

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000005	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R. James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812	CODE MSFC	7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) AL RAZAQ COMPUTING SERVICES 6001 SAVOY DR STE 505 HOUSTON TX 77036-3365		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)	
CODE 035U7 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C	10B. DATED (SEE ITEM 13) 04/01/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

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

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

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

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

1. The purpose (s) of this modification is to;

a) Pursuant to Changes Clause, the following page(s) has/have been modified or deleted in their entirety. Slip-Sheets to the contract are provided with sidebars indicating change:

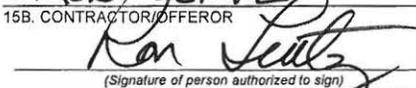
Page B-1 Update B.1 (f) Supplies and/or Services to be provided

Page G-6 Update G.5(d) Consideration and Payment

Page I-14 Update I.12 (a) Ordering; date to May 1, 2011 through April 30, 2016

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print) Ron Dentz Prog Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 12/20/12	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/20/12

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Page I-16 Update I.14 (d) Indefinite Quantity; date to April 30, 2016</p> <p>Page I-18 Update I.19 Availability of Funds; date to Sept.30, 2013</p> <p>Page J-1 Updated List of Attachments, J-2 and J-9</p> <p>Attachment J-2 updated in its entirety.</p> <p>Page J-5-1 Update Task Order Summary</p> <p>Page J-13-4 Update Customer Survey Table to read Semi-Annual</p> <p>Page J-15-8 Update Attachment J-15 Acquisition Support Services, Remove the following sentence from General Clerk III: Positions above level IV are excluded.</p> <p>Page J-1-2 Update PWS 2.2, referencing DRD 1321 MA-003 Badge Employee and Remote IT User Listing, to RESERVED</p> <p>Page J-1-2 Update PWS 2.2, referencing DRD 1321 MA-007 Position Risk Designation for Non-NASA Employee, to RESERVED</p> <p>2. Except as provided herein, all terms and conditions of this contract remain unchanged and in full force and effect.</p> <p>Payment Terms: Net 30 days</p>				

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE PROVIDED

(a) The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to deliver and/or perform the items below in accordance with the Description/Specifications/Performance Work Statement incorporated in Attachment J-1, Performance Work Statement (PWS), Acquisition and Business Support Services (ABSS).

(b) This is a performance-based, Firm-Fixed-Price (FFP), Indefinite Delivery/Indefinite Quantity (IDIQ) type contract. Work will be authorized in accordance with Clause H.2, Task Ordering Procedure, and Attachment J-14, IDIQ Task Order Process via issuance of Task Order(s) by the Contracting Officer (CO) which will be incorporated into Attachment J-5, Task Order (TO) Summary, by contract modification.

(c) In the event that the Government does not order the minimum quantity specified below for the base and each option period exercised, the Government's obligation is limited to payment of the minimum. Cumulative Total Potential Contract Value is inclusive of training and travel estimated costs of \$140,000 per year.

	Minimum Quantity	Maximum Quantity	Cumulative Total Potential Contract Value
Contract Periods	Est. Price	Est. Price	
Base Year (Yr 1)	\$1,000,000	\$19,000,000	\$19,000,000
Option 1 (Yr 2)	\$1,000,000	\$20,000,000	\$39,000,000
Option 2 (Yr 3)	\$1,000,000	\$20,000,000	\$59,000,000
Option 3 (Yr 4)	\$1,000,000	\$20,000,000	\$79,000,000
Option 4 (Yr 5)	\$1,000,000	\$20,000,000	\$99,000,000

(d) Government orders for services in quantities specified above the minimum and below the maximum shall not constitute a basis for price adjustments.

(e) The award of this IDIQ contract does not inhibit the Government's right to later award separate contracts for similar or related services.

