |
| 3. DATA TYPE: 3 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. **TITLE:** State Indirect Discharge and National Pollutant Discharge Elimination System Monthly Report
7. **DESCRIPTION/USE:** To provide data about stormwater treatment and pollutant discharge.
8. **OPR:** AS10 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Five calendar days following the first full month after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly; five calendar days following the month being reported
13. **REMARKS:**
14. **INTERRELATIONSHIP:** SOW paragraph 10.2H
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The State Indirect Discharge and National Pollutant Discharge Elimination System Monthly Report summarizes treatment of stormwater and pollutants discharged.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The State Indirect Discharge and National Pollutant Discharge Elimination System Monthly Report shall summarize the pH, flow and gallons treated or discharged by Discharge Serial Number (DSN).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- 1. **DPD NO.:** 1197 **ISSUE:** RFP
- 2. **DRD NO.:** **1197EE-005**
- 3. **DATA TYPE:** 3
- 4. **DATE REVISED:**
- 5. **PAGE:** 1/1
- 6. **TITLE:** Asbestos and Lead Monthly Report
- 7. **DESCRIPTION/USE:** To provide asbestos and lead abatement information.
- 8. **OPR:** AS10 9. **DM:** AS20
- 10. **DISTRIBUTION:** Per Contracting Officer's letter
- 11. **INITIAL SUBMISSION:** Fifteen calendar days following the first full month after Authority to Proceed (ATP)
- 12. **SUBMISSION FREQUENCY:** Monthly; fifteen calendar days following the month being reported
- 13. **REMARKS:**
- 14. **INTERRELATIONSHIP:** PWS paragraph 6.3B.3
- 15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Asbestos and Lead Monthly Report provides details of asbestos and lead abatement and removal activities.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall include:
 - a. Location where asbestos or lead abatement was performed [including Facility Work Request (FWR) number, building and room number].
 - b. Dates of abatement.
 - c. Quantity and type of material removed.
 - d. Dates of Alabama Department of Environmental Management (ADEM) or other environmental inspections.
 - e. Copies of hand receipts for disposal of asbestos or hazardous waste drum numbers.
 - f. List of tasks scheduled for the following month (including FWR numbers).
 - g. Copies of ADEM asbestos notifications.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- 1. **DPD NO.:** 1197 **ISSUE:** RFP
- 2. **DRD NO.:** **1197LS-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:** AS41 9. **DM:** AS20
- 10. **DISTRIBUTION:** Cognizant property administrator
- 11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP)
- 12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
- 13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
- 14. **INTERRELATIONSHIP:** PWS paragraph 1.7.1D
- 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*
 - NPR 5100.4B *Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto*
- 15.3 **CONTENTS:** The Government Property Management 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)

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| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 2*</p> | <p>2. DRD NO.: 1197LS-002</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|---|
6. **TITLE:** Reliability Centered Maintenance Plan
7. **DESCRIPTION/USE:** To provide the Contractor's reliability centered maintenance plan for collateral equipment at MSFC.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 60 days after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Annually; update on anniversary of contract ATP
13. **REMARKS:** *Note to Data Type: The Government will review the plan within 10 working days of initial submittal. If there are no comments the Government will approve the plan. If the Government determines the plan to be unacceptable, a meeting will be held with the Contractor within the next 5 working days to resolve issues and make the plan acceptable to both parties.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.5D.4 and 3.2D.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reliability Centered Maintenance Plan represents the optimum mix of preventive maintenance, predictive test and inspection, programmed maintenance, and reactive maintenance the Contractor considers appropriate for minimizing repair requirements while maximizing the life span and performance of Center collateral equipment. The PM and PT&I job plans and intervals contained in the Computerized Maintenance Management System (CMMS) are an integral part of the RCM plan.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The contractor's initial Reliability Centered Maintenance Plan shall consider current preventive and predictive testing and inspection data.
The Preventive Maintenance Plan shall:
- a. Contain the Contractor's rationale for the plan based on the current preventive maintenance and predictive and testing inspection program data, manufacturer's recommendations, the Contractor's knowledge of best preventive maintenance practices, appropriate codes, and the use of reliability centered maintenance approaches.
 - b. Address predictive testing and inspection and programmed maintenance tasks as well as traditional preventive maintenance tasks.
 - c. Any PT&I tasks that are recommended shall satisfy the following additional criteria:
 1. There shall exist a clearly defined potential failure. The alarm level selected shall, for the applicable PT&I technology, be set to provide the longest P-F interval possible.
 2. There shall exist an identifiable P-F interval.
 3. The PT&I task interval shall be less than the shortest likely P-F interval.
 4. The shortest time between the discovery of a potential failure and the occurrence of the functional failure (the P-F interval minus task interval) shall be long enough for predetermined action to be taken to avoid, eliminate, or minimize the consequences of the failure mode.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 2*</p> | <p>2. DRD NO.: 1197LS-003</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|---|
6. **TITLE:** Annual Work Plan
7. **DESCRIPTION/USE:** To assemble historical information in order to provide an accounting of work performed and emerging trends
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 30 after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Annually; by October 30 of each contract year, unless otherwise specified by the Contracting Officer
13. **REMARKS:** *Note to Data Type: The Government will review the plan within 10 working days of initial submittal. If there are no comments the Government will approve the plan. If the Government determines the plan to be unacceptable, a meeting will be held with the Contractor within the next 5 working days to resolve issues and make the plan acceptable to both parties. Note that obtaining utility, construction and capital investment data will require interfacing with other AS20 groups or Contractors.
14. **INTERRELATIONSHIP:** PWS paragraph 3.2C.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Work Plan assembles and evaluates data for the previous fiscal year and proposes recommendations based on the data and trends.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 8831.2 *Facilities Maintenance Management*
- 15.3 **CONTENTS:** The Annual Work Plan – Phase One shall meet the requirements of NPR 8831.2 and contain:
- a. Narrative of the Contractor's approach, analysis, and recommendations as related to the fiscal year data and emerging trends.
 - b. Graphical representation of funding by work type.
 - c. Spreadsheet that spreads cost by facility, structure, area, or other category by the following:
 1. Utilities (breakdown by each type of utility and the sum of all utilities).
 2. Lump sum maintenance cost (breakdown by work type and sum all work types).
 3. COSS maintenance performed by IDIQ (breakdown by work type and sum all types).
 4. Maintenance performed by construction IDIQ.
 5. Capital investment projects.
 6. Operational costs.
- 15.4 **FORMAT:** Contractor format is acceptable. Item 15.3c data shall be in spreadsheet format. Microsoft Excel is the preferred spreadsheet format.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-004</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Annual Boiler Certification
7. **DESCRIPTION/USE:** To document annual inspections of all boilers and code related piping.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 30 days following completion of the boiler inspections.
12. **SUBMISSION FREQUENCY:** Annually; following completion of boiler inspection.
13. **REMARKS:** The Annual Boiler Inspection is required to be performed by a NBIC certified boiler inspector not employed by the contractor.
14. **INTERRELATIONSHIP:** PWS paragraph 11.2F
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Boiler Certification documents annual inspections required to determine that boilers and piping meet or exceed all American National Standards Institute (ANSI/NBIC) standards and American Society of Mechanical Engineers (ASME) codes relating to this type equipment. Each inspection shall encompass the pertinent requirements of applicable most recent and current ANSI/NBIC and ASME standards and regulations.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|--|
| ANSI/NBIC NB-23 | <i>National Board Inspection Code (Latest Revision)</i> |
| ASME CSD-1-200X | Controls and Safety Devices for Automatically Fired Boilers
(Latest Revision) |
- 15.3 **CONTENTS:** The Annual Report shall meet the following requirements:
- a. Document the independent inspector's qualifications.
 - b. Provide a signed verification of certification for each piece of equipment which meets all requirements.
 - c. Provide signed inspection summary reports for all equipment not in compliance with all requirements listing all deficiencies and specify applicable code sections.
 - d. Provide verification of certification for equipment found deficient after deficiencies are corrected.
 - e. Provide index with page number, building and equipment number as part of the inspection report.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 2*</p> | <p>2. DRD NO.: 1197LS-005</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|---|
6. **TITLE:** Five-Year Maintenance Plan
7. **DESCRIPTION/USE:** To document the Contractor's proposal to project maintenance needs beyond the annual work plan.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** February 28 after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Annually; No later than February 28 of each contract year, unless otherwise specified by the Contracting Officer.
13. **REMARKS:** *Note to Data Type: The Government will review the plan within 10 working days of initial submittal. If there are no comments the Government will approve the plan. If the Government determines the plan to be unacceptable, a meeting will be held with the Contractor within the next 5 working days to resolve issues and make the plan acceptable to both parties.
14. **INTERRELATIONSHIP:** PWS paragraph 3.2C.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Five Year Maintenance Plan provides projected maintenance needs beyond those provided in the Annual Work Plans.
- 15.2 **APPLICABLE DOCUMENTS**
NPR 8831.2 *Facilities Maintenance Management*
- 15.3 **CONTENTS:** The Five-Year Maintenance Plan shall meet the requirements of NPR 8831. 2 and contain:
- a. Approaches to control Backlog of Maintenance and Repair (BMAR) using the MSFC master plan and budget information provided by the Government.
 - b. Proposed maintenance changes to shift from time based preventive maintenance to condition based predictive testing and inspection.
 - c. Proposed schedule for long-term replacement of obsolete equipment.
 - d. Budget requirements to meet all proposals in the plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197LS-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Facility Condition Assessment Schedule and Reports
7. **DESCRIPTION/USE:** To identify and quantify facility conditions in order to support annual and five year work plans.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Facility Condition Assessment (FCA) Schedule: 30 calendar days after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer. FCA Report: Within 30 calendar days of the assessment completion date for the specific facility, as shown on the report schedule.
12. **SUBMISSION FREQUENCY:** FCA Schedule: Quarterly; update within 10 calendar days after end of fiscal quarter. FCA Report: 30 calendar days following the assessment completion date for the specific facility, as shown on the report schedule.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.2C.4 and 3.2C.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Facility Condition Assessment Schedule and Reports provides individual facility condition assessment planned completion dates for all MSFC facilities and the Center's infrastructure in such a way to insure a total assessment of MSFC within five years. The FCA reports provide results of completed assessments.
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC Real Property Summary
- 15.3 **CONTENTS:** The Facility Condition Assessment Schedule and Reports shall contain:
 - a. Individual completion dates for all MSFC facilities and the Center's infrastructure.
 - b. Summary columns for BMAR using the system disciplines provided in the individual facility condition assessments.
 - c. Facility and infrastructure classification as shown in *MSFC Real Property Summary*.
 - d. Quarterly updates based on the fiscal year that reflect current BMAR based on the facility condition assessments that were completed in the previous quarter.
 - e. One-time BMAR inflation adjustment at the end of the fourth quarter for facilities that were not assessed in the fiscal year that has ended. The Government will reference the source of the inflation adjustment after contract award.

Individual Facility Condition Assessments Reports shall contain:

 - a. Narrative of the facility description and facility classification. Include a discussion of the components within the facility by discipline. Group components by architectural, mechanical, heating, ventilation and air conditioning (HVAC), or electrical disciplines, as appropriate.
 - b. Facility site plan.
 - c. Facility floor plan.
 - d. Narrative of the facility condition assessment procedure. This will include inspections and evaluations of available computerized maintenance management system data and the predictive testing and inspection data.

DRD Continuation Sheet

TITLE: Facility Condition Assessment Schedule and Reports

DRD NO.: 1197LS-006

DATA TYPE: 3

PAGE: 2/2

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

- e. Narrative of the assessment finding by component grouping with an overall adjective rating of those components. Components include, but not limited to, roofs, pumps, air conditioning, interior finishes, electrical devices and systems.
- f. Overall average rating for the facility.
- g. Evaluation for failure and failure consequences (risk assessment) to identify safety impacts for components rated as poor or replace. A safety impact (hazard to personnel or NASA property) must be identified to the COTR for appropriate action to alleviate the hazard.
- h. Summary BMAR estimate by discipline and a facility total BMAR for components rated as poor or replace.
- i. Individual discipline BMAR estimates that list components and their associated BMAR.
- j. List of discrepancies by discipline by location, discrepancy number, and recommendation.
- k. Discipline assessment that includes component identifier, description, location, year installed, age, life expectancy, projected replacement year, adjective assessment, discrepancy number if appropriate, and estimated repair or replacement cost for all components with a poor or replace adjective rating.
- l. Reliability centered maintenance (RCM) analysis for the facility which includes:
 1. RCM process description.
 2. Background information that includes failure criticality code and probability of failure code.
 3. Analysis by system by components within the system. This includes recommendations.
 4. A listing of all equipment analyzed including equipment identifier, description, failure criticality code, and probability of failure code.