(f) The Government has estimated travel and training cost for the base period and each option period. Profit will not be paid for travel and training expenses, only the accepted travel and training overhead rate as set forth in Attachment J-4 will be applied to these costs. Travel and training cost shall be invoiced based on allowable cost incurred as defined in the Federal Travel Regulations (FTR) and the overhead rate set forth in Attachment J-4.

of performance. For example, a TO with a total value of \$260,000 and a period of performance of one year would provide for 26 equal payments of \$10,000 ($\$260,000/26$), less deductions resulting from the contractor's performance as outlined in B.3, Price Deductions for Less Than Optimum Performance, and summarized in Attachment J-3, Performance Requirements Summary, and the prorated deduction for unfilled vacancies as set forth in paragraph (c) below.

(b) Payments for travel performed in compliance with the FTR and training will only be made after completion of the activity.

(c) The Contractor shall deduct a prorated amount from each applicable invoice commensurate with the hours multiplied by the applicable fully burdened labor rate in Attachment J-4 for any unfilled vacancies during the invoice period. An unfilled vacancy is any position authorized and required per an approved task order that is vacated and which the contractor is required to fill with a qualified replacement employee. Task Orders will be reduced to incorporate deductions for unfilled vacancies as soon as the vacancy is filled.

(d) Contractor invoices shall be submitted electronically. One consolidated labor and travel invoice shall be submitted for all task orders and shall contain the following information:

- (1) Contract Number/TO Number;
- (2) Bi-weekly period covered; and
- (3) Payment amount specified in TO.

(e) Invoices furnished by the Contractor shall be submitted electronically to:

NASA Shared Services Center
Financial Management Division—Accounts Payable
Building 1111, C Road
Stennis Space Center, MS 39529
Fax: 866-209-5415
Email: NSSC-accounts payable@nasa.gov

An information copy shall be furnished via email to the following:

George C. Marshall Space Flight Center
Attn: Rhoney Triplett, Jr., PS33
Marshall Space Flight Center, AL 35812

(End of clause)

- (8) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (e) When the service provider will have primary responsibility for operating an information technology system for NASA that contains sensitive information, the service provider's contract shall include the clause at 1852.204-76, Security Requirements for Unclassified Information Technology Resources. The Security Requirements clause requires the service provider to implement an Information Technology Security Plan to protect information processed, stored, or transmitted from unauthorized access, alteration, disclosure, or use. Service provider personnel requiring privileged access or limited privileged access to these information technology systems are subject to screening using the standard National Agency Check (NAC) forms appropriate to the level of risk for adverse impact to NASA missions. The Contracting Officer may allow the service provider to conduct its own screening, provided the service provider employs substantially equivalent screening procedures.
- (f) This clause does not affect NASA's responsibilities under the Freedom of Information Act.
- (g) The Contractor shall insert this clause, including this paragraph (g), suitably modified to reflect the relationship of the parties, in all subcontracts that may require the furnishing of sensitive information.

(End of clause)

I.12 52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **May 1, 2011** through **April 30, 2016**.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

I.13 52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than **\$1,000**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after **April 30, 2016**.

(End of clause)

I.15 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

(End of clause)

I.16 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **five (5) years**.

I.17 52.209-8 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (APR 2010)

- (a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by entering the required information in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7).
- (b)
 - (1) The Contractor will receive notification when the Government posts new information to the Contractor's record.
 - (2) The Contractor will have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the

associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

- (3) With the exception of the Contractor, only Government personnel and authorized users performing business on behalf of the Government will be able to view the Contractor's record in the system. Public requests for system information will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

I.18 52.232-18 AVAILABILITY OF FUNDS (Apr 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)

**I.19 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
(APR 1984)**

Funds are not presently available for performance under this contract beyond September 30, 2013. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2013, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)

[END OF SECTION]