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

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-007</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Automatic Fire Sprinkler System Quarterly Report
7. **DESCRIPTION/USE:** To verify automatic fire sprinkler systems are operational or system discrepancies are identified for resolution.
- | | |
|---------------------|--------------------|
| 8. OPR: AS20 | 9. DM: AS20 |
|---------------------|--------------------|
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 calendar days following the end of the fiscal quarter after Authority to Proceed, unless otherwise specified by the Contracting Officer.
12. **SUBMISSION FREQUENCY:** Quarterly; 10 calendar days after the end of each fiscal quarter
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 8.3C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Automatic Fire Sprinkler System Quarterly Report provides documentation verifying that automatic fire sprinkler systems are operational or identifies system discrepancies.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Automatic Fire Sprinkler System Quarterly Report shall contain:
- a. Reporting period.
 - b. Facility numbers.
 - c. System type.
 - d. System status (in service/out of service)
 - e. Preventive Maintenance (PM) identification number for all PM's performed.
 - f. Discrepancies found during PM performance.
 - g. Discrepancies resolutions.
 - h. PM inspection date.
 - i. Modifications or repairs performed or in progress.
 - j. System deficiencies that have not been addressed.
- 15.4 **FORMAT:** The report shall be in spreadsheet format. Microsoft Excel is the preferred format.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|--|
| <p>1. DPD NO.: 1197</p> <p>3. DATA TYPE: 3</p> | <p>ISSUE: RFP</p> <p>2. DRD NO.: 1197LS-008</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|--|
6. **TITLE:** Facility Condition Assessment Project Recommendations Report
7. **DESCRIPTION/USE:** To provide project recommendations lists based on facility condition assessment (FCA) findings.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 10 calendar days following the end of the first or third fiscal quarter after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Biannually; no later than the 10 calendar days after the end of the first and third fiscal quarters
13. **REMARKS:** After initial submittal, the list shall be revised based on continuing FCA analysis combined with any Government direction associated with a specific Government need.
14. **INTERRELATIONSHIP:** PWS paragraphs 3.2C.6 and 5.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Facility Condition Assessment Project Recommendations Report provide the Contractor's recommendations for initiation of local construction projects or capital investment projects.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Facility Condition Assessment Project Recommendations Report shall contain the Contractor's recommendations for local construction or capital investment projects based on FCA findings. Each report shall contain:
- a. List of 10 recommended projects that are estimated individually to be less than \$500,000 but total at least \$3,000,000.
 - b. List of 10 recommended projects that are estimated individually to exceed \$500,000 but total at least \$8,000,000.
 - c. Description of the recommended work associated with each project.
 - d. Preliminary project cost estimate for each project.
 - e. Completed project submittal forms provided by the Government.
- 15.4 **FORMAT:** Contractor format is acceptable for the initial list submittals. The Government will provide submittal forms for Government-selected projects.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-009</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/2</p> |
|---|---|
6. **TITLE:** Reliability Centered Maintenance Report
7. **DESCRIPTION/USE:** To provide documentation associated with reliability centered maintenance for collateral equipment.
- | | |
|---------------------|--------------------|
| 8. OPR: AS20 | 9. DM: AS20 |
|---------------------|--------------------|
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 calendar days following the second full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Monthly; 10 calendar days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.2D.2 and 5.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reliability Centered Maintenance Report provides documentation of the contractor's effort on RCM activities that include Failure Mode Effects Analysis (FMEA), root cause failure analysis, trend analysis, and the combined application of reactive, preventive, condition based, and proactive maintenance practice to achieve cost effective maintenance program.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Reliability Centered Maintenance Report shall contain:
- a. Identify inherent reliability problems by performing root cause failure analysis for equipments that experience 2 identical failure modes in 12 months duration. No more than four (4) root cause failure analysis are required per month.
 - b. Based on the root cause failure analysis, propose changes in terms of maintenance practice, design/ installation standard, or supplier improvements.
 - c. Proposed changes shall include supporting technical rationale and/or statistical data and be reported by equipment type, manufacturer, location, and function as appropriate.
 - d. Perform Failure Mode Effect Analysis with respect to loss of system availability and facility availability for age exploration recommendations.
 - e. Trouble Call Trends: Trend trouble calls by types of equipment (i.e. chillers, air compressors, pumps, etc) for duration of 24 months with illustrative diagram.
 - f. Provide the following RCM metric data for all MSFC collateral equipment:
 1. Percent of Facility Availability (Target = 96%):
 % = Hours the Facility is Available to Run at Capacity/Total Hours during the Reporting Time Period

 Note: Assume 12 hours per day, 5 days per week except for Buildings 4663, 4629, 4436, and 4207. Assume 24 hours per day, 7 days per week for these buildings.
 2. Percent of PM Completed (Target = 97%):
 % = Number of PMs Completed/Number of PMs Scheduled
 3. Percent of PM Completed on Schedule (Target = 95%):
 % = (PMs Completed on Schedule – PMs Completed Outside Time Band)/ PMs Completed

DRD Continuation Sheet

TITLE: Reliability Centered Maintenance Report

DRD NO.: 1197LS-009

DATA TYPE: 3

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

4. Percentage of Emergency Work (Target = 10% or less):
% = Emergency TCs/Total TCs
5. Percent of Equipment Covered by PT&I:
% = Number of Equipment Items in PT&I Program/Total Equipment Candidates for PT&I
6. Ratio of Emergency Work to PT&I and PM (Target = 20% or less):
% = Total Emergency TCs/Total PM and PT&I Work Orders Performed
7. Percent of Faults Found in Thermographic Survey (Target = 3% or less):
% = Number of Faults Found/Number of Devices Surveyed
8. Percent of Faults Found in Steam Trap Survey (Target = 10% or less):
% = Number of Defective Steam Traps Found/Number of Steam Traps Surveyed

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

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-010</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/2</p> |
|---|---|
6. **TITLE:** Pre-Flight Facilities Checkout Report
7. **DESCRIPTION/USE:** To evaluate the integrity of electrical and HVAC systems related to launch activities.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than five working days prior to the first flight after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** Five working days prior to each flight*
13. **REMARKS:** *Note: If flight is delayed more than 4 weeks, the pre-flight facilities checkout shall be repeated prior to the flight.
14. **INTERRELATIONSHIP:** PWS paragraphs 3.3 and 5.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Pre-Flight Facilities Checkout Report documents evaluation of the integrity of electrical and HVAC systems related to launch activities.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Pre-flight Facilities Checkout Report shall:
- a. Identify all electrical and HVAC equipment that relate to the flight and equipment location.
 - b. Include flight readiness review tasks performed and recommended operating limits for each piece of equipment.
 - c. Record actual operating conditions, personnel performing the inspection (by first initial and last name), and date the tasks were performed.
 - d. Include explanations of exceptions that are outside of recommended operating limits.
 - e. Include actions taken to insure that exceptions will not hamper flights.
 - f. Prepare review certification sheet similar to the example in Attachment 1.
- 15.4 **FORMAT:** Contractor format is acceptable for checkout report. The review certification sheet shall be similar to the one provided in Attachment 1, with the exception of signature titles.
- 15.5 **MAINTENANCE:** None required

**Attachment 1
FACILITIES TEST READINESS REVIEW CERTIFICATION**

Based on a thorough engineering evaluation of all information relating to the readiness of Building (insert number), (insert general area) and Building (insert number), (insert general area), the utility systems supporting these areas are fully capable of supporting Shuttle Flight (insert number). (Insert one of the following, as appropriate.) No exceptions were found during the pre-flight facilities check out. The following exceptions were found and the actions taken to mitigate the exceptions or the rational for acceptance are described below.

Exception: Mitigation or Rational For Acceptance:

Certified By:

_____ Date: _____
Engineering Manager

_____ Date: _____
Program Manager

Certification Date

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 2</p> <p>6. TITLE: Maintenance Procedures</p> <p>7. DESCRIPTION/USE: To provide maintenance procedures for electrical, fire and gas detection, mechanical, steam distribution and HVAC/R systems.</p> <p>8. OPR: AS20 9. DM: AS20</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: 30 calendar days after Authority to Proceed (ATP)</p> <p>12. SUBMISSION FREQUENCY: Update as required</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: PWS paragraphs 7.3B, 8.3B, 9.3B, 10.3B, 10.5E, 11.3B, 11.5R, 12.3B 12.5U and 13.3B</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 SCOPE: The Maintenance Procedures cover electrical, fire and gas detection, mechanical, steam distribution and HVAC/R systems.</p> <p>15.2 <u>APPLICABLE DOCUMENTS:</u> None</p> <p>15.3 <u>CONTENTS:</u> The Maintenance Procedures shall contain:</p> <p style="margin-left: 20px;">a. Equipment operating procedures including start-up, on-line or running parameters, shutdown, emergency and lay-up procedures.</p> <p style="margin-left: 20px;">b. Plant systems equipment preventive maintenance procedures and maintenance schedules.</p> <p style="margin-left: 20px;">c. Troubleshooting procedures for major equipment and systems.</p> <p style="margin-left: 20px;">d. Corrective maintenance and repair procedures.</p> <p style="margin-left: 20px;">e. Clearly defined duties, responsibilities and qualifications for all maintenance personnel positions and supervision.</p> <p>15.4 <u>FORMAT:</u> Contractor format is acceptable.</p> <p>15.5 <u>MAINTENANCE:</u> The procedures shall be maintained electronically in the TRL.</p> | <p>2. DRD NO.: 1197LS-011</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|--|---|

ATTACHMENT 1
HEADQUARTERS METRIC DATA

AGENCY PARAMETRIC MEASURES		UNIT	VALUE
	Facilities Sustainment Model (FSM) - FY06	\$M	
	Parametric Deferred Maintenance (DM) - FY06	\$M	
DATA INPUT FROM CENTERS			
1	Unconstrained Maintenance and Repair (M&R) Requirement, FY06 (Without CoF) (1) (5)	\$M	
2	Initial Operating Plan for Maintenance & Repair (M&R), FY06 (2)	\$M	
3	Actual Annual Maintenance and Repair (M&R) Funding (Without CoF)	\$M	
4	Cost of Scheduled Work (4)	\$M	
5	Cost of Unscheduled Work and Breakdown Repair	\$M	
6	Number of PT&I "Finds"	#	
7	Cost of Significant Failures from Constrained Resources (3)	\$M	
8	Reportable Incident Rate (RIR) (6)	*	
9	Lost Workday Case Incident Rate (LWCIR) (7)	*	
CALCULATED from DATA PROVIDED			
a.	Scheduled Maintenance Cost as a percentage of Total Maintenance Cost	%	
b.	Unscheduled Repair Cost as a percentage of Total Maintenance Cost	%	
c.	FY06 Total Site CRV	\$B	
d.	Initial Operating Plan as a percentage of CRV	%	
e.	Maintenance and Repair Funding as a percentage of CRV	%	
f.	Cost of Deferred Maintenance as a percentage of CRV	%	
ENERGY/UTILITY USAGE METRICS (Generated through HQ Energy Manager)			
11	Energy Used/Consumed		
12	Water Used/Consumed		
13	Natural Gas and Oil Used/Consumed		
NOTES			
(1)	The unconstrained Center-level funding amount that represents a manager's reasonable estimate of the full annual requirement that would maintain the Center's facility inventory in a "good commercial" level of condition, while not allowing DM to grow further, and providing a level of reliability that the supported programs find acceptable for their missions. A minor amount of DM reduction could be included in this figure.		
(2)	Initial Operating Plan for annual center-level maintenance & repair funding consisting of PM, PT&I, ROI, PGM, non-CoF repair, and TC.		
(3)	Due to or influenced by constrained resources (includes direct repair costs and other Center cost impacts).		
(4)	Scheduled Work consisting of PM, PT&I, PRM, ROI, and PT&I "Finds" repair costs.		
(5)	Annual Center-level M&R funding including PGM, PM, PT&I, ROI TC, and non-CoF repair.		
(6)	Reportable Incident Rate during FY06 for O&M and support services contracts. $RIR = (\text{Total annual \# of injuries incurred} \times 200,000) / (\text{Total annual \# of hours worked})$.		
(7)	Lost Workday Case Incident Rate during FY06 for O&M and support services contracts. LWCIR represents the number of injuries and illnesses per 100 full-time equivalent workers and calculated as: $(N/EH) \times 200,000$, where N = the number of injuries and illnesses, EH = the total hours worked by all employees during the calendar year, and 200,000 is the base for 100 equivalent full-time workers (working 40 hours per week, 50 weeks per year).		
*	Unitless measure		
ABBREVIATIONS			
\$B	Billions of Dollars		
CoF	Construction of Facilities		
DM	Deferred Maintenance		
FSM	Facilities Sustainment Model		
LWCIR	Lost Workday Case Incident Rate (aka DART, Days Away, Restricted, and Job Transfer)		
\$M	Millions of Dollars		
M&R	Maintenance and Repair		
PGM	Programmed Maintenance		
PM	Preventive Maintenance		
PT&I	Predictive Testing and Inspection		
RIR	Reportable Incident Rate		
ROI	Replacement of Obsolete Items		
TC	Trouble Call		