III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

<u>Attachment No.</u>		<u>Pages</u>
J-1	Performance Work Statement	J-1-1 – J-1-8
J-2	Data Procurement Document	J-2-1 – J-2-23
J-3	Performance Requirements Summary	J-3-1
J-4	Contractor Fully Burdened Labor Rates	J-4-1 – J-4-2
J-5	Task Order Summary	J-5-1
J-6	Personal Identity Verification (PIV) Procedures	J-6-1 – J-6-4
J-7	Safety Performance Evaluation Summary	J-7-1 – J-7-3
J-8	Installation-Provided Property and Services	J-8-1
J-9	Wage Determinations Alabama Louisiana	J-9 J-9-1 / J-9-10; J-9-28 / J-9-37 J-9-11– J-9-28
J-10	Applicable Regulations, Procedures, and Documents	J-10-1 – J-10-4
J-11	Safety, Health and Environmental Plan	J-11-1 – J-11-15
J-12	Acronym List	J-12-1 – J-12-4
J-13	Customer Survey	J-13-1 – J-13-4
J-14	IDIQ Task Order Process	J-14-1
J-15	Position Descriptions	J-15-1 – J-15-10
J-16	Organizational Conflict of Interest (OCI) Plan	J-16-1 – J-16-6

ATTACHMENT J-5

TASK ORDER (TO) SUMMARY

A summary of Task Orders (TOs) awarded under this Contract is as follows:

TASK ORDER NUMBER	MOD. NUMBER	PERIOD OF PERFORMANCE	TASK ORDER VALUE	DEDUCTIONS
NNM11AA36T		05/01/2011-04/30/2013	\$1,604,567	
NNM11AA37T		05/01/2011-04/30/2013	\$ 888,212	
NNM11AA38T		05/01/2011-04/30/2012	\$ 949,157	Closed
NNM11AA39T		05/01/2011-04/30/2013	\$4,507,621	
NNM11AA40T		05/01/2011-04/30/2013	\$3,728,294	
NNM11AA41T		05/01/2011-04/30/2013	\$4,493,816	
NNM11AA42T		05/01/2011-04/30/2012	\$ 815,629	Closed
NNM12AA60T		05/01/2012-04/30/2013	\$1,736,430	

TOs will be issued in accordance with Clause B.2 and Clause H.2.

NNM11AA30C

The table below shows the possible financial impact to ____ (Company Name) ____ for each possible overall composite adjectival rating.

Overall Adjectival Rating	Deduction From TO Total Value for Semi-Annual*
Excellent	00%
Very Good	1%
Good	2%
Satisfactory	14%
Poor/Unsatisfactory	20%

*Values provided are examples only.

COMMENTS OR SUGGESTIONS

General Clerk III

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Procurement Analyst I

Serves as an advisor concerning key issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes and regulations, and in furtherance of national policies as they relate to acquisition. Requires knowledge of FAR, NASA FAR Supplement, and related MSFC policies and procedures. Requirements typically involve information technology related systems or professional services. Desired education is a BS/BA degree in business or related equivalent education, training, or experience combination and 2-4 years experience in procurement, policy analysis, contracting, or related areas. Assists senior level procurement personnel.

Procurement Analyst II

Serves as an advisor concerning key issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes and regulations, and in furtherance of national policies as they relate to acquisition. Requires knowledge of FAR, NASA FAR Supplement, and related MSFC policies and procedures. Requirements typically involve information technology related systems or professional services. Desired education is a Bachelor's degree in business or related equivalent education, training, or experience combination and 4-6 years experience in procurement, policy analysis, contracting, or related areas. Assists senior level procurement personnel.

Procurement Analyst III

Serves as an advisor concerning key issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes and regulations, and in furtherance of national policies as they relate to acquisition. Requires knowledge of FAR, NASA FAR Supplement, and related MSFC policies and procedures. Requirements typically involve information technology related systems or professional services. Desired education is a Bachelor's degree in business or related equivalent

The Contractor shall track all requirements on this contract and ensure the Government is not charged for unfilled vacancies.

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

The Contractor shall provide a secondary review of all assigned activities such that no inherently governmental functions are performed by the Contractor, and if directed to do so, the Contractor shall immediately notify the CO (Reference C.2, Responsibilities and Associated Ground Rules).

The Contractor shall conduct Customer Surveys to address PWS 3.0 and 4.0 activities. Customer Survey Results shall be reported in accordance with DRD 1321MA-006. (Reference J-3, Performance Requirements Summary, and J-13, Customer Survey).

2.2 Plans and Reports

The Contractor shall provide the overall management effort required to integrate operational and programmatic functions necessary to perform this contract. The Contractor shall prepare and submit for approval a Management Plan in accordance with DRD 1321MA-001. In the ABSS Management Plan, the Contractor shall provide an IT Security section that includes how they will develop, implement, and maintain IT Security. This section shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are used under this contract.

The Contractor shall prepare and submit an Organizational Conflict of Interest (OCI) Plan in accordance with DRD 1321MA-002.

The Contractor shall establish, implement, and maintain management control systems required to plan, organize, direct, and control task order activities. The Contractor's management system shall track the status of all task orders from planning to completion, and record projected and actual resources expended on each task order. In addition, the Contractor shall report the number of days required to fill each new or back-fill position required. The Contractor shall prepare and submit Monthly Status Reports that status each task order on a monthly basis in accordance with DRD 1321MA-005.

| RESERVED

The Contractor shall prepare and submit Contractor Employee Clearance Documents in accordance with DRD 1321MA-004.

RESERVED

DATA PROCUREMENT DOCUMENT
NO. 1321 ISSUE Revision B

NNM11AA30C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Acquisition and Business Support Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Al-Razaq

CONTRACTOR

November 26, 2012

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT	
DOCUMENT CHANGE LOG					NO.	ISSUE
					1321	Revision B
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 11-26-12	SUPERSEDING: 05-31-11	PAGE: 1 of 1
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod. 0001				X	DRD 1321MA-005, Monthly Status Report: Deleted d and e from 15.3 CONTENTS.	
Contract Mod. 0005			X	X	Deleted the following DRDs (no longer required): 1321MA-003, Badged Employee and Remote IT User Listing 1321MA-007, Position Risk Designation for Non-NASA Employee	

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 DRDs 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 DRDs.

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 DRDs.

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 (DRDs)

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, DRDs of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
MA	Management
SA	Safety

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

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

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

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all Revision Bctions 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>
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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 DRDs 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 Performance Work Statement 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 includes 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 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at <http://avmcc.msfc.nasa.gov/repository/index.php>. Document submitters must register for a Documentum user account through the NASA Account Management System (NAMS). 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:
- Method of reproduction – offset/xerography.
 - Finished size – 8 1/2" X 11".
 - Paper – 20-pound opaque bond.
 - Cover – Litho cover stock.
 - Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - 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 document 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 When conditions warrant, 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.
- 3.4.2 All revision dates shall remain in the Date Revised block on all DRDs. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Acquisition and Business Support Services

Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
MA – Management			
1321MA-001	1	Management Plan	RS30
1321MA-002	2	Organizational Conflict of Interest (OCI) Plan	RS30
1321MA-003	3	Badged Employee and Remote IT User Listing	AS50
1321MA-004	3	Contractor Employee Clearance Document	AS50
1321MA-005	3	Monthly Status Report	RS30
1321MA-006	2	Customer Survey Results	RS30
1321MA-007	3	Position Risk Designation for Non-NASA Employee	AS50
SA – Safety			
1321SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1321SA-002	3	Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1321 **ISSUE:** Revision B 2. **DRD NO.:** **1321MA-001**
3. **DATA TYPE:** 1 4. **DATE REVISED:** 11-26-12
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** RS30 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 calendar days after award of contract
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Plan describes the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Management Plan shall include the following:
 - a. A description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level III WBS task level.
 - b. A description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. An IT Security section that includes how they will develop, implement, and maintain IT security. This section shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are used under this contract (ref. Clause I.7, Security Requirements for Unclassified Information Technology Resources).
- 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.: 1321 | ISSUE: Revision B | 2. DRD NO.: 1321MA-002 |
| 3. DATA TYPE: 2 | | 4. PAGE REVISED: 11-26-12 |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Organizational Conflict of Interest (OCI) Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the contractor will avoid, neutralize, or mitigate OCIs in order to provide unbiased, impartial advice.
8. **OPR:** RS30 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft with proposal; final 30 calendar days after effective date of contract
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:** Reference is made to Clause H.12, *Limitation of Future Contracting*; FAR Part 9.5 and NFS Subpart 1809.5, *Organizational and Consultant Conflicts of Interest*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflict of Interest (OCI) Plan describes the contractor's detailed approach to identify, resolve, and report potential OCI issues.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflict of Interest Plan shall include (1) the contractor's approach to identify, resolve, and report potential OCI issues and (2) an appendix of specific mitigation strategies for resolving identified OCIs. At a minimum, the plan shall:
- a. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.
 - b. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
 - c. Identifying any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
 - d. Explain how subcontractors will identify, resolve, and report OCIs.
 - e. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
 - f. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
 - g. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
 - h. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Plan