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-013</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Annual Crane and Hoist Inspection Report
7. **DESCRIPTION/USE:** To document annual inspections of all cranes and hoists.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than July 15 following completion of the first annual crane and hoist inspection performed after ATP. Crane and hoist inspections are to be performed annually during the month of June.
12. **SUBMISSION FREQUENCY:** Annually; following completion of crane and hoist inspection, but no later than July 15.
13. **REMARKS:** The Annual Crane and Hoist Inspection is required to be performed by a qualified inspector not employed by the contractor.
14. **INTERRELATIONSHIP:** PWS paragraphs 5.0 and 10.2M
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Crane and Hoist Inspection Report documents annual inspections required to determine that cranes and hoists meet or exceed all Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) standards relating to this type equipment. Each inspection shall encompass the pertinent requirements of applicable most recent and current OSHA and ANSI standards and regulations.
- 15.3 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|---|
| MWI 6430.1 | <i>Lifting Equipment and Operations</i> |
| NASA-STD-8719.9 | <i>NASA Lifting Devices and Equipment</i> |
- 15.3 **CONTENTS:** The Annual Crane and Hoist Report shall meet the requirements of MWI 6430.1 and NASA-STD-8719.9:
- a. Document the independent inspector's qualifications.
 - b. Provide a signed verification of certification for each piece of equipment which meets all requirements, including hook inspection and wire rope or chain inspection results.
 - c. Provide signed inspection summary reports for all equipment not in compliance with all requirements listing all deficiencies.
 - d. Provide verification of certification for equipment found deficient after deficiencies are corrected.
 - e. Provide, prepare, and affix a permanent certification sticker for each item of equipment which passes the inspection, as meeting all of the pertinent OSHA and ANSI standards.
 - f. Provide index with page number, building and equipment number as part of the inspection report.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-014</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Annual Elevator Inspection Report
7. **DESCRIPTION/USE:** To document elevator inspection and dumbwaiter inspections required by ANSI/ASME A17.1.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than January 31 following completion of the first annual elevator inspection performed after ATP. Elevator inspections are to be performed annually during December and January.
12. **SUBMISSION FREQUENCY:** Annually; following completion of elevator inspection, but no later than January 31. Separate annual elevator inspection reports are not required when five-year elevator inspections are performed.
13. **REMARKS:** The Annual Elevator Inspection is required to be performed by a certified inspector not employed by the contractor.
14. **INTERRELATIONSHIP:** PWS paragraphs 5.0 and 10.2N
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Elevator Inspection Report documents the result of the inspections and test required to be performed as set forth in ANSI/ASME A17.1, A17.2 and A17.3.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|--|
| ANSI/ASME A17.1 | <i>Safety Code for Elevators and Escalators</i> |
| ANSI/ASME A17.2 | <i>Guide for Inspection of Elevators, Escalators, and Moving Walks</i> |
| ANSI/ASME A17.3 | <i>Safety Code for Existing Elevators and Escalators</i> |
| ANSI/ASME QEI-1 | <i>Standard for the Qualification of Elevators Inspectors</i> |
- 15.3 **CONTENTS:** The Annual Elevator Inspection Report shall:
- a. Document that the independent inspector performing the inspections is certified in accordance with ANSI/ASME QEI-1.
 - b. Provide a list of elevators and dumbwaiters in compliance with all provisions set forth in ANSI/ASME A17.1.
 - c. Provide a list of elevators and dumbwaiters requiring maintenance, repairs, replacement or adjustments necessary to meet ANSI/ASME A17.1 and specify specific applicable code section and rules of ANSI/ASME A17.1.
 - d. Provide a list of elevators and dumbwaiters requiring improvement to meet new code changes, including a detailed list of these recommendations with ANSI rule guidelines references.
 - e. Provide recommendations to improve overall elevator performance.
 - f. Provide 6 inch by 9 inch certificate of inspection for each elevator or dumbwaiter for display in the elevator performance.
 - g. Provide index with page number, building and equipment number as part of the inspection report.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|-------------------------|--------------------------------------|
| 1. DPD NO.: 1197 | 2. DRD NO.: 1197LS-015 |
| 3. DATA TYPE: 3 | 4. DATE REVISED: |
| | 5. PAGE: 1/1 |
6. **TITLE:** Five Year Elevator Inspection Report
7. **DESCRIPTION/USE:** To document elevator inspection and dumbwaiter inspections required by ANSI/ASME A17.1.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than January 31, 2011, following completion of the first five-year elevator inspection performed after ATP. The first five-year elevator inspection is scheduled to be performed December 2010 through January 2011.
12. **SUBMISSION FREQUENCY:** Every five years.
13. **REMARKS:** The Five Year Elevator Inspection is required to be performed by a certified inspector not employed by the contractor.
14. **INTERRELATIONSHIP:** PWS paragraphs 5.0 and 10.2N
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Five Year Elevator Inspection Report documents the result of the inspections and test required to be performed as set forth in ANSI/ASME A17.1, A17.2 and A17.3.
- 15.3 **APPLICABLE DOCUMENTS:**
- | | |
|-----------------|--|
| ANSI/ASME A17.1 | <i>Safety Code for Elevators and Escalators</i> |
| ANSI/ASME A17.2 | <i>Guide for Inspection of Elevators, Escalators, and Moving Walks</i> |
| ANSI/ASME A17.3 | <i>Safety Code for Existing Elevators and Escalators</i> |
| ANSI/ASME QEI-1 | <i>Standard for the Qualification of Elevators Inspectors</i> |
- 15.3 **CONTENTS:** The Five Year Elevator Inspection Report shall:
- a. Document that the independent inspector performing the inspections is certified in accordance with ANSI/ASME QEI-1.
 - b. Provide a list of elevators and dumbwaiters in compliance with all provisions set forth in ANSI/ASME A17.1.
 - c. Provide a list of elevators and dumbwaiters requiring maintenance, repairs, replacement or adjustments necessary to meet ANSI/ASME A17.1 and specify specific applicable code section and rules of ANSI/ASME A17.1.
 - d. Provide a list of elevators and dumbwaiters requiring improvement to meet new code changes, including a detailed list of these recommendations with ANSI rule guidelines references.
 - e. Provide recommendations to improve overall elevator performance.
 - f. Provide index with page number, building and equipment number as part of the inspection report.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197LS-016</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** IDIQ Schedule
7. **DESCRIPTION/USE:** To provide a graphical schedule of approved IDIQ work.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 30 days following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Weekly
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.2C.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The IDIQ Schedule will provide a graphical schedule showing all approved IDIQ work.
- 15.4 **APPLICABLE DOCUMENTS:** NA
- 15.3 **CONTENTS:** The IDIQ Schedule shall meet the following requirements:
- a. The horizontal axis shall indicate time in appropriate increments.
 - b. Each approved IDIQ shall be represented by a horizontal bar.
 - c. Appropriate data for each IDIQ shall be included as approved by the Government.
 - d. Explanation for all discrepancies such as delays or missed dates.
 - e. Discussion of anticipated problems or delays and actions being taken to mitigate impacts.
 - f. Impacts and proposed changes to schedule to accommodate Government priorities.
- 15.4 **FORMAT:** Contractor shall submit format for Government approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|--|
| <p>1. DPD NO.: 1197</p> <p>3. DATA TYPE: 3</p> <p>6. TITLE: Evaluation Period Status Report</p> <p>7. DESCRIPTION/USE: To provide documentation to the Contract Officer and Contract Officer's Technical Representative of firm fixed price and indefinite delivery indefinite quantity work performed during the evaluation period.</p> <p>8. OPR: AS20</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: Eight calendar days following the end of the first full evaluation period after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer</p> <p>12. SUBMISSION FREQUENCY: Eight calendar days following the end of each evaluation period</p> <p>13. REMARKS: A Contractor and COTR representative shall meet informally prior to a Performance Evaluation Meeting to resolve all discrepancies between the Contractor's Evaluation Period Status Report and Government contract monitoring data. The Performance Evaluation Meeting shall be held based on a schedule mutually agreed to by the Contractor and the Contract Officer.</p> <p>14. INTERRELATIONSHIP: PWS paragraphs 1.2A, 3.2E and 4.2G</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 SCOPE: The Evaluation Period Status Report provides data for the assessment of firm fixed price data, also referred to as lump sum data and indefinite delivery indefinite quantity data. These data are used to determine deductions associated with the performance period being evaluated and summarize the results of the entire contract work for the performance evaluation period.</p> <p>15.2 APPLICABLE DOCUMENTS: None</p> <p>15.3 CONTENTS: The Evaluation Period Status Report shall consist of two spreadsheets: (1) lump sum work performed and (2) completed indefinite delivery indefinite quantity data. The spreadsheets shall contain:</p> <p style="margin-left: 20px;">a. Lump sum data:</p> <ol style="list-style-type: none"> 1. Contract line item number (CLIN). 2. Contract requirements [Performance Requirements Summary (PRS Weight)]. 3. Quantity completed for period. 4. CLIN value for period. Provide total CLIN value at end of column. 5. Value per item (Value/Quantity) including value per item per weight ((Value/Quantity) *Weight)). 6. Number of deficiencies. 7. Acceptable Quality Level (AQL). 8. AQL rating (Acceptable or Unacceptable). 9. Value deducted per CLIN. Provide total value deducted at end of column. 10. Sum of deductions. <p style="margin-left: 20px;">b. Indefinite Delivery Indefinite Quantity Data:</p> <ol style="list-style-type: none"> 1. Facility Work Request (FWR) Number. 2. FWR Description. 3. FWR Value. Provide total FWR value at end of column. 4. Partial payment. Provide total partial payment at end of column. | <p>2. DRD NO.: 1197MA-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/4</p> <p>9. DM: AS20</p> |
|--|--|