DRD NO.: 1321MA-002

DATA TYPE: 2

PAGE: 2/2

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

- i. Identify the strategy for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. Specific resolution strategies shall be appended to the plan.
- j. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for avoiding, neutralizing, or mitigating the conflict, and (3) the benefits/risks vis-`a-vis contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the plan upon approval by the Government.

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

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

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1321 | ISSUE: Revision B | 2. DRD NO.: 1321MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 11-26-12 |
| | | 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 required.
8. **OPR:** AS50 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Not later than 2 working days after access is no longer required
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer required.
- 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.: 1321 | ISSUE: Revision B | 2. DRD NO.: 1321MA-005 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 11-26-12 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Monthly Status Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of order progress by Task Order directive. To provide visibility to contractor and MSFC management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** RS30 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Not later than 10 working days after the end of the contractor's first accounting month
12. **SUBMISSION FREQUENCY:** Monthly thereafter. The report shall be submitted ten working days following the end of the Contractor's accounting month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Report provides a comprehensive status on all active Task Orders and includes the necessary information to assess status and identify problems that need resolution for accomplishment of the order tasks.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Report shall include:
- a. A review of work accomplished, including quantitative description, during the reporting period.
 - b. A discussion of non-routine tasks planned for the next reporting period.
 - c. An indication of any problems which may impede performance or impact performance, schedule or cost.
 - d. The number of days required to fill each new or back-fill position required.
 - e. Any other information that may assist the Government in evaluating the technical and administrative program; such as innovative processes, cost-reduction initiatives, etc.
 - f. Self-assessment data as required in Clause B.3.
- 15.4 **FORMAT:** Contractor format is acceptable. Electronic media is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1321 **ISSUE:** Revision B
2. **DRD NO.:** **1321MA-006**
3. **DATA TYPE:** 2
4. **PAGE REVISED:** 11-26-12
5. **PAGE:** 1/2
6. **TITLE:** Customer Survey Results
7. **DESCRIPTION/USE:** To provide the results of customer surveys for each reporting period.
8. **OPR:** RS30 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Not later than 10 working day following end of first period of performance
12. **SUBMISSION FREQUENCY:** Semi-Annually
13. **REMARKS:** Reference is made to Clause B.3, *Price Reductions for Less Than Optimum Performance* and Attachment J-13, *Customer Survey*. This document is a compilation of the results of the contractor's survey of its customers, and will form the basis of determining the quality of that performance and resulting price deductions, if any.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Customer Survey Results describes the process by which the contractor gathers customer evaluations of its performance and reports its findings to the Government. This report will form the basis of the Government's determination of any price reductions based on the contractor's performance during the reporting period.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Customers Survey Results shall separately address PWS 3.0 and PWS 4.0 activities. For each of the PWS sections, it shall consist of a copy of each of the department-level customer survey responses received for the reporting period, a description of the staffing support (i.e., work-year equivalent or WYE) supporting each department, a summary adjective rating for that PWS section, and calculations supporting the reported averages.
 - a. The contractor's report shall average the customer responses into a single, prorated rating for PWS 3.0 and, separately, PWS 4.0 for the rating period. The prorating will be based on the number of WYEs. For example:

Department	PWS X.X		
	A	B	C
WYE	1	6	2
Adjective	Excellent	Very Good	Satisfactory
Weighted	5 (= 1 WYE x 5)	23.94 (= 6 WYE x 3.99)	5.98 (= 2 WYE x 2.99)
PWS X.X prorated rating	3.88 or Very Good (= total weighted score 34.92 ÷ total WYE 9)		

DRD Continuation Sheet

TITLE: Customer Survey Results

DRD NO.: **1321MA-006**

DATA TYPE: 2

PAGE: 2/2

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

- b. When calculating the prorated rating, the following ranges shall be used:

Excellent	4.00 – 5.00
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Very Good	3.00 – 3.99
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Good	2.00 – 2.99
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Satisfactory	1.00 – 1.99
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Poor/Unsatisfactory	0 – 0.99
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- c. Contractor shall forward a copy of all survey responses received for the reporting period to the CO and COTR.

15.4 **FORMAT:** Contractor format is acceptable.15.5 **MAINTENANCE:** None required

DRD Continuation Sheet

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

DRD NO.: **1321SA-001**

DATA TYPE: 2

PAGE: 2/4

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

MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.2	<i>MSFC Environmental Management System (EMS) Manual</i>
MWI 1810.1	<i>Automated External Defibrillator (AED) Program</i>
MWI 8621.1	<i>Mishap and Close Call Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety Program</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) and Systems</i>
MWI 8715.5	<i>Area/Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Requirements for MSFC 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>Operational Safety Assessment 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 contractor's Safety, Health, and Environmental (SHE) Plan shall provide a clear description of their approach and methods for ensuring their compliance with the following five (5) MSFC SHE Core Program Requirements (CPR) and the applicable documents listed in 15.2 to the extent specified as applicable to this contracted effort.

a. **Management Leadership and Employee Involvement:**

1. A description of the contractor's policy and management's commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect property and the environment, and (3) ensure compliance with EPA, OSHA, NASA, MPR 8715.1 and all MSFC SHE documents listed in 15.2 that contain requirements applicable to this contracted effort.
2. A description of how the contractor employees participate and are involved in their SHE Program (e.g., safety committees, worksite inspections, accident investigations, employee hazard reporting/suggestion program, job hazard analysis).
3. A description of how the contractor ensures managers and employees (1) are held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting property and the environment and (2) fully understand their roles and responsibilities in their SHE Program. Include how these accountabilities, roles and responsibilities are flowed-down to subcontractors or teammates, when applicable.
4. A description of how the contractor conducts and documents monthly SHE awareness training and/or meetings for employees. (NOTE: Onsite contractors and contractors located at MAF, when applicable, shall document their monthly SHE awareness training/meeting in the MSFC Supervisors Safety Web page (SSWP).
5. A description of how the contractor conducts and documents self evaluations of their SHE Program to determine its effectiveness. Include the frequency of when the contractor conducts these self evaluations.
6. Provide the identification, by title, of the individual assigned by the contractor to be responsible for implementing the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
7. A description of how the contractor ensures their SHE plan is maintained current with contract, NASA and MSFC requirements, reviewed and updated as necessary.

DRD Continuation Sheet

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

DRD NO.: 1321SA-001

DATA TYPE: 2

PAGE: 3/4

15. DATA PREPARATION INFORMATION (CONTINUED):

b. Worksite Analysis:

1. A description of how the contractor documents the identification of hazards and evaluates the risks associated with the hazards to eliminate or recommend adequate controls to reduce the hazards and risks to an acceptable safe working level. Include how this is accomplished when significant changes are made to existing operations/processes. (e.g., hazard analysis, job hazard analysis, risk assessment, safety review, and safe operating procedures). (NOTE: This also includes the identification, evaluation and control of health hazards for the prevention of occupational disease.)
2. A description of how each contractor supervisor conducts and documents monthly worksite safety visits and/or formal worksite safety inspections to ensure safe and healthful working conditions are maintained in the work area and employees are not performing their jobs/tasks/operations in an unsafe manner in accordance with MPR 8715.1 and MWI 8715.12. (NOTE: Onsite safety visits shall be performed once per month per supervisor and documented in the MSFC SSWP. Offsite safety inspections shall be performed as required by OSHA. Include the frequency these safety inspections are conducted offsite, when applicable.)
3. A description of how employees are allowed to report conditions that appear hazardous without fear of reprisal and to receive a timely response to eliminate the hazard. Include how these reports are documented and tracked. (NOTE: Onsite contractors and contractors located at MAF, when applicable, can use MWI 8715.13 as their employee reporting system.)
4. A description of how the contractor ensures all mishaps and close calls are reported, documented, and investigated to the extent necessary to determine root cause in accordance with MWI 8621.1. (Reference DRD 1321SA-002, *Mishap and Safety Statistics Report*).
5. A description of the contractor's policy to conduct post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to the mishap in accordance with NPR 3792.1, "Plan for Drug-Free Workplace." (NOTE: In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000 post-mishap drug and alcohol testing can be required and the results of these tests shall be provided to the MSFC Contracting Officer.)

c. Hazard Prevention and Control:

1. A description of how the contractor evaluates the severity of hazards and the risk the hazards pose to employees in determining the methods of hazard prevention, elimination and control (e.g., engineering or administrative controls, safety devices, safe work practices, personal protective equipment, generation of operating plans and procedures). (NOTE: MSFC Industrial Safety Branch concurrence is required for all onsite hazardous procedures. At MAF the MSFC S&MA representative located at MAF provides this concurrence. MSFC requires these procedures and plans to be reviewed annually and updated as necessary.)
2. A description of how the contractor intends to fully comply with the MSFC SHE documented programs listed in 15.2 that contain requirements applicable to this contracted effort while working onsite (e.g., Personal Protective Equipment (PPE), Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tagout, Bloodborne Pathogens). (NOTE: MSFC SHE documented programs listed in 15.2 are also applicable to work conducted at MAF. Include contractor programs for work conducted offsite, when applicable.)
3. A description of the actions taken or the disciplinary policy implemented by the contractor when management or employees are discovered (1) not performing their jobs/tasks in a safe and healthful manner, (2) not protecting property or the environment, or (3) not complying with MSFC SHE program requirements and (4) how this is clearly communicated and equitably enforced to managers and employees. Include how these actions or disciplinary program is flowed-down to subcontractors or teammates, when applicable.

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

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

4. A description of how the contractor intends to implement an emergency management program to respond to all types of emergencies (e.g., fire, chemical spill, accidents, natural disasters) at their worksite. When contractor is located onsite include a list of emergency points-of-contact that will be onsite. (NOTE: Onsite contractors and contractors located at MAF, when applicable, can use MPR 1040.3 as their emergency management program.)
5. A description of how the contractor intends to provide safety, health, and environmental services that are applicable to this contracted effort if they are not provided by MSFC or by MAF when applicable (i.e., hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication, etc.). Provide a list of services that are not to be provided by MSFC or by MAF when applicable.

d. **Safety, Health and Environmental Training:**

1. A description of how the contractor ensures each contractor employee receives initial and refresher MSFC SHE training when required. (NOTE: This applies to onsite contractors and contractors located at MAF.)
2. A description of how the contractor ensures each contractor employees are trained (1) to be knowledgeable of hazards in the workplace, (2) to recognize hazardous conditions, signs and symptoms of workplace-related illnesses, (3) to suspend or stop work when they notice safety, health or environmental conditions that warrant such action, (4) in safe work practices, and (5) the disciplinary actions taken when safety and health policies, procedures and rules are violated in accordance with MPR 3410.1, and MPR 8715.1.
3. A description of how the contractor evaluates each job/task/operation to ensure employees are trained to perform the specific job/task/operation they are assigned and receive specific job related training in accordance with the applicable parts of 29 CFR 1910 or 29 CFR 1926, when applicable. Include how this specific job related training required by OSHA is documented. (NOTE: Onsite employee and employees located at MAF, when applicable, training assessments shall be performed using the SHE Training Assessment located on the MSFC SSWP and documented in the MSFC SSWP.)
4. A description of how the contractor ensures employees receives MSFC safety certifications for all operations performed by the contractor that require a MSFC Safety Certification in accordance with MWI 3410.1, "Personnel Certification Program." (NOTE: Onsite contractor and contractors located at MAF, when applicable, safety certifications required by MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK).)
5. Provide a copy of any training developed by the contractor to the MSFC Industrial Safety Branch that is intended for use by the contractor as training for a MSFC Safety Certification required by MWI 3410.1 in lieu of MSFC provided training for approval prior to use. Provide a copy to the MSFC S&MA representative located at MAF for approval prior to use for any contractor developed training for MAF, when applicable.