DRD Continuation Sheet

TITLE: Evaluation Period Status Report

DRD NO.: 1197MA-001

DATA TYPE: 3

PAGE: 2/4

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

- 5. Previous partial payment. Provide total previous partial payment at end of column.
- 6. FWR Deduction. Provide total FWR deduction at end of column.
- 7. Billable amount. Provide total billable amount at end of column.
- 8. NASA Project Manager.
- 9. Delivery Order Number.

15.4 **FORMAT:** The Evaluation Period Status Report shall be in two separate spreadsheets: (1) lump sum work and (2) IDIQ. Microsoft Excel is the preferred format for the spreadsheets. The report shall be formatted similarly to Attachments 1 and 2.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197MA-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the Contractor's overall management and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 5 working days after Authority to Proceed (ATP). Approved plan within 45 calendar days after the contract award date.
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** The plan is based on selected portions of the management approach submitted with the Contractor's response to the Request for Proposal for this contract.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2A
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan shall describe, from an administrative and technical standpoint, how the Contractor intends to bring the services identified in the Performance Work Statement to full operational status, and the manner and means by which these services, once established, will be maintained.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall:
 - a. Contain the Contractor's contract site organizational chart including the relationship to the corporate office and all subcontracting or teaming relationships.
 - b. Contain the rationale for the organizational structure. Rationale shall demonstrate an organized approach to:
 1. Integrated planning that includes interface for outage support and customer notification.
 2. Controls that include adherence to schedules and operational performance.
 3. Reports of contract activities.
 4. Interfaces for all other support activities identified in the Performance Work Statement (PWS).
 - c. Identify how the Contractor will plan, direct, control, and manage each of the services identified in the PWS.
 - d. Describe all manager functions, authority, and reporting structure.
 - e. Identify the access to corporate resources, the degree of local autonomy, and the authority of the on-site program manager.
 - f. Provide subcontractor management procedures used to plan, direct, control, and manage each work activity for each subcontract with a value over \$500,000.
 - g. Describe core values and correlation between those values and MSFC core values.
 - h. Provide the distribution of the work force to support MSFC 24 hours per day, 7 days per week, 365 days per year.
 - i. State the percentage of time each key person will devote to this contract.
 - j. Identify how the Contractor will identify and implement Contractor-provided training to insure personnel are qualified and adequately perform the services for the PWS.

DRD Continuation Sheet

TITLE: Management Plan

DRD NO.: 1197MA-002

DATA TYPE: 2

PAGE: 2/2

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

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.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Contractor Cost Report
7. **DESCRIPTION/USE:** To provide reports for monitoring contractor costs for fixed-price contracts.
8. **OPR:** CS40 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** After completion of first Performance Evaluation Meeting (PEM) following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** After completion of each PEM
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Cost Report (CCR) provides contractor cost data for the performance evaluation period.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Each Contractor Cost Report shall contain reports for both Lump Sum and H-Order/Indefinite Delivery Indefinite Quantity (IDIQ). The reports shall contain the data required by the formats in Attachments 1 and 2.
- 15.4 **FORMAT:** The CCR shall be submitted in hardcopy and electronic format (Microsoft Excel preferred) in accordance with Attachments 1 and 2. NOTE: Because of the early development stage of the Integrated Financial Management Program (IFMP), the contractor shall initially provide a hardcopy Contractor Cost Report (CCR). When IFMP is fully implemented, the contractor shall provide both electronic and hardcopy submission.
- 15.5 **MAINTENANCE:** None required

**ATTACHMENT 1
Format for Lump Sum Contractor Cost Report**

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

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

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

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

Legend:

- CSI Cost Since Inception
- CUM Cumulative
- FWR Facilities Work Request
- ODN Obligation Document Number

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197MA-004</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.4I.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLCL or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4I.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197MA-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1

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

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

8. **OPR:** AS50 9. **DM:** AS20

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

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

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

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 1.4I.6

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
 NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197QE-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/21

6. **TITLE:** Quality Control Plan (QCP) and QCP Quarterly Summary Report

7. **DESCRIPTION/USE:** To provide description of how the contractor intends to monitor work quality during the life of the contract and to provide documentation of quality control activities.

8. **OPR:** AS20 9. **DM:** AS20

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

11. **INITIAL SUBMISSION:** Quality Control Plan: Preliminary submittal as part of the Contractor's Technical Proposal submittal in response to the Request for Proposal. Approved QCP within 45 calendar days after contract award date. QCP Quarterly Summary Report: Within 10 calendar days following the end of the first contract quarter after Authority to Proceed (ATP).

12. **SUBMISSION FREQUENCY:** Quality Control Plan: Annually; update on contract anniversary date. QCP Quarterly Summary Report: Quarterly; 10 calendar days after end of contract quarter being evaluated.

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraphs 1.2B and 3.2A.2

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Control Plan (QCP) and QCP Quarterly Summary Report identifies the methods or processes the Contractor will use to ensure quality requirements for each contract element are being met. The QCP Quarterly Summary Report provides details of quality control activities for the reporting period.
- 15.2 **APPLICABLE DOCUMENTS:**
ANSI/ISO/ASQ Q9001-2000 *American National Standard Quality Management Systems Requirements*
- 15.3 **CONTENTS:** The Quality Control Plan (QCP) and QCP Quarterly Summary Report shall contain:
 - a. The QCP shall:
 1. Address the Contractor's approach to ensuring quality control throughout each contract element.
 2. Discuss the Contractor's self-evaluation process.
 3. Identify approaches to meet applicable sections of ANSI/ISO/ASQ Q9001:2000 system related to facilities maintenance.
 4. Provide a description of the Contractor's quality system.
 5. Discuss obtaining and utilizing feedback from Center-wide customers to continuously evaluate the quality of products and services.
 - b. The QCP quarterly summary report shall provide:
 1. Quality inspections performed versus inspections scheduled.
 2. Details of all corrective actions taken and their completion date.
 3. Actions taken when the Acceptable Quality Level (AQL) is not met for any contract element in any performance evaluation period during the quarter.
 4. Extraordinary action to be taken when the Contractor fails to meet the AQL in two or more consecutive performance evaluation periods for the same contract element.

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

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document to (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program by compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD50 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1197SA-002, *Mishap and Safety Statistics Report*. PWS paragraphs 1.4F.1 and 3.2A.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).

29 CFR 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
40 CFR	<i>Protection of the Environment</i>
ANSI Standards applicable to the scope of this contract	
ASME Boiler and Pressure Vessel Code applicable to the scope of this contract	
NFPA Standards	<i>National Fire Codes</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries</i>

DRD Continuation Sheet

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

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

MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 **CONTENTS:** The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor shall comply with the MSFC SHE core program requirements listed below to accomplish the following: (1) the methods to ensure compliance with the MSFC SHE core program requirements listed below, (2) the methods to ensure potentially hazardous conditions are identified and corrected, (3) the methods to ensure employees are trained to perform their tasks in a safe and healthful manner, and (4) the methods to ensure compliance with the applicable documents that pertain to the specific work tasks .

a. Management leadership and employee involvement:

1. A statement of the management policy and their commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA and NASA requirements applicable to the contracted effort.
2. A description of how management and employees are held accountable for implementing their tasks in a safe and healthful manner while protecting the environment through the use of motivational or innovative techniques and when necessary through the use of a disciplinary program.
3. A description of safety, health, environmental awareness and motivation programs that, include documented safety meetings and safety awareness training for employees. (Onsite contractors shall document their safety meeting statistics in the MSFC Supervisors Safety Web page (SSWP)).

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

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

4. A method of performing and documenting self evaluations of the contractor's safety, health and environmental program including the frequency of these evaluations.
 5. A method of ensuring the flowdown of MSFC safety, health, and environmental responsibilities and requirements applicable to the contracted effort are passed between all company levels and to all subcontractors, when applicable.
 6. The identification by title the individual who is assigned the responsibility for implementing the contractor's SHE program elements and serve as the SHE Point of Contact (POC) for the contracted effort.
 7. A method to ensure compliance with MPR 8715.1 and all other SHE documents that are applicable to the contracted effort.
 8. A method to ensure that each employee has read the SHE plan and fully understands their roles and responsibilities in supporting the MSFC SHE program.
9. A method to ensure the SHE plan is reviewed annually and updated as necessary.
1. The methods of identifying potentially hazardous conditions in the work area and operations, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 2. A description of the OSHA programs that require documented programs that are applicable to the contracted effort (e.g., Respiratory Protection, Hazard Communication, Confined Space, and Lockout/Tagout, etc. Address their interrelationships with the applicable MSFC SHE programs.)
 3. The methods of conducting and documenting formal worksite safety inspections as required by OSHA.
 4. The methods of conducting and documenting supervisors' monthly safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.
- c. Hazard prevention and control:
1. The methods of controlling potentially hazardous conditions in the work area or in operations. This includes the generation of plans, procedures, and other working documents which clearly identify the hazardous situations in the work area or operation and the necessary cautions taken to mitigate the hazards. NOTE: MSFC requires an annual review of these plans and procedures. MSFC Safety Department concurrence is required for onsite hazardous procedures.
 2. The methods of ensuring controls over the procurement, storage, issuance, and use of hazardous chemical and materials are in accordance with MPR 8500.1 and the recycling and disposal of any hazardous waste is in accordance with MWI 8550.1.
 3. The methods of ensuring a documented emergency management program. Include a list of contractor emergency points that are located onsite. (Note: Onsite contractors may use MPR 1040.3.)
 4. The methods of ensuring the investigation of all mishaps and close calls to determine root cause and the reporting requirements are in accordance with MWI 8621.1. (Reference DRD 1197SA-002, *Mishap and Safety Statistics Report*).
 5. The method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication. (Note in the SHE plan which, if any of these services are to be provided by MSFC for onsite work.)
 6. The methods employees have to suspend work where safety, health or environmental conditions warrant such action.
- d. Safety, health and environmental training:
1. The methods for ensuring each employee is trained to recognize hazards, avoid accidents, know the hazards specific to their job, and fully understands the contractor's disciplinary program.
 2. The methods for assessing employee training needs specific to their job. (Onsite employee assessments shall be performed using the SHE Training Assessment located on the MSFC Supervisor Safety Web Page.)

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

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

3. The methods for training and documenting this training when designating employees to be competent, qualified, authorized or certified to perform operations that require specific training in accordance with 29 CFR 1910 or 29 CFR 1926.
4. A list of identified job categories under the contracted effort that require MSFC safety certification in accordance with MWI 3410.1, "Personnel Certification Program". Example job categories that require MSFC safety certification include, but not limited to, operating MSFC lifting equipment (forklifts, cranes, etc.), working with chemicals, hazardous waste, pressure systems, etc. Personnel Certification for onsite job categories identified in MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK). (NOTE: offsite contracts shall list the job categories under the contracted effort that require OSHA documented training and certification.)
- e. Environmental compliance – The methods to ensure compliance with environmental laws and regulations 40 CFR, Alabama Department of Environmental Management (ADEM), and MPR 8500.1 by:
 1. Reporting hazardous and toxic substance use.
 2. Implementing and reporting green procurements in accordance with MWI 8540.2.
 3. Reducing, reusing, and recycling of hazardous and toxic substances prior to disposal in accordance with MWI 8550.1.
 4. Minimizing stormwater pollution in accordance with MWI 8550.2.
 5. Ensuring equipment and processes permitted by applicable laws.
 6. Disposing of solid and liquid materials as permitted by applicable laws.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197SA-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 metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD50 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics submitted by the 10th of each month after contract award using one of the following methods: MSFC Form 4371, or electronic notification system equivalent, or direct to NASA Incident Reporting Information System (IRIS) database. Statistics required to be submitted include: contract number, subcontractors, NAISC codes, number of employees, and number of supervisors, hours worked. Access to IRIS database can be obtained from the Industrial Safety Department after contract award. (Applicable to all onsite contracts)
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses as defined in Section 15.6 and in NPR 8621.1:
 1. Type A, B, mishaps, high visibility mishaps or close calls: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 24 hours through IRIS entry, or electronic submittal (per NPR 8621.1, paragraph 1.5.5).
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and Industrial Safety within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. Type C mishaps: Upon occurrence or awareness of mishap:
 - a. Immediate notification to the Contracting Officer and Industrial Safety (256-544-HELP, Safety Option) (Include location and time of incident, type of lost-time injury or damage, estimated cost, brief description, and contact person's name and phone number), accompanied by IRIS Quick Incident submittal.
 - b. Update within 6 days through IRIS entry, or electronic submittal.
 4. Type D, and Close Call mishaps (Onsite): Notification by telephone (256-544-HELP, Safety Option) or electronic submittal within 4 hours of occurrence or awareness, and within 24 hours with IRIS Quick Incident. Update within 6 days may be through IRIS entry, or electronic submittal.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 6. All Mishaps: Follow-up Corrective Action Plan/Status 30 days after first mishap.
 - c. Safety Concerns, Hazards, and non-reportable mishaps should be reported per MPR 8715.1 (**Onsite**) or the appropriate contractor method (**Offsite**).
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or equivalent) - By the 10th of each month. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1197SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraphs 1.4F.5 and 1.4F.7