15.4 **FORMAT:** Contractor format is acceptable, but it is recommended to follow the MSFC SHE CPR order as listed in 15.3 or provide a Matrix that clearly links where each MSFC SHE CPR sub-element is addressed in the contractor's SHE Plan.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1312 **ISSUE:** Revision B
2. **DRD NO.:** **1321SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 11-26-12
5. **PAGE:** 1/3
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:** QD12 9. **DM:** RS30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics for the previous month shall be submitted by the 10th of each month after contract award to the MSFC Industrial Safety Branch. Safety statistics for work performed at Michoud Assembly Facility (MAF) shall be submitted to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF.
 1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system.
 2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aide cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. **Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Close Calls) for ALL contractors working onsite shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but no later than 1 hour of occurrence or awareness. For these types of mishaps the initial notification can be made by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. At MAF call (504) 257-2526.**
 - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls for ALL contractors working onsite shall be reported to the MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but no later than 4 hours of occurrence or awareness by:**
 1. Direct input through the "SHE Report" located on the Safety, Health & Environmental (SHE) webpage located on "Inside Marshall." On the SHE webpage select the "Mishaps, Questions and Concerns" pull-down menu, then select "Report Mishaps/Close Calls/Concerns." (At MSFC this is the preferred method of reporting), or
 2. Calling the Safety Hotline (256) 544-0046, [at MAF call (504) 257-2526] or
 3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to IRIS database can be obtained from the MSFC S&MA IRIS administrator located in the MSFC Industrial Safety Branch after contract award.
 - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls for contractors working offsite shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but no later than 1 hour of occurrence or awareness by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative.**
 1. If a contractor employee has any type mishap while visiting a MSFC controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
 - e. **Initial reporting for Type C and D and Low-Visibility Close Calls for contractors working offsite shall be reported via the Safety Statistics Report submitted monthly.**

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TITLE: Mishap and Safety Statistics Reports
DATA TYPE: 3

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11. **INITIAL SUBMISSION (CONTINUED):**
- f. **Initial reports for all mishaps and Close Calls** shall provide as much information as possible, but at a minimum include the following: 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 in accordance with MWI 8621.1 and NPR 8621.1.
 - g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
 - 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
 - h. **Follow-up reporting for ALL contractors:**
 - 1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 - 4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
 - i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working onsite shall be reported per MPR 8715.1 and MWI 8715.13.
 - j. Mishaps and Close Calls that occur at MAF shall be reported within the times specified in sections a thru g to the MSFC S&MA representative located at MAF by calling (504) 257-2526.
 - k. Follow-up reporting for mishaps and Close Calls reported at MAF shall be reported within the times specified in section h to the MSFC S&MA representative located at MAF.
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10th of each month to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF. 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 to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1321SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 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 | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1 | <i>Marshall Safety, Health, and Environmental (SHE) Program</i> |
| MWI 8621.1 | <i>Mishap and Close Call Reporting and Investigation Program</i> |
| MWI 8715.13 | <i>Safety Concerns Reporting System (SCRS)</i> |
- 15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

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

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

- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in a.2.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per MWI 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:** NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

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.

Offsite. Location or facility not owned or controlled by MSFC.

Onsite. Location or facility owned or controlled by MSFC.