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1197SA-002

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION:**

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

15.2 **APPLICABLE DOCUMENTS:**

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

MPR 8715.1 *MSFC Safety, Health, and Environmental (SHE) Program*

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

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. Additional Information Submittal per NPR 8621.1.
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:**

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1197 **ISSUE:** RFP
2. **DRD NO.:** **1197SA-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Personnel Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the contractor to ensure a certification program is implemented in accordance with NPR 8715.3 and MSFC program/project requirements.
8. **OPR:** QD50/QD40 9. **DM:** AS24
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** SOW paragraphs 1.2J and 1.2J.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Certification Plan is for the contractor to provide their processes for training, certification, and re-certification of personnel engaged in the performance of MSFC critical processes or potentially hazardous operations. The purpose of a certification program is to assure that all personnel performing MSFC critical processes or potentially hazardous operation are capable of performing these processes or operations without endangering themselves, fellow employees, equipment and/or facilities. It is mandatory that these MSFC critical processes or potentially hazardous operations are performed by trained and certified personnel.
- 15.2 **APPLICABLE DOCUMENTS:**
 MWI 3410.1 *Personnel Certification Program*
 NPR 8715.3 *NASA General Safety Program Requirements*
- 15.3 **CONTENTS:** The Personnel Certification Plan shall provide the processes the contractor implements to assure an effective certification program. The plan shall include criteria which the contractor can relate directly to work classifications or operations and the required skills, education, experience, training, and other qualifications necessary to perform work in these classifications or operations. The contractor shall assure work performed by these classifications is performed with high quality workmanship to produce a high quality product in a safe and efficient manner. The plan shall include the contractor processes to track these certifications. NOTE: Contractors onsite shall track their certifications for critical MSFC owned process or hazardous operations in the MSFC CERTRAK database in accordance with MWI 3410.1. The plan shall include the following:
 - a. Certification program:
 1. General:
 - (a) Program description.
 - (b) Program administration.
 - (c) Certification duration.
 - (d) Definitions.
 - (e) Job description summaries.
 - (f) Task assignments per job description.
 - (g) Skills required per job description.

DRD Continuation Sheet

TITLE: Personnel Certification Plan

DRD NO.: 1197SA-003

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

2. Certification requirements/skills:
 - (a) Education.
 - (b) Experience/work history.
 - (c) Specialized training.
 - (d) Physical condition/attitude.
3. Certification process:
 - (a) Supervision responsibilities.
 - (b) Certifying authority.
 - (c) Formal/informal examination.
 - (d) Proficiency demonstration.
- b. Certification documentation.
- c. Specific critical MSFC owned process skills requiring certification and proficiency include the following:
 1. High pressure tubing fabrication and assembly.
 2. Welding:
 - (a) Carbon steel.
 - (b) Stainless steel.
 - (c) Aluminum.
 3. Control system operations.
 4. Schematic drawing comprehension.
 5. Other processes identified by the Performance Work Statement (PWS).

Potentially hazardous operation and skill certifications are listed in MWI 3410.1. Below are examples of some of the required MSFC certifications.

- a. Forklift, crane and hoist operators.
- b. Cryogenic and other hazardous pressure system operators.
- c. Propellant & Explosive Handlers.
- d. Hazardous chemical/toxic material handling.
- e. Confined space entry.
- f. Electrical/instrumentation cable fabrication (including test articles):
 1. Crimping.
 2. Cabling, Harnessing, and Wiring.
 3. Soldering including Surface Mount Technology (SMT).
 4. Staking and Conformal Coating.
 5. ESD Control.
- g. Welding inspection and nondestructive evaluation (NDE).
 1. Penetrant Testing.
 2. Magnetic Particle Testing.
 3. Eddy Current Testing.
 4. Radiographic Testing.
 5. Thermal/Infrared Testing.
 6. Visual Testing.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1197 ISSUE: RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1197SA-004</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Quarterly Contractor Safety Self-Evaluation Report
7. **DESCRIPTION/USE:** To provide contractor performance metrics based on the elements of the MSFC safety program.
8. **OPR:** AS20 9. **DM:** AS20
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Ten days following completion of contractor's first calendar quarterly reporting period after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly; 10 days following completion of calendar quarterly reporting period
13. **REMARKS:** The safety performance evaluation process, for which this report is the first step, is detailed in COSS Contract, Section H: Special Clauses.
14. **INTERRELATIONSHIP:** DRD 1197SA-002, *Mishap and Safety Statistics Reports*. COSS Contract, Section H: Special Clauses; PWS paragraph 1.4F.8
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly Contractor Safety Self-Evaluation Report provides the contractor's performance measurement against required MSFC safety program elements.
- 15.2 **APPLICABLE DOCUMENTS:**
 MWI 8715.9 *Occupational Safety Guidelines for MSFC Contractors*
- 15.3 **CONTENTS:** The Quarterly Contractor Safety Self-Evaluation Report shall meet the requirements of MWI 8715.9 and provide a contractor-assigned score (from 10 to 1), based on the criteria defined in the "Safety Health Management Implementation Guide and Assessment Matrix" provided in Section H for each of the following MSFC safety program elements:
- a. Management commitment and employee involvement.
 - b. System and worksite hazard analysis.
 - c. Hazard prevention and control.
 - d. Safety and health training.
- NOTE: Reference Section H of this contract for complete listing of subelements for the major elements listed above.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